

**CARL Executive Board
Videoconference Meeting
March 19, 2007
10 AM – 2 PM
Minutes**

Present: Vicki Rosen, Tracey Mayfield, Fred Gertler, Julie Shen, Kelly Janousek, Les Kong, Wendy Diamond, Melissa Browne, Locke Morrisey, Judy Lee, Deborah Moore, Liz Ginno

Absent: Celia Bakke, Aline Soules, Lynne Reasoner

1. Welcome

2. Approval of minutes for December 11, 2006.

Moved and seconded.

3. Approval of Agenda

Approved

4. Action items update from 12.10.06

See APPENDIX 1

5. CARL 101 – President, Vicki Rosen

a. Finding information

Vicki provided an overview of CARL resources for new board members:

i. Yahoo Briefcase: briefcase.yahoo.com

- The Briefcase includes copies of past meeting minutes and other executive board documents. Board members should post copies of their written reports to the Briefcase after Executive Board meetings.
- Action item: collect additional contact information from board members (i.e. cell #s, home #s, reference desk #s, mailing addresses,) and add to the Briefcase [Melissa B]

ii. Articles/Bylaws/Standing Rules

The Articles of Incorporation, Bylaws and Standing Rules are available on the Documents page of the CARL website, <http://www.carl-acrl.org/Documents/index.html>

- The Articles include the certified articles of incorporation, amendments, and certificates of nonprofit tax status (501c3) determinations from the State and the Internal Revenue Service. Action item: Complete adding these documents to the briefcase (or alternative site) to be available for public review if requested. Send originals to Archives. [Vicki R.]
- The Bylaws, <http://www.carlacrl.org/Documents/Bylaws/CARLBylaws.html>, are a formal document. Changes must be voted on by the CARL membership.
- The Standing Rules, <http://www.carl-acrl.org/Documents/StandingRules.html>, represent current organizational practices and procedures and supplement the Bylaws. Amendments are adopted by a majority vote of the Executive Board.

b. Committees

Awards

- Include Scholarship, Research and Outstanding Member committees. Recipients may be announced annually or every other year.
No longer Ad Hoc Committees Action item: Change web pages for committees. [Vicki R. Julie S]

Standing Committees

- Conference
- Long-Range Conference Planning [newly formed in 2006]
- Membership
- Nominations and Elections
- Communication Committee

Executive Board

- i. The Committee on Organization includes the CARL junior vice-president, the secretary and the treasurer, and 2 appointed members. 2005-07, these are the northern and southern interest group coordinators.

- Action item: Review the Communications Task Force recommendations and come up with a charge by the next Executive Board Meeting. Deadline: June 18th.
- Action item: Review the position descriptions included in the Standing Rules for accuracy.
- Action item: Discuss adding reimbursement for the ACRL delegate to the Standing Rules.
- Action item: Examine the proposed Bylaws change and send to Liz Ginno for inclusion in the CARL Newsletter. Deadline: May 15th.
- Action item: Review the Yahoo Briefcase as Digital Archive model and make recommendations to the Executive Board regarding organization and content.

- ii. Finances Council:

- The Finances Council includes the CARL president, the northern and southern vice presidents, and the treasurer. They are responsible for preparing the budget.
- Previous action item: Develop procedures that Interest Groups can follow to facilitate check deposits. Motion: Approved and seconded.
- CARL currently maintains checking and savings accounts, as well as a credit card through CitiBank. Although service has been poor, the accounts are valuable for big meetings. These accounts are currently linked to Vicki's personal account, so finding a better, safer alternative is a priority. Vicki and Celia have signature authority, so please consult them before using the credit card. The Board suggested a number of options:
 - Consider canceling the charge card account and using a debit card instead.
 - Opening a new account under CARL's name is not possible, because an individual's name is needed.
 - A difficult issue involves how to deal with people rotating off of the Executive Board. How do other chapters handle finances? Action item: Les will bring this question up at the ACRL Chapters Council.
 - Consider switching the accounts to American Express. Many small businesses use American Express.
 - Explore online banking options, so the account is not tied to a specific geographic location.

c. Questions/suggestions

Tracey would like to develop an orientation kit that could be distributed to new board members to help orient them to their positions. Action item: send Tracey information that would be helpful for new board members. Deadline: January 2008 [Julie S., Fred G., Wendy D., Melissa B.] An up-to-date and well-organized digital archive would also help alleviate some of these transition issues.

