

CARL Board of Directors Videoconference Meeting
September 18, 2006
Cal Poly Pomona, CSU East Bay, CSU Northridge
CSU Stanislaus, University of the Pacific
10:00 a.m. – 3:00 p.m.

Present (by location):

Cal Poly Pomona: Suellen Cox, Tracey Mayfield, Julie Shen, Kelly Janousek, Judy Lee, Lynne Reasoner, Bonny Petry
CSU East Bay: Vicki Rosen, Celia Bakke, Aline Soules
CSU Northridge: Lynn Lampert, Deborah Moore
CSU Stanislaus: Carl Bengston
University of the Pacific (joined 11:30 a.m.): Jean Purnell, Melissa Brown, Sheila Cunningham

Absent: Locke Morrissey, Liz Ginno

1. Welcome

2. 10:15 a.m. – Les Kong, Chair, Long Range Conference Planning Committee, Presentation and discussion on 2008 CARL Conference Location

Les explained that Pasadena, which had been the site of a previous CARL conference, refused to come down in price and was eliminated for this reason. Palm Springs was also eliminated due to cost. He then presented the four sites under consideration.

Discussion revolved around the first two on the list, Irvine and Del Mar. Hyatt Regency Irvine's strengths are close location and complimentary shuttle to/from John Wayne Airport, meeting space, and possibly a complimentary shuttle to/from South Coast Plaza. Del Mar's strengths were elegant décor, excellent food, and shuttle to/from downtown Del Mar. Both are willing to negotiate and offer followup visits by board members (not sure how many people), including room/meal.

Pricing for internet access during presentations is uncertain. Usually hotels work with AV companies. We need to ask Irvine to get more information. Otherwise the report made the decision very easy. The board voted in favor of Irvine. Les will tell Irvine that they are one of two finalists and keep Del Mar as backup. Decision needs to be made no later than end of September.

The Executive Board requested that the Committee (Les, Deborah, and Joseph) compile a checklist of site hotel negotiation points to send to the Board after the immediate major negotiations were concluded.

2. (cont.) Approval of Draft Minutes for June 5, 2006:

Approved with changes.

3. Review of Follow-up Action Items from

1. Distribute final report from conference chairs/subcommittee members. Suellen C

In progress.

2. Contact Jackie Borin regarding board approval for CARL Research Award. Suellen C

Done. Jackie contacted award members and sent announcement to Liz G., will be

- published in newsletter.
3. Check Web hosting prices and report on options. Bonnie P

Sent info to board about current prices. Learned that ACRL has server space, willing to share with chapters.
 4. Put thank you letters to committee members on administrative calendar. Suellen C / Julie S

Done.
 5. Work on nomination process for Outstanding Member. Vicki R / Tracey M

In progress.
 6. Put information about the plaque (size, wording) for Outstanding Member into Yahoo briefcase. Vicki R

In progress.
 7. Email MOR description to board for feedback, then send to CARLALL. Tracey M

Will discuss.
 8. Make appointment to Conference Manager position before end of summer. Suellen C? / Vicki R? / Committee on Organization?

In progress. Will discuss.
 9. Update standing rules with information about Northern Regional IG. Vicki R?

In progress with Melissa and Sheila.
 10. Investigate new delivery methods (podcast, etc.) for IG programs. Communications Committee

Vicki will discuss.
 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

In progress. Looking forward to hearing about specific suggestions and recommendations on program transmission from Communications Committee. [Q: who conveys this information to the Communications Committee? One of the Ex Bd members on the committee?]
 12. Update program planning manual with information about checks. Suellen C / Judy L

In progress.
 13. Vote on covering travel costs for board members to attend regional meetings. Finance Council

Will discuss.

14. Contact Jackie S about survey and suggest she speak directly with COLD, UCOP, and Cal Pals. Aline S

Done.

15. Transfer conference website to the CARL server. Bonnie P

Done.

16. Clarify role of Campus Liaison Coordinator / IG Coordinators in gathering Faces/Places submissions from IGs. Deborah M / Tracey M / Judy L

Done.

17. Make discussion on transitioning the newsletter to online-only format. Board / Liz G

In progress.

4. Approval of Agenda

Approved.

5. President's report

a. Updated 2006 CARL committees

Joseph Aubele was appointed to the Long Range Conference Planning committee. Fred Gertler was asked to serve on the Outstanding Member committee for Ilene Rockman. Vicki also needs to appoint several members to that committee.

b. 2006 Conference Update

Suellen received an additional bill from Asilomar for AV in the amount of \$2634.04, reducing the total profit for the conference. Next time we need to be more aggressive in working with vendors and trying to provide opportunities for them to participate at the conference. Suggestions include providing at least one breakout session for vendors to present.

c. Conference Planning Manual

Suellen is adding samples of paperwork. She will hand over to Deb Schaeffer and Kelly J. for review.

