

CARL Board of Directors Videoconference Meeting
June 5, 2006
Cal Poly Pomona, CSU East Bay, University of the Pacific
10:00 a.m. - 3:00 p.m.

MINUTES

Present: Suellen Cox, Vicki Rosen, Tracey Mayfield, Celia Bakke, Julie Shen, Kelly Janousek, Judy Lee, Deborah Moore, Aline Soules, Lynne Reasoner, Carl Bengston, Jean Purnell

Absent: Kris Johnson, Locke Morrissey, Liz Ginno, Bonnie Petry

1. Welcome

2. Approval of Draft Minutes for March 13, 2006

Approved.

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

1. Remove old executive board members from listserv (Suellen/Cynthia Jahns).

Done.

2. CARL Research Award - Update the website if there were winners since 2001 (Bonnie).

Done.

3. Appoint Kelly to Communications Committee (Suellen).

Done.

4. Track which Library Directors/Deans have received CARL letter (Suellen/Kelly).

In progress.

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

In progress.

6. Create parameters for sending end-of-year reports to Archives (Committee on Organization).

In progress.

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

Done.

8. Update Website with latest CARL Research Award winners (Bonnie).

In progress. Will address in President's Report.

9. Investigate check submittal process for IG planning (Tracey/Judy).

Discussed whether IG program planners should send checks to Celia as they trickle in instead of waiting to send all at once. Is this a moot point with the credit card? How do we sequence this to start with the academic year?

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).

Done.

12. Send out call of interest for PROM on CARLALL and appoint task force members (Tracey/Suellen).

Tracey will speak on this issue.

13. Send feedback survey to North Regional Meeting attendees (Vicki).

In progress.

14. Put Finances Council Draft of Standing Rules in Yahoo Briefcase and on website (Suellen/Julie/Bonnie).

Done.

15. Announce Standing Conference Planning Committee in June newsletter. (?)

In progress. Will announce in next newsletter.

16. Reword role description for the Conference Manager on Standing Conference Planning Committee (Vicki/Suellen).

Done.

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).

In progress.

18. Draft Guidelines for IGs to be voted on at the next board meeting (Judy/Kris).

To be discussed today.

19. Put Articles of Incorporation and Membership cost on website (Vicki/Kelly/Bonnie).

In progress.

20. Ask Jackie Siminitus, AT&T Library Advocate, to present at the next Executive Board meeting (Aline).

Presenting today at 1pm.

4. Approval of Agenda

Approved.

5. President's Report, Suellen Cox

Sent out report.

a. 2006 Conference Update (with Locke Morrisey)

Asilomar was sold out, netting \$7000 income. The breakdown by category has not yet been completed. Both publicity and publications came in under budget. The scholarship opportunity drawing brought in \$530. Kelly was able to manage cancellations/wait list switches successfully.

Evaluations were very positive. The Sunday program at Asilomar was excellent but the room was less than half full. People felt burnt out, need to schedule more down time,

local attractions. Tours being held at same time as sessions was problematic. Checkout lines were too long, perhaps need to provide more opportunities for checkout.

We discussed changing the conference from Thursday-Sunday to Wednesday-Saturday to put us inline with other conferences, reserving Sunday for local tours, networking, or travel time for people to go home.

We discussed vendor relations. In the future, we should appoint someone who already has a relationship with vendors in the Conference Manager role. We discussed ways other than the newsletter and personal letters to recognize vendors, e.g. publicizing vendor support on the CARL website. Lack of showcase/exhibits was discouragement for vendors. Maybe we can build opportunities into the conference programming for vendors to talk about their products or have exhibit-only times. Two vendors contacted Kelly to get conference attendee contact information.

Suellen held a followup meeting at San Jose State MLK Library on June 1st. Final report from chairs/subcommittee members yet to come. Will distribute soon.

b. Conference Planning Manual

The conference planning manual has been posted on the website and sent to Les Kong. The long standing committee is investigating locations.

c. CARL Research Award

The committee received three applications and selected one. We discussed whether to double the award money because we did not give out this award in 2005 and decided against it; the award will remain \$2000. We approved the selection and would like the awardee to present at a CARL program as well as provide a synopsis for the newsletter. Suellen will contact Jackie Borin regarding board approval.

d. Communications Committee

Suellen requested that John McGinnis convene the committee and address several issues, including an IG that wants to post streaming video. Bonnie said currently we lack the server space, but since we need to buy more server space anyway, it's not out of the question. Bonnie will check prices and report on options.

e. Northern Interest Group Coordinator North Appointment to replace Kris Johnson

Two people volunteered, Melissa Brown (UC Davis) and an unnamed acquaintance. We discussed the merits of having two IG-N coordinators and approved the choices through the end of December 2006 as long as there was no conflict within the bylaws.

