

**CARL Board of Directors Meeting**  
**Monday December 11, 2006**  
**10:00 a.m. - 3:00 p.m.**  
**CSU Fullerton**  
**PLN 130**

**Present:**

Suellen Cox, Vicki Rosen, Tracey Mayfield, Fred Gertler, Julie Shen, Celia Bakke, Kelly Janousek, Les Kong, Wendy Diamond, Melissa Brown, Sheila Cunningham, Locke Morrissey, Judy Lee, Deborah Moore, Liz Ginno, Aline Soules, Lynne Reasoner, Joseph Aubele

**Absent:**

Carl Bengston, Bonnie Petry, Lynn Lampert and Jean Purnell

**1. Welcome and Introductions**

We welcomed the new officers, Fred Gertler, Wendy Diamond, and our new Conference Manager, Joseph Aubele, and we welcome back Les Kong.

**2. Approval of Draft Minutes for September 18, 2006**

Moved and seconded.

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

1. Resend agenda and documents. Suellen C  
DONE
2. Make final decision on location for next CARL conference. Conference Planning Committee  
DONE
3. Appoint members to Long Range Conference Planning Committee. Vicki R  
DONE?
4. Send Conference Planning Manual to Deb Schaeffer and Kelly J. for review. Suellen C  
DONE
5. Send list of volunteers to Vicki to make appointments. Suellen C  
DONE
6. Write and send out appointment letters for MOR. Tracey M
7. Email IG planning Excel spreadsheet to CARLEX. Tracey M  
DONE
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  
DONE AND RESOLVED.

9. Edit IG guidelines to include policy on getting input from regional VP on program planning. Judy L  
DONE.
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  
In today's agenda.
11. Pay all stipends at end of term in December. Celia B  
DONE
12. Put 5 radial buttons in Regonline to raise funds for Ilene Rockman scholarship: \$10, \$25, \$50, \$75, and \$100. Kelly J  
DONE, DID A RANGE OF PRICING INSTEAD.
13. Change Regonline wording to reflect that checking an IG box meant you're joining the IG. Kelly J  
DONE
14. Discuss CARL's capacity for hosting listservs, wikis, blogs, etc. Communication Committee  
ON TODAY'S AGENDA
15. Nominate Bonnie Gratch Lindauer for NY Times academic librarian award. Kelly J  
Sent nomination. Haven't heard back yet.
16. On Website, change "Join Now" to "Join/Renew Membership". Bonnie P  
DONE
17. Generate a list of campuses without liaisons. Kelly J & Deborah M  
DONE
18. Discuss legislative day in Sacramento. Aline S & John McGinnis  
Aline will call John in January. Legislative Day is in April. Re-add to action items.

#### **4. Approval of Agenda**

Approved with changes.

#### **5. President's Report\***, Suellen Cox

##### **a. SJSU SLIS LISSTEN Professional Association Day (10/29/06)**

Student attendance at the South event at CSU Fullerton was very low. We discussed alternate ways to make SJSU/SLIS students aware of CARL, e.g. their listservs.

##### **b. 2008 Conference Update**

Suellen had ongoing discussions and negotiations with Irvine Hyatt Hotel and has given them a preliminary schedule. This schedule will need to be finalized by the 2008 Conference Planning Manager. Conference dates have been set for April 2-5, 2008 (Wednesday-Saturday). This is

different from past conference days---Thursday-Sunday. This is an attempt to increase attendance on final day of conference.

**c. 2008 CARL Conference Manager appointment**

Our new conference manager, Joseph Aubele, attended today's meeting. He previously worked in the hotel industry.

**d. Conference Planning Manual**

Suellen shared copies with Tracey and Joseph and discussed the need for good vendor relationships to get their support for conference.

**e. Web site redesign**

Hold off until 15a.

**New Business**

**f. CARL Conferences and Vendor Support Responsibilities**

We discussed ways to build relationships with vendors through centralized co-ops such as the CSU Chancellor's office and SCELIC.

**g. Administrative Calendar**

**h. Regional Meetings (South---2/9/07; North---2/26/07) and possible programs for IGs**

South Regional Meeting conflicts with the opening of LOEX registration. Move to 2/23. Program addressed in 8.

