

**CARL Board of Directors Meeting
March 13, 2006
California State University, Fullerton
10:00 a.m. – 2:00 p.m.
Minutes**

Board Members present: Suellen Cox (President); Tracey Mayfield (Southern VP), Julie Shen (Secretary), Celia Bakke (Treasurer), Kelly Janousek (Membership Director), Carl Bengston (ACRL Chapters Council Delegate), Kris Johnson (Northern Interest Group Coordinator), Locke Morrisey (Northern Campus Liaison Coordinator & Private Institutions Director-at-Large), Judy Lee (Southern Interest Group Coordinator & UC Director-At-Large), Deborah Moore (Southern Campus Liaison Coordinator & Community Colleges Director-At-Large), Bonnie Petry (Web Site Coordinator), Aline Soules (Legislative Liaison), and Lynne Reasoner (Archivist).

Not Present: Lynn Lampert (CSU Director-at-Large) and Liz Ginno (Newsletter Editor).

Vicki Rosen (Northern VP) participated via conference call.

1. Welcome

CARL Board President Suellen Cox convened the meeting at 10:00 a.m.

2. Approval of Minutes for December 5, 2005

The minutes from the December 5, 2005 meeting were unanimously approved. Suellen will ask Cynthia Jahns to remove old executive board members from listserv.

3. Review of Follow-up Action Items from Previous Meeting

1. **Revise Standing Rules regarding duties of Campus Liaison Coordinators in membership renewal efforts. (Kelly J./Suellen)**

Kelly received proposal from Suellen.

2. **Review structure of Conference Planning Committee proposal. Board members are to send any comments on the proposal to Vicki and Suellen. (Board)**

See 8a.

3. **Discussion about website redesign/update (Communications Committee)**

Suellen gave Bonnie revisions. Suellen will appoint Kelly to Communications Committee.

4. **Promote stature of CARL to Library Directors. Board members to send any advice re the draft to Suellen (make it shorter, use bullet points). Suellen to send the letter out in January 2006. (Board/Suellen C.)**

Suellen has been sending them out, will give Kelly Excel spreadsheet with names/receipt information to track.

5. **Discuss IG guidelines draft and approve, following review by various IG leaders. (Kris J./Judy L./Board)**

See 8.2.

6. **Discuss possibility of distributing a survey to members as a way to communicate member needs. (Kelly J./Communications Committee)**

This is a work in progress.

7. **Write to California ACRL members (who are not CARL members already) and encourage them to join CARL. (Kelly J.)**

Kelly will be sending them out in June. Vicki will send something to Kelly.

8. **Investigate RegOnline's ability to produce conference budget scenerios through their software. (Kelly J.)**

This is a work in progress.

9. **Create a process for putting CARL conference papers on website. (Communications Committee)**

This is a work in progress. Aline asked if we require release forms. Publication on website might cause problems for presenters who want to publish/present papers elsewhere. Kris suggested rewording from "paper" to "papers representing presentations". Tracey suggested we ask presenters to bring electronic copy if they are willing to be published on website. Locke said there isn't enough room on CARL website. The Communications Committee will investigate.

10. **Create parameters for end of the year reports to Archives. (Committee on Organization)**

This is a work in progress. Also, see Yahoo Briefcase information passed out by Julie.

11. **Contact Patrick Sullivan regarding complimentary registrations for 2 Mexican librarians; Patrick to contact Suellen with specifics of process and those attending. (Jean. P./Patrick Sullivan/Suellen C.)**

This has been done.

12. **Ask Jackie Borin to confirm whether Research Award applicants were notified that no award was made in 2005. (Jean P.)**

Suellen hasn't heard back from Jean.

13. **Update CARL website with recent Research Award Recipients. (Bonnie P.)**

This has been done.

14. **Contact Fred Gertler regarding the naming of the CARL/ACRL Conference Scholarship Award for Ilene Rockman. (Suellen C.)**

This has been done.