Kelly reported that conference was so popular that every seat was filled, including cancellations which were filled from waiting list. We should raise the price, but it's hard to convince the committee to do so.

d. 2008 CARL Conference Manager appointment

Under Position Description, added developing conference budget to Responsibilities. Discussion about stipend: \$300 per year, \$600 for 24 months. Discussion about possible nominations: Gale Burrow (Claremont), Joseph Aubele (CSULB), Maryann Hight (Soka University), Catherine Haras (CSULA), Avril Cunningham (Cal Poly Pomona), Gabrielle Sontag (CSUSM). Suellen or Tracey will contact.

e. Compensations and Stipends

Already discussed.

f. 2006 Research Award

Jackie Borin reported that the Research Committee selected the project submitted by the team of Joseph Aubele and Karin Griffin, Susan Jackson, and Catherine Outten, all from CSULB. The award was \$2000. The team will present findings on their project [insert name of project here] at the next CARL conference.

g. CARL Member Award Committee

Already discussed.

h. Web site redesign

Discuss later.

i. December meeting

Request to move to December 11 was approved.

j. LISSTEN Professional Association Day (Oct. 29)

In general this event is a good opportunity for signing up students, but last year it had a bad turnout. When asked if this year will be better, the planners said they are inviting UCLA students. Last year they also double-booked CARL and an interest group; they refunded for the double-booking, \$20 for table and presentation.

k. Volunteers

Suellen will send list to Vicki who will be making appointments.

6. Vice-President-North's Report, Vicki Rosen

a. Nominating and Elections Committee

So far we have nominees for secretary, two for director-at-large CSU, and two for UC. The committee is concerned about election dates: is it enough time to notify winners for them to book travel arrangements to board meeting? Should we move December meeting permanently to 2nd week? Move election to late October? Also, we need to train one more person in addition to John to take care of election, probably Kelly. We will move election to October 16-30 after confirming when John is gone.

We also decided to notify all the candidates in advance that the Executive Board will invite the elected individuals to attend the December 11 Board Meeting at CSUSF. This early notification should assist scheduling and travel arrangements.

b. IGs and North membership survey

Vicki got a list of members by zip code from Kelly and worked with Melissa and Sheila to group members into geographic regions based on zip code. She will create a survey on SurveyMonkey. She would like to create ad hoc committee on surveys consisting of herself, Sheila, and Melissa who have prior experience in working on surveys to investigate guidelines, frequency, etc.

c. Communications Committee

ACRL can provide hosting space for chapters on two conditions: chapter must be incorporated as non-profit, and two people must be trained to mount space. We discussed issues such as the amount of space, whether ACRL provides templates, whether we need to hire a designer or web admin, whether Bonnie would fill that role. Moved to create ad-hoc committee to investigate administration of website and seconded. Committee will create report: where to get more space, how much cost, web design, get to Finances Council by December meeting.

It was also recommended that the Communications Committee bring in experts to speak on issues such as RSS, wikis, and blogs.

Discussion about membership database as a perk, need better marketing, need to incorporate into IG planning manual. Old/current database on Digital Forest has to be manually updated. New/Regonline database can be updated by members themselves. Kelly needs to obtain permanent link from Regonline before linking from CARL website.

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

a. MOR

Tracey sent out call after last meeting and got overwhelming response. She blind-read statements from volunteers and chose 10 for the following positions: chair, special assistant, CSU representative, UC representative, community college representative, private school representative, IG rep, Northern California rep, Southern California rep, and 3 members at large.

Plans include creating a presence on CARL website, creating a database of librarians interested in serving as mentors, and outreach to not just library schools in California but also to California students attending Drexel or Syracuse via distance ed programs. A suggestion was made to add outreach to librarians new to California.

When Vicki takes over the presidency, Tracey will appoint a replacement chair. A suggestion was made to give initial appointments alternating 1 and 2 year terms. Tracey will be writing appointment letters and asking remaining volunteers to become mentors.

8. Finances Council Report, Vicki Rosen

a. Framework

The council has met twice so far. A folder was created in Yahoo Briefcase, and many documents have been scanned in. The council has been using a wiki to share information and to hold the charge. They decided to keep the credit card only with treasurer and one other officer. Still in the works is IG and income tracking.

Tracey and her husband worked on Excel spreadsheet for IG planning. Tracey suggested starting a repository of menus to help IGs so they would not have to start from square 1 everytime they plan a meeting. It was decided that mini-conferences will be held every other year (non-conference years) but if anybody wanted to plan one during a conference year, they would not be held back.

b. Budget

We discussed payment of stipends and decided that all stipends would be paid at the

end of the term in December.

The council compared the most recent figures to the budget we developed last November. Membership is up, which is expected during conference year. Spent more than expected on retainers, e.g. CPA. IG mini-conferences and IG programs (CARLIT-N, SEAL, and SCIL) made about \$3000. Still don't have all costs for CARLIT-N so that will take profit down a little. We discussed gifts for speakers and decided on \$25 gift certificates for CARLIT-N speakers.

We noted the CARLIT-N event did not offer separate pricing for members vs. non-members. Event planners told Vicki that they forgot. They also needed to increase the pricing overall. The event was popular, and they've promised people who were waitlisted first dibs at registering for their next event, but pricing should not be guaranteed to stay same. Next CARLIT-N event will be held in San Francisco. We suggested that in general CARL members pay \$15 less than non-members.