6. Comments on the Regional meetings –

Vice-President-South, Tracey Mayfield

- The Southern Regional Meeting was held at CSULA on February 23rd. 35 people attended and various interest groups were represented, as well as library school students. The format of the meeting was structured to include business in the morning and a program in the afternoon. Organized by the Southern IG Coordinator, "Tips for Program Planning", a panel presentation by representatives of DIAL, SEAL, and SCIL launched the third part of the meeting after lunch and networking. This format worked very well and allowed time for good discussions about Interest Group programming. Attendees were asked to complete evaluations. There was positive feedback about the meeting content and location. There is a need for these meetings to be social as well as informational. In meeting announcements, it would be helpful to include a statement of the meeting's purpose, so people know what to expect.
- In the North, there is a strong desire for Instruction programming. CCLI offers one program per year, but perhaps CARL could explore collaboration options. Action item: Vicki will contact the CCLI leadership to gauge interest in a collaborative relationship.

Vice-President-North, Fred Gertler

- The Northern Regional Meeting was held on February 26th at Santa Clara University. More than 40 people attended, primarily from 4-5 institutions. The location, including the meeting room, audio-visual support, and parking, were all very good. The meeting went okay, but could have been even better. There was a lot of good energy and the program evaluations were positive overall. Many attendees expressed interest in becoming more involved with CARL—how do we follow up on this feedback quickly? A continuing dilemma in the North is geographic distance. How do we build programs and communication mechanisms (i.e. webcasts, podcasts) that make it possible for individuals at campuses such as Humboldt State, Chico and San Luis Obispo to participate? One option is to ask individuals from these campuses to suggest programs to increase participation levels.

Interest Group Coordinators,

Judy Lee (S)

- The interactions at the Regional Meeting were very beneficial. People had the opportunity to make connections with each other, and it resulted in a very successful meeting.

Wendy Diamond (N)

- The meeting location was great. One improvement would be to allow more times for groups to get together to increase interactivity.

Membership Director, Kelly Janousek

- There were a number of membership questions, primarily regarding passwords and renewals. The opportunity to meet people in a room created ideas and energy.

Campus Liaison Coordinators,

Deborah Moore (S)

- Attendees were interested to be at the meeting, and many expressed interest in getting involved.

Locke Morrisey (N)

- There was a sense of interest groups wanting to work together to develop programs. There were many new faces.

President, Vicki Rosen

- The South is very well-organized, with established ways of doing things. The North is a bit more disparate. One meeting attendee suggested using an events planner to take care of logistics so hosts can focus on program content. Discussion points:
 - An event planner could be a difficult position to fill
 - Logistical complexities vary by location
 - It's important to be hospitable to new members. Can the Membership Committee focus on this, to encourage participation and foster interest in leadership roles? The Executive Board should set an example of hospitality.
 - There are plans to document logistical information (i.e. parking, cultural places to visit, etc.) in a wiki, which will be tested in the North. After testing, a message should be distributed through CARLALL to encourage the membership to add content to the wiki. Action item: Explore design options for gathering venue information [Vicki R.]
- Judy is continuing her work on the Interest Group forms to facilitate program planning.
- Vicki is using SurveyMonkey to develop questions and survey the membership about mini-regions, venues, and attendance factors that may also facilitate future program planning. Action item: Review drafts with north board members; run pilot before June meeting [Vicki R., with Wendy D., Locke M. Fred G.]

Fred, Wendy and Tracey have begun planning for a Mini-Conference to be held at the University of the Pacific in Stockton. It will be called the CARL North Winter Program and it will be held on December 3rd. Fred and his staff will supervise the on-site logistics, including catering, room support and parking. The Program's tentative theme is Student Engagement and Outreach.

It was also suggested that a 3rd regional meeting be arranged for 2008 in the Central Valley. Action item: Plan regional meeting for Spring 2008 in the middle part of the state [Tracey].