**i. ACRL Chapter's Council Delegate and Travel Reimbursement**

We discussed paying for travel to ACRL. Moved and seconded. Approved.

**j. Ilene F. Rockman Scholarship**

Chisa Uyeki, 2006 Chair of the Conference Scholarship Committee, reported that we got eight applicants, half of what we had received last year. The committee recommended William Breitbach. Moved and seconded. Approved.

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

**a. Election Report**

It was difficult to get candidates this year. The committee was fantastic, esp. Florence Espiritu. Emily Woolery's paperwork from last year was useful. Vicki created a folder in the Yahoo Briefcase and deposited documents from this year, which can be changed year to year. John McGinnis did a great job as an informal online election master. Kelly needs to contact him to get information on how to run an online election.

A suggestion was made for IG chairs to help identify active members to nominate for office.

Voter participation was 43% (254 cast).

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

### **a. MOR**

Task group has been appointed. Need to publicize via the CARL website and create database of mentors and mentees, including students and new librarians. Suggestions were made to get in touch with Kathy Brown at UCLA about their mentoring program and for Kelly to forward names of new student members to Tracey.

Deadline: mid-2007.

### **b. CARL Conference 2008**

Met with Joseph about conference planning. Gave Suellen feedback about conference planning manual.

### **c. CARL/CLA program**

In contact with Barbara Quarton at CSU San Bernardino, President of the Academic Section of CLA, which is interested in putting on joint program with CARL. We discussed pros (ability to attract big name speaker) and cons (diluting CARL efforts, esp. events already planned, dormant IGs) and what to do with potential income (split based on how much each group contributes). There is the possibility of holding an event during the summer.

Tracey will contact Barbara for more ideas.

### **d. LOEX**

SCIL is hosting 2007 LOEX in May at the Bahia in San Diego. Registration is usually restricted to 200, but for 2007 registration will be raised to 270-280. For 2008 (Chicago) registration will be raised to 400.

Tracey is in charge of communication, Amy Wallace is program coordinator, and Duffy Tweedy is facilities coordinator. Deborah is involved as past SCIL chair during LOEX Immersion and currently on advisory board of LOEX.

## **8. Interest Group Coordinators' Report**

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

ABLE-N conducted elections for officers in October 2006.

CARLIT-N will host "Demystifying Virtual Communication" workshop again in 12/15. Registration is up to 75 so far.

CCIG-N is planning information competency workshop for March 2007, very close to North regional meeting and possibly conflicting with South regional meeting, however Vicki and Tracey don't think it will be a problem.

The IG program planning manual will be discussed at North regional meetings.

TSIG would like to launch a blog in January 2007 to facilitate program development.

Provided feedback to Judy on IG guidelines.

Creating surveys to get feedback. Vicki provided details on survey she wants to implement for members in the North, get ideas for possible venues for IG events, whether ACRL members join CARL and vice versa, maybe make 2007 the year of CARL surveys.

#### **b. Southern IG Coordinator, Judy Lee**

Report was distributed by email.

IG Guidelines and forms (check request, reimbursement, worksheet) distributed by email. Guidelines require IGs to take minutes at business meetings and submit within four weeks of meeting. Discussion about whether new members who check dormant IGs on membership form should be notified that they are dormant. Guidelines do not dictate minimum number of members to be an IG. This is not an issue as even dormant government document IG has 75 members, according to Kelly.

Discussed Bylaws changes related to IGs. Discussion about keeping rules flexible so that voting procedures reflect practices of each IG. Discussion about report filing requirements possibly being a burden, change from three times to twice a year, May 15 for Jan-June and November 15 for July-Dec. Judy will revise based on discussion.

Discussion about communication loop between campus liaisons, campus liaison coordinators, IG officers, IG coordinators, and newsletter editor, and whether IG coordinators are left outside the loop at any point. Non-CARL members need to send information to Membership director for distribution instead of trying to post directly to CARLALL mailing list.

Discussion about budget worksheet and check request form. Judy will make changes and send to board for approval by email before the 2007 regional meetings.

Discussion about IG meeting piggybacking on Regional meetings to share tips and encourage collaboration.

#### **10. Membership Director's Report, Kelly Janousek**

Reached personal goal of 650 members. Moving over to Regonline database has run into some glitches, but soon members will be able to renew membership online and see what IGs they belong to.