Suellen will get name of second person for minutes.

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

We discussed how the board would recognize two North people who recently resigned and decided on sending them thank-you letters. We also decided to add thank-you letters to committee appointees to the administrative calendar.

Vicki raised a concern about the nomination process for Member of the Year. We agreed the process needed improvement. Tracey and Vicki will work on it in preparation for next year.

Vicki will add information about plaque (size, wording) that she received from Deborah Schaeffer into our Yahoo briefcase.

a. Finances Council

Vicki set up a wiki for the committee to edit the charge collaboratively.

b. Budget

Vicki is working with Celia to compare where we are from where we'd planned.

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

a. PROM

This has been changed from an IG to a task force, and the name has been changed to Recruit Outreach Mentoring (ROM). Tracey has drafted an email to send to members. The task force will be a statewide initiative, not just South, and it will be composed of five members with Tracey as chair. The board approved the new task force. Tracey will email the description to the board before sending to CARLALL.

8. Committee on Organization Report Vicki Rosen

a. Proposal to create a Standing Conference Planning Committee and Conference Manager Position

We discussed the \$300 stipend (same as membership director, webmaster, and newsletter editor, pay at the end of the service period), the length of appointment (18-24 months based on the ALA model, 24 months based on LOEX), the overlap in appointment with the other conference planning members (for shadowing/apprenticeship purposes), responsibilities with regards to vendor relations (can be delegated), and the need to update the conference planning manual regularly. The position was approved.

The board would like to appoint someone in this position before the end of summer. The stipend for this and other paid positions will be re-assessed at some point to see if it should be increased.

b. Guidelines for Interest Group

Vicki showed the guidelines to IG leadership and got feedback. See Kris's report on disbanded IGs. Discussion ensued about deadlines for sending quarterly reports to the executive board, esp. January. Most IG leadership take helm in January, and it would be useful for them to have the January report from the outgoing leadership. It would be useful to have a paragraph explaining the rationale for the early January deadline.

We discussed the concept of the Northern Regional IG, which does not have to put on actual programs, just identify venues and make suggestions. This would take pressure off thriving IGs so they do not have to disband and take into account regional differences so they don't have to feel pressured to do things the same as the South. A suggestion was made to put this information into the standing rules.

A suggestion that IGs utilize new delivery methods (podcast, etc.) for programs will be investigated by the Communications Committee.

Judy would like to set up a program by fall for members who have already expressed interest. Vicki suggestest a mini program on putting on programs for February regional meeting, made available via webcast so that North and South can both participate. Judy will work on this.

We discussed updating the program planning manual with information about the check issue. Suellen and Judy will take care of it.

c. Proposal for Regional Sections and Program Committees

Vicki reported that many Northern members feel left out because most meetings are held in the Bay Area/San Francisco/San Jose area. The single meeting that was held in Sacramento last year was very well attended. One idea is for CARL to analyze membership by zip code and organize dates/venues for the IGs, which frees up the IGs to focus on programming. We discussed organization by work zip code. Regonline can send out emails by zip code. This information can also be used by Tracey for mentoring purposes.

Vicki received a list of members interested in programming from Kelly and appointed Jackie Seminitus to the VP-N program committee.

The Finance Council will vote on covering travel costs for board members to go to regional meetings.

9. Treasurer's Report, Celia Bakke

Celia is paying the bills and working on taxes. Insurance has been paid; we're covered May 1 to April 30. In June she would like to work on analyzing conference costs, including planning.

10. Survey Proposal, Jackie Siminitus, AT &T Library Advocate

Jackie would like to send a survey on technology issues to library deans and directors through CARL. It would be no cost to CARL, and we could post results on the CARL website. She could offer a free gift (pens), maybe free membership as incentive, and see how many people stay on after free membership lapses.