7. Membership update – Kelly Janousek

Kelly has been working on moving members out of the old RegOnline database and into the new database, with a target completion date of April-May 2007. The Digital Forest account will be paid through December. New members are joining (especially among special/research libraries), but there have been some problems with renewals. CARL's most profitable months are March-April (see the March 2007 Newsletter for membership graphs). Discussion points:

- The 2007 budget income projection is \$16,500. How many members does this represent? Action item: Vicki will follow up with Celia.
- CARL membership fees have been stable since the late 1990s. Given the pending website migration and bylaws change, it would be a good time to consider a \$5 dues increase. Action item: Kelly will develop the rationale for a dues increase to present to the Finances Council.

8. Newsletter update – Liz Ginno

The March Newsletter is ready, and it will include numerous links. If you have feedback regarding the graphical appearance of links, let Liz know.

9. Conference Update

VP South, Tracey Mayfield

The Conference Committee has been meeting in person and online. Joseph Aubele has created an organizational chart. The co-chair and coordinator positions have already been filled. The conference theme is 'Going Global: Academic Libraries in the Age of Globalization.' Seven tracks have been identified: impact of globalization on profession; international cooperation within libraries; best practices for serving a multicultural community; information literacy crossing global borders; internationalizing collection development and management; global reference; and serving international and 1st generation students.

Discussion points:

- The IT-N interest group has really taken off—has the committee considered a track that focuses on new technologies that facilitate communication and access?
 - It would be no additional work to include technology as a separate track and may very well attract additional presenters and attendees.
- What about study abroad, distance learning and service learning programs?
 - These have been incorporated into existing tracks to some extent.
- Access to collections, i.e. languages in the catalog, virtual reference, etc., are key issues.
- Multiculturalism is also relevant issue. Be careful to tailor programs to community colleges, as well as larger, four-year institutions.
- Be sure that ACRL is notified once the conference theme and tracks have been finalized, to ensure wider publicity.
 - Action item: Send updated details on the conference tracks to the Executive Board for final approval [Tracey].
 - Action item: Notify ACRL of theme and tracks. [Les]

Long-range conference planning for 2010

Vicki has begun work on long-range conference planning locations. There may be alternatives to Asilomar in the North. Investigating Sacramento and other locations shows the Executive Board is responsive to member suggestions. Action item: Choose 2010 conference site and alternatives. [Les Kong, Long-range Conference Planning Committee chair]

Conference Manager, Joseph Aubele, Not present at this meeting.

10. Web site discussion – Web Site Coordinator, Julie Shen and President, Vicki Rosen

Julie has opened an account with DreamHost. DreamHost is much cheaper than Digital Forest, and includes many desirable Web 2.0 features, including wikis and blogs. It will also facilitate administration of the CARL mailing lists. A temporary website has been created, www.carl.dreamhosters.com, although none of the links are functional yet. Julie will also set up a wiki and a briefcase for the Executive Board to test.

Discussion points:

- A Web Committee led by Julie and including two additional members will be formed to identify the functional specifications necessary for the new site and recommend a designer.
 - Action item: Contact Angela Boyd and Duffy Tweedy and ask them to join the Web Committee.[Vicki]
 - Consider Bree DeMoss as a designer--examples from her portfolio are available at <http://breedemoss.com/>. Action item: Julie will follow-up with Bree
- A Request for Proposal (RFP) will be necessary to get an accurate estimate of the project cost. Since the board is leaning toward hiring Bree DeMoss, the RFP is a time-consuming step only needed for bids. The Web Committee can begin directly working on the list of specifications (**Fred had a good phrase for this**). Three access levels: public, members only, executive board only.

- The Digital Forest account will end in December, so the Committee will be working under time constraints.
- Action item: The Web Committee will present its proposal to the Executive Board. Deadline: June 18th.

11. Announcements

Jean Purnell has accepted a new position, so Fred will be serving as Interim Dean of the University of the Pacific Library, effective April 1st.