15. **Develop a protocol for fundraising for the Ilene Rockman award. (Finances Council)**

This is a work in progress. Kelly has gotten three \$40 gift baskets and will be selling opportunity drawing tickets at registration table.

16. **Respond to Les Kong regarding 2008 Conference Venue Selection Task Force's questions. (Jean P.)**

This has been done. Palm Springs is not an option because the Palm Springs airport is very expensive to fly in and out of.

17. **Write thank you letters to members of the Nominating and Elections Committee, Kelly Janousek, and John McGinnis. (Jean P.)**

Suellen will followup with Jean.

18. **Obtain photographs for new Board members to send to Bonnie for the website. (Suellen C.)**

Celia has not submitted photograph.

19. **Contact SCIL regarding approval of LOEX funding request. (Suellen C.)**

This has been done.

20. **Aline Soules/Patrick Newell to contact interested parties regarding their copyright related programming for CARL Conference. (Aline Soules/Patrick Newell)**

Aline has not heard back from Patrick.

21. **Develop a charge and procedures, to be added to Standing Rules, for the newly formed Finances Council and bring for discussion/approval at a future board meeting (Vicki R./Finances Council)**

See 7.3.

22. **Consider use of online version of Quickbooks (Finances Council/Vicki R.)**

Vicki has information, will be sending to Finances Council.

23. **Develop a solution for IG members to identify their degree of interest: membership or active volunteer (Kris J./Judy L./Kelly J.)**

Attempting - In-Progress.

24. **Update Administrative Calendar (Julie S.)**

This has been done.

4. Approval of Agenda* [Action]

Agenda was unanimously approved.

5. President's Report, Suellen Cox

1. **Update on Committees and Committee Appointments***

Made committee appointments. Waiting to hear back from Ilan.

2. **2006 Conference Update (with Locke Morrisey)**

We received 215 registrations total, with 80 signed up for pre-conferences. All housing is full. Locke spoke to vendors at the Statewide Electronic Library Consortium, esp. if we haven't heard from them. March 17 he had an on-site visit at Asilomar. Volunteers are wanted for a packet stuffing party at the Graduate Theological Union on April 8. Kelly will be stuffing separate specialized packets with ribbons, etc. Suellen received checks from AIM, Swets, and Innovative; she gave them to Celia.

Ilene F. Rockman CARL/ACRL Conference Scholarship Award winners Lydia Collins and Salim Mohammed will be attending the conference. None of the award committee members will be attending. Suellen thinks that it would be a nice idea to have the Award winners mentored while at the conference. . Lydia is currently at

Carl B's library and is being mentored by the librarians there. Tracey will mentor Salim while at the conference.

Locke will be asking board members to introduce speakers so people can get to know the board members better as well.

Tracey will be getting in touch with Melissa Beuoy.

3. CARL Research Award

The deadline for proposals is April 28. The last winners shown on the website are 2001. Bonnie will update the website if there were winners since 2001.

4. Outstanding CARL Member Award

The OCMA committee has decided to honor Ilene Rockman. Fred Gertler will accept the award on her behalf. Gordon Smith (Ilene's former supervisor) spoke at her eulogy and might be willing to speak a few words at the conference. Vicki suggested making the nomination process less daunting by tracking people's contributions to CARL.

5. Hotta's IG Program Planning Recommendations

The board approved it unanimously with one change: replace seed money/check requests with credit card. Suellen will make the change. This information also needs to be added to the IG program planning manual.

Kelly reported Regonline charges \$1 per person to open up new registration, plus extra charges for credit card, therefore an IG program needs at least 100 registrants to use Regonline. There's also work involved in setting up a new database. She would like the Finances Council to investigate the break-even point. Carl: suggested that each program charge a few dollars extra for handling. Suellen asked Kelly to send Regonline information to herself and Vicki.

Regarding the check submittal process, Vicki expressed concern about checks dribbling in to the Treasurer. Tracey and Judy will investigate.

The board discussed creating an IG Program Planning Budget Worksheet in the form of an Excel spreadsheet, with an equation for IG program planners to plug in numbers. Possible guidelines include setting break even expectations and differentiating gatherings/meetings from mini-conferences/conferences. The Finances Council will investigate.