Kelly would like to start distributing useful information regularly, e.g. lists of people who are interested in working on programs, new members to CARL, and people who have moved to a new campus.

Number of IG memberships went up and down, perhaps due to additional keying requirements for signing up. More out-of-state people signing up, but retention is zero. Community college members often turn off email during summer, don't know if they've really left organization until September.

Retention is new goal. Use campus liaisons to contact people about renewal or send survey to get feedback on why people do not renew.

**Information only reports:**

**11. Treasurer's Report, Celia Bakke**

Distributed profit and loss statement. Net income \$11,666.35. Half from programming, half from membership.

**12. Committee on Organization Report, Vicki Rosen**

See Judy's report on IG Guidelines.

**13. Website Coordinator's Report, Bonnie Petry**

Sent via email. Stepped down after 8 years. Need to discuss

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

Deborah sent out via email.

Locke reported on Diversity Task Force at the Joint Conference of Librarians of Color conference and the profession's dismal recruitment rates. Discussion about whether CARL could play a part. Suellen suggested a collaboration between MOR, DIAL-N, DIAL-S, and the executive board, but this group would require a very specific charge. Fred will convene a meeting among the groups above.

**15. Secretary's Report, Julie Shen**

CARL webhosting: reported on three possible hosts and their features: IX Web Hosting, iPowerWeb, and Dreamhost.

Board believes new webmaster should be part of the decision making process about choosing new web host.

Suellen recently contacted a web designer who worked on the Urban Land Institute website. Her rates were \$4500, \$65/hour. She wants CARL to submit an RFP.

We will remain with Digital Forest through end of 2007 for time to appoint new webmaster and for web designer to create new website on new host.

**16. Newsletter Editor's Report, Liz Ginno**

No complaints about newsletter moving online.

**17. Chapter's Council Delegate Report, Carl Bengston**

Not present.

**18. Legislative Liaison's Report, Aline Soules**

Distributed report via email.

**19. Archivist's Report, Lynne Reasoner**

Nothing to report.

## 20. Action items

#	Description	Names or Groups	Done?
	Discuss legislative day in Sacramento.	Aline S & John M	
	Get new officers on CARLEX and exiting officers off CARLEX.	Cynthia Jahn	
	Re-send out Yahoo Briefcase username and password.	Julie S	
	Changes in leadership need to be reported to Megan Bielefeld-Griffin.	Julie S	
	Submit names/email address for people that need to be added to ACRL Chapters Council discussion list to Linda Kopecky	Julie S	
	Add the two items above to administrative calendar as Secretary's duties.	Julie S	
	Ask Elke about vendor support for CARL conference.	Kelly J	
	January- Vice presidents' schedule/plan/advertise annual regional North and South meetings change to December.	Julie S	
	Add to Sept VPs pick dates for regional meetings.	Julie S	
	Need to add line item to budget for ACRL Chapter's Council Delegate travel reimbursement	Celia B	
	Add ACRL Chapter's Council Delegate travel reimbursement to standing rule.	???	
	Need to contact Chisa Uyeki about CARL support of candidate.	Suellen C	
	Contact Chisa about reimbursement.	Celia B	
	Write in Chisa's recommendations for changing scholarship application process.	Scholarship Committee	
	Kelly will meet with John McGinnis to discuss election process.	Kelly J	
	Send Tracey information about E. J. Josey mentoring program.	Aline S	
	Contact Barbara to continue discussing possibility of a joint CLA-CARL event.	Tracey M	
	Update IG Guidelines and forms and send to board for approval by email before 2007 regional meetings.	Judy L	
	Non-CARL members need to send information to Membership director for distribution instead of trying to post directly	Kelly J.	

	to CARLALL mailing list.		
	Work with VPs to plan joint-IG meeting to follow Regional meetings.	Judy L, Tracey M, Fred G, and Wendy D	
	Convene meeting with MOR, DIAL-N, DIAL-S, and executive board about diversity issues.	Fred G	
	Recruit people interested in becoming new CARL webmaster.	Vicki R., Tracey M., Suellen C.	

**2007 Meeting Dates:**

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**March 19: videoconference**

**June 18 (tentative): North location TBD**

**September 10: videoconference**

**December 10: North location TBD**

**Adjourned: 3:18 p.m.**