12. Informational reports from board members:

See APPENDIX 3

President's Report, Vicki Rosen
Vice-President-South's Report, Tracey Mayfield
Vice-President-North's Report, Fred Gertler

Treasurer's Report, Celia Bakke
Secretary's Report, Melissa Browne
Membership Director's Report, Kelly Janousek

Director's at Large:
Campus Liaison Coordinator's Reports, Deborah Moore (S), Locke Morrisey (N)
Interest Group Coordinators' Reports, Judy Lee (S), Wendy Diamond (N)

ACRL Chapter Council Delegate's Report, Les Kong

Archivist's Report, Lynne Reasoner
Legislative Liaison's Report, Aline Soules
Newsletter Editor's Report, Liz Ginno
Website Coordinator's Report, Julie Shen

Adjourned: 1:19pm

**Next meeting: June 18 in person at Santa Clara University
(San Jose airport)**

APPENDIX 1: Action Items DECEMBER 2006

#	Description	Names or Groups	Done?
1	Discuss legislative day in Sacramento	Aline S	Yes
2	Send Tracey information about E.J. Josey mentoring program	Aline S	Yes
3	Get new officers on CARLEX and exiting officers off CARLEX	Cynthia Jahns	
4	Re-send out Yahoo Briefcase username and password	Julie S	Yes
5	Report changes in leadership to Megan Bielefeld-Griffin	Julie S	Yes
6	Submit names/email address for people that need to be added to ACRL Chapters Council discussion list to Linda Kopecky	Julie S	Yes
7	Add the two items above to administrative calendar as Secretary's duties	Julie S	Yes
8	Ask Elke about vendor support for CARL conference	Kelly J	
9	January- Vice presidents' schedule/plan/advertise annual regional North and South meetings change to December	Tracey & Fred	Yes
10	Add to Sept VPs pick dates for regional meetings		Yes
11	Add line item to budget for ACRL Chapter's Council Delegate travel reimbursement	Celia B	Yes
12	Contact Chisa Uyeki about CARL support of candidate	Suellen C	Check w/Suellen
13	Contact Chisa about reimbursement	Celia B	
14	Write in Chisa's recommendations for changing scholarship application process	Scholarship Committee	Check w/Chisa
15	Kelly will meet with John McGinnis to discuss election process.	Kelly J	
16	Contact Barbara to continue discussing possibility of a joint CLA-CARL event	Tracey M	Yes
17	Update IG Guidelines and forms and send to board for approval by email before regional meetings in February and March	Judy L	In progress
18	Work with VPs to plan joint-IG meeting to follow Regional meetings	Judy L, Tracey M, Fred G, Wendy D	Yes
19	Convene meeting with MOR, DIAL-N, DIAL-S, and executive board about diversity issues	Fred G	In progress
20	Recruit people interested in becoming new CARL webmaster	Vicki R., Tracey M., Suellen C.	Yes
21	Develop procedures that Interest Groups can follow to facilitate check deposits	Finances Council	Yes

APPENDIX 2: Action Items JUNE 2007

#	Description	Names or Groups	Done?
1	Contact Cynthia Jahns to add new officers to CARLEX and remove exiting officers from CARLEX	Melissa B.	
2	Collect additional contact information from board members (i.e. cell #s, home #s, mailing addresses, reference desk #s) and add to the Briefcase	Melissa B.	
3	Add copies of the certified Articles of Incorporation, amendments and certificates of nonprofit status to the Briefcase. Send originals to the CARL Archives	Vicki R.	
4	Update web pages for the Scholarship, Research and Outstanding Member committees to reflect the fact that they are no longer Ad Hoc Committees	Vicki R., Julie S.	
5	Review recommendations submitted by the Communications Task Force and come up with a charge by the next Executive Board Meeting. Deadline: June 18 th	Committee on Organization [CoO]	
6	Review the position descriptions included in the Standing Rules for accuracy. Discuss adding reimbursement for the ACRL delegate to the Standing Rules	CoO	
7	Examine the proposed Bylaws change and send to Liz Ginno for inclusion in the CARL Newsletter. Deadline: May 15 th	CoO	
8	Review the Yahoo Briefcase and make recommendations to the Executive Board regarding organization and content	CoO	
9	Explore design options for gathering venue information for the North via a wiki	Vicki R.	
10	Review draft SurveyMonkey survey with North board members and run pilot test. Deadline: June 18 th	Vicki R., Wendy D., Locke M., Fred G.	
11	Ask the ACRL Chapters Council how other chapters handle finances	Les K.	
12	Send Tracey information that would be helpful for new board members in an orientation packet. Deadline: January 2008	Julie S., Fred G., Wendy D., Melissa B.	
13	Contact the CCLI leadership to gauge interest in a collaborative relationship to provide instruction programming in the North	Vicki R.	
14	Plan regional meeting for Spring 2008 in the middle part of the state	Tracey M.	
15	Confirm with Celia how many members CARL's \$16500 budget represents	Vicki R.	
16	Develop the rationale for a \$5 annual dues increase to present to the Finances Council	Kelly J.	
17	Send updated details on the conference tracks to the Executive Board for final approval	Tracey M.	
18	Notify ACRL of the 2008 CARL conference theme and tracks	Les K.	
19	Contact Angela Boyd and Duffy Tweedy and ask them to join the Web Committee	Vicki R.	
20	Contact Bree DeMoss to discuss the CARL website redesign	Julie S.	
21	Present website redesign proposal to the Executive Board. Deadline: June 18 th	Web Committee	