6. 2005 Election Recommendations

The board discussed the low voter turnout. Locke suggested that Vicki add a survey

question about whether people voted in the last election, and if not, why? Kris and Kelly suggested people are too busy to research the issues and get involved; Kelly suggested we revisit the issue if it's a continual decline. Tracey suggested publishing information in the Fall newsletter about CARL offices, e.g. north and south VPs will become president in x years). Kelly heard after the election from people who got contacted by the nomination committee saying they would have liked being on the ballot.

7. ACRL Chapter Logo

Suellen received JPEG from ACRL and will email it to everyone. Julie will put in Yahoo Briefcase, Bonnie will put on website.

8. Library Director's Letters

See 3.4.

6. Vice-President-South's Report, Tracey Mayfield

1. South Regional Meeting

Feedback from survey showed that people liked meeting other members. Parking was difficult, probably due to rain. Next time she will explicitly explain what the meeting is for in the newsletter announcement.

2. CARL South Mini-Conference

The main difference between this mini conference and past events was no concurrent programming. Everyone sat in same room and saw every program. Also, SCIL did not present so other interest groups would have more time to present.

Tracey discussed her mentorship project, possibly starting a new IG called PROM. Aline expressed concern about starting a new IG when people don't have time to participate in existing IGs and hoped that people who express support actually do participate. Judy suggested starting this as an initiative then turning it into an interest group. Vicki wondered whether it should be an IG because IGs are supposed to put on programs. Carl suggested putting together a task force. Tracey will send out call of interest on CARLALL. Suellen will send appointment letters.

7. Vice-President-North's Report, Vicki Rosen (& Chair, OCMA)

1. North Regional Meeting

Vicki will send out survey to attendees. She also discussed mentorship. The board discussed posting internship opportunities on website, including upkeep.

2. **Outstanding CARL Member Award**

See 5.4.

3. **Finances Council?**

Vicki shared the Finances Council Draft of Standing Rules. Aline suggested rewording “Advisory members include but not exclusive to” and removing semi-colon between “Quickbooks” and “accounting procedures”. The board unanimously approved the rules. Suellen will send it to Julie to put in Yahoo Briefcase and to Bonnie for website. Vicki would like the Finances Council to explore funding executive board travel for outreach purposes.

8. **Committee on Organization, Vicki Rosen**

1. **Proposal to create a Standing Conference Planning Committee**

The three Conference Planners will have overlapping terms, similar to the terms of the CARL vice presidents and president. Aline wrote the exact wording. Carl suggested letting committee members choose their own chair. Kelly suggested that the Conference Manager(s) should be local to the conference location. The board discussed the tradition of alternating the conference location between north and south; this does not need to be codified. Les Kong, Deborah Schaeffer, and Locke will form the first committee. Information will be announced in June newsletter.

The role description for the Conference Manager needs to be replaced with duties. Vicki will work with Suellen on the exact wording.

2. **Guidelines for Interest Groups**

Based on input from South Regional Meeting, Judy suggested guidelines might not be relevant to how IGs are evolving. Kris reported on discussion of disbanding inactive IGs and creating one combined theme-less general IG at the North Regional Meeting; the IGs also would like CARL to do more for them, e.g. accounting and web space. Judy would like to put on program planning event for IG leaders in North and South and for CARL to create an IG leaders listserv. Tracey suggested incorporating election requirements into guidelines. Aline suggested the need to slowly increase prices of attending IG events. The board discussed who is eligible to vote in an IG election. Kelly will update wording on Regonline: if they check the box for an IG, they become a member. Kris J. and Judy L. will word accordingly in the Guidelines. Suellen asked Kris and Judy to work on a document to be voted on at the next board meeting.

Also see 5.5.

9. **Treasurer’s Report,* Celia Bakke**

Celia reported most of our income is coming from the Conference, which will also have major expenses. She clarified receipt of money from a North event. She received \$1000 donation from Fred Gertler. She is still learning QuickBooks and will get a credit card soon.