The board asked Jackie about the community college survey she had conducted recently, which had a low response rate. See report on Conversations with California Community Colleges on website (<http://www.kn.sbc.com/support/jackie/>). She had also conducted a survey of K-12 educators. Both of the previous surveys were conducted at the request of the constituents.

The board discussed the survey questions. Concerns ranged from the questions on technology budget being intrusive, the other questions seemed superficial, the survey coming from CARL/AT&T, and Jackie's lack of understanding of information literacy issues. The board would like to decline the survey and suggest that Jackie work directly with the CSUs (via COLD and/or the chancellor's office), UCs (via UCOP), and private colleges (via Cal Pals).

Aline will contact Jackie.

11. Membership Director's Report,* Kelly Janousek

See report. Membership was 597, has gone up to 637, mostly new. Campus liaisons have been a big help to membership renewals in getting information about people no longer there, on leave, etc.

Information only reports:

12. Website Coordinator's Report, Bonnie Petry

See report. Bonnie is working on transferring the conference website to the CARL server.

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

Judy will submit a report later in June.

See Kris's report. She resigned as IG Coordinator-North because her new job is taking her out of state.

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

Locke is on sabbatical.

See Deborah's report. Deborah wanted clarification on whether she or the IG Coordinators should accept/request Faces/Places submissions from the Interest Groups. This is listed among her duties on the CARL website, but she wanted to make sure it doesn't overlap with IG Coordinator's duties.

Deborah, Tracey, and Judy will work on this.

15. Secretary's Report, Julie Shen

Julie has nothing to report.

16. Newsletter Editor's Report, Liz Ginno

See report. We discussed the June newsletter's Faces/Places announcements, in which 19 names were not CARL members. Deborah volunteered to separate submissions from members/non-members before forwarding to Liz so that Kelly can contact them to ask if they want to be members.

We also discussed the idea of having three print newsletters a year and transitioning to online only starting with the September issue. The board supports this decision. However, we would like Liz's input on this.

17. Legislative Liaison's Report, Aline Soules

See report.

18. Archivist's Report, Lynne Reasoner

Lynne thanked people who sent her items from the Asilomar conference and mentioned in particular that Beth from Berkeley sent her some stuff from 15 years ago. She asked if she should make a note to remind people to do this on a regular basis.

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

Carl wrote an article for the ACRL chapters newsletter about the Asilomar conference and completed an online response to the ACRL strategic initiative, which has kind of replaced the annual report. Carl is not attending ALA; Locke Morrissey will go to the Chapters Council meeting.

20. Action Items:

1. Distribute final report from conference chairs/subcommittee members. Suellen C
2. Contact Jackie Borin regarding board approval for CARL Research Award. Suellen C
3. Check Web hosting prices and report on options. Bonnie P

4. Put thank you letters to committee members on administrative calendar.
Suellen C / Julie S
5. Work on nomination process for Member of the Year. Vicki R / Tracey M
6. Put information about the plaque (size, wording) for Member of the Year into Yahoo briefcase. Vicki R
7. Email ROM description to board for feedback, then send to CARLALL. Tracey M
8. Make appointment to Conference Manager position before end of summer.
Suellen C? / Vicki R? / Committee on Organization?
9. Update standing rules with information about Northern Regional IG. Vicki R?
10. Investigate new delivery methods (podcast, etc.) for IG programs.
Communications Committee
11. Create mini program on program planning for February regional meetings and make it available via Webcast so both North and South can participate. Judy L
12. Update program planning manual with information about checks. Suellen C / Judy L
13. Vote on covering travel costs for board members to attend regional meetings.
Finance Council
14. Contact Jackie S about survey and suggest she speak directly with COLD, UCOP, and Cal Pals. Aline S
15. Transfer conference website to the CARL server. Bonnie P
16. Clarify role of Campus Liaison Coordinator / IG Coordinators in gathering Faces/Places submissions from IGs. Deborah M / Tracey M / Judy L
17. Make discussion on transitioning the newsletter to online-only format. Board / Liz G

Next Meeting Date and Location:

Monday, September 18, 2006, Videoconference (sites TBD)

Meeting adjourned 2:30 p.m.