APPENDIX 3: Informational Reports

CARL President's Report

March 2007

Vicki Rosen

December/January

- **Web Site Coordinator/Secretary**
Worked with former Website Coordinator Bonnie Petry, Past President Suellen Cox, VP South Tracey Mayfield and VP North to write position description for Website Coordinator position. Appointed Julie Shen to this position. Appointed Melissa Browne to Secretary position to replace Julie.
- **Regional Meetings**
Planned north and south regional meetings with VP South Tracey Mayfield and VP North Fred Gertler .

Determined 2007 "in person" board meeting location (Santa Clara University) with invaluable help from VP North Fred Gertler.
- **Committee Appointments**
Met with Past President Suellen Cox to begin process of Committee appointments.

February

Attended south and north regional meetings. Presented updates to members on changes in the CARL Board, bylaws change, plans for survey, website upgrade, new forms, and encouraged mini-conference planning. In north, discussed challenges of meeting needs of geographically dispersed members.

- **IG Guidelines**
Continued reviewing latest draft of *IG Guidelines* with IG Coordinator S Judy Lee in preparation for e-vote by Board to accept.

Continued working on revisions of financial forms with VPs, Treasurer, and IG Coordinators.
- **SEAL South program planning**
Began consultations with SEAL S for May event at the Huntington requiring Certificate of Insurance and contract.

Contacted CARL insurance agent, who is now Barbara Bartlett, at McDowall & Keeney in Sacramento. She will issue certificate by April 11 for program and will also monitor automatic renewal of insurance policies through Philadelphia Insurance Company.
- **Committee Appointments**
Continued with committee appointments. Created wiki to hold information on committees, charges, membership requirements, and members.

March

- **Newsletter**
Contributed President's Message, membership graphs (with help from the Membership Director), and IG definitions to Newsletter Editor.
- **Web site Redesign and Web Committee**
Conferred with Julie Shen, Web Site Coordinator, and strategies for the web site redesign project and composition of the Web Committee.

- **Surveys**
Continued work on draft SurveyMonkey survey on north mini-regions and programming.
- **Meeting with VP South**
While in Los Angeles for another meeting, took the opportunity to meet with Tracey Mayfield, VP South, to discuss various topics.
- **Agenda**
Created March meeting agenda with input from various board members, using thematic approach to cover major topics of discussion.

4/4/07

CARL Executive board meeting
Quarterly report
Vice president of the south
March, 2007

MOR

I finally heard back from all members that they are willing to serve. I have twice forwarded the group things to be dispersed and the next step will to be to contact the group with a draft of a charge, and layout the immediate plans. My idea of the immediate plans is to begin a database of CARL members willing to mentor, to begin seeking out the folks at the LIS schools to start soliciting students who wish guidance and also to reach out to our institutions to find new librarians who need mentors.

I also want to put something up on the CARL website that has Mentoring on the front page with a list of the members of the task group and the charge.

CARL Conference, 2008

Joseph and I have appointed the two co-chairs; Debbi Renfrow at UCR and Allie Carr at CSUSM. Joseph has appointed coordinators for all of the areas that need them (see attached flowchart). He is currently working to fill in the actual group members with folks who have answered the email calls. He is a little