We discussed that IG guidelines should incorporate a policy to get input from regional VP on program planning. Tracey will send Excel planning file to CARLEX. Kelly willing to look up names to see if attendees are CARL members.

c. FC Recommendation: Protocol for Fundraising & Raffle

We discussed fundraising for Ilene Rockman scholarship. Kelly will put 5 radial buttons in Regonline for \$10, \$25, \$50, \$75, and \$100.

9. Interest Group Coordinators' Report

a. New Northern IG Coordinators, Melissa Brown & Sheila Cunningham

We discussed a possible North mini conference in 2007 but set no definite plans. Jean and Vicki shared past experience in planning mini conferences in the North. CALM's program alone might not be big enough draw to be a mini-conference. It was suggested that the CCIG partner with the CALM group to create a joint program.

Melissa and Sheila asked for more information on CCLI's past history with CARL. Judy explained CCLI-South's desire to affiliate with CARL and the history of the organizational split situation between North and South on instruction and information literacy.

We discussed whether Regonline wording needed a more explicit explanation that checking an IG box meant you're joining the IG.

b. Southern IG Coordinator, Judy Lee

Judy sent out her report. IG coordinator listserv still needs to be discussed and acted on.

The latest revision of the IG Guidelines is awaiting compilation of comments. Once that is completed, the document will be sent to Executive Board members for comment and adoption via email before being sent out to the IGs from the Board.

The program on program planning (IGs) was discussed again (item 11 of section 3 above, "Review of Follow-up Action Items..."). Dates were suggested and discussed for next year's regional meetings. Suellen and Tracey will attend next North regional meeting on February 26, 2007. The next South meeting is February 9, 2007. Locations for both TBD.

10. Membership Director's Report, Kelly Janousek

Kelly sent out report. Currently we have 610 members. She works on renewals every Friday, about 10-25 renewals every week.

NY Times is taking nominations for academic librarian award. Lynn Lampert's dean is on the nominating committee. CARL will nominate Bonnie Gratch Lindauer.

Information Only Reports:

11. Treasurer's Report, Celia Bakke

Vicki already covered a lot of information about the Finance Council and our budget situation. Celia sent out two documents: summary of CARL conference and profit/loss statement.

12. Committee on Organization Report, Vicki Rosen

Nothing to report.

13. Website Coordinator's Report, Bonnie Petry

Suellen requested that Join Now be changed to Join/Renew Membership.

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

Locke emailed his report.

Deb submitted her report prior to the meeting and requested that Kelly send her a list of campuses without liaisons.

15. Secretary's Report, Julie Shen

Nothing to report.

16. Newsletter Editor's Report, Liz Ginno

a. September and December Newsletter(s)
Not present.

17. Legislative Liaison's Report, Aline Soules

Aline has been sending out emails every 2 weeks. She will connect with John McGinnis about legislative day in Sacramento.

18. Archivist's Report, Lynne Reasoner

Nothing to report.

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

Left early.

20. Other topics:

We chose CSU Fullerton as location for Monday, December 11 executive board meeting. University of the Pacific missed the first hour of the videoconference. Suellen recapped Les Kong's report and conference manager nominations.

21. Action items:

1. Resend agenda and documents. Suellen C
2. Make final decision on location for next CARL conference. Conference Planning Committee
3. Appoint members to Long Range Conference Planning Committee. Vicki R
4. Send Conference Planning Manual to Deb Schaeffer and Kelly J. for review. Suellen C
5. Send list of volunteers to Vicki to make appointments. Suellen C
6. Write and send out appointment letters for MOR. Tracey M
7. Email IG planning Excel spreadsheet to CARLEX. Tracey M
8. Contact CARLIT-N and suggest that at their next event in San Francisco, CARL members pay \$15 less than non-members. Melissa B & Sheila C
9. Edit IG guidelines to include policy on getting input from regional VP on program planning. Judy L
10. Route copy of IG Guidelines to Executive Board for comment and adoption before the next Executive Board meeting. Judy L, Melissa B, & Sheila C
11. Pay all stipends at end of term in December. Celia B
12. Put 5 radial buttons in Regonline to raise funds for Ilene Rockman scholarship: \$10, \$25, \$50, \$75, and \$100. Kelly J
13. Change Regonline wording to reflect that checking an IG box meant you're joining the IG. Kelly J
14. Discuss CARL's capacity for hosting listservs, wikis, blogs, etc. Communication Committee
15. Follow up with the chairs of the CCIG and CALM regarding creating a joint program in spring 2007 Vicki R, Sheila C, & Melissa B
16. Nominate Bonnie Gratch Lindauer for NY Times academic librarian award. ???
17. On Website, change "Join Now" to "Join/Renew Membership". Bonnie P
18. Generate a list of campuses without liaisons. Kelly J & Deborah M
19. Discuss legislative day in Sacramento. Aline S & John McGinnis

Next Meeting Date and Location:

Monday, December 11, 2006, CSU Fullerton

Meeting adjourned 2:49 p.m.