10. Membership Director's Report, Kelly Janousek

Kelly would like help from campus liaisons for membership renewal. The Standing Rules will need to be changed to reflect these duties. See 3.1.

The board discussed using contact information on meeting sign-in sheets to email non-CARL members who attend CARL meetings and IG events to encourage them to become members. If they put down institutional address, we can contact them, but a check box should be added for expressing interest in getting more information about CARL.

Information only reports:

11. Website Coordinator's Report, Bonnie Petry

Bonnie is waiting for the board's okay to put Articles of Incorporation on the website. Vicki will email the Articles to Bonnie to put on the website. Kris pointed out the cost of membership is not listed. Kelly will email membership cost information to Bonnie to put on the website.

12. Interest Group Coordinators' Reports, Judy Lee (S), Kris Johnson (N)

1. IG Guidelines

See 8.2.

2. Revision of Program Planning Manual (credit card option for up front costs)

See 5.5.

13. Campus Liaison Coordinator's Reports, Deborah Moore (S), Locke Morrissey (N)

Locke left the meeting. Deb will have report at June meeting.

14. Secretary's Report, Julie Shen

Julie provided everyone with login information for CARL's Yahoo Briefcase account.

15. Newsletter Editor's Report, Liz Ginno

1. March Newsletter

This is being sent out.

2. **Proposal to publish 3x per year (March, June, November) Bylaws change?**

The board discussed this proposal and concluded that a change would not require a change in the bylaws.

16. Legislative Liaison's Report, Aline Soules

Aline met with CARL member Jackie Siminitus, AT&T Library Advocate. Jackie wants to partner with CARL in advocating for libraries, e.g. standard setting and funding for K-12 core library databases. The board would like to know how she will benefit our members. Maybe she can do a presentation at the next meeting.

17. Archivist's Report, Lynne Reasoner

Lynne has nothing to report.

18. ACRL Chapter Council Delegate's Report, Carl Bengston

Carl will be on the ballot for ACRL board.

19. Action Item List

1. Remove old executive board members from listserv (Suellen/Cynthia Jahns).
2. CARL Research Award - Update the website if there were winners since 2001 (Bonnie).
3. Appoint Kelly to Communications Committee (Suellen).
4. Track which Library Directors/Deans have received CARL letter (Suellen/Kelly).
5. Create a process for putting CARL conference papers on website (Communications Committee).
6. Create parameters for sending end-of-year reports to Archives (Committee on Organization).
7. Develop a protocol for fundraising for the Ilene Rockman award (Finances Council).
8. Update Website with latest CARL Research Award winners (Bonnie).
9. Investigate check submittal process for IG planning (Tracey/Judy).

10. Create an IG Program Planning Budget Worksheet (Finances Council).
11. Distribute ACRL Chapter Logo to all board members, put in Yahoo Briefcase and on website (Suellen/Julie/Bonnie).
12. Send out call of interest for PROM on CARLALL and appoint task force members (Tracey/Suellen).
13. Send feedback survey to North Regional Meeting attendees (Vicki).
14. Put Finances Council Draft of Standing Rules in Yahoo Briefcase and on website (Suellen/Julie/Bonnie).
15. Announce Standing Conference Planning Committee in June newsletter. (?)
16. Reword role description for the Conference Manager on Standing Conference Planning Committee (Vicki/Suellen).
17. Adjust the membership application form so that checking the box for an IG indicates IG membership and IG voting eligibility. Post the change on Regonline and reflect this clarification in the IG Guidelines (Kelly/Kris/Judy).
18. Draft Guidelines for IGs to be voted on at the next board meeting (Judy/Kris).
19. Put Articles of Incorporation and Membership cost on website (Vicki/Kelly/Bonnie).
20. Ask Jackie Siminitus, AT&T Library Advocate, to present at the next Executive Board meeting (Aline).

**Next Meeting Date and Location:
Monday, June 5, 2006, Videoconference (sites TBD)**

The meeting was adjourned 2:51 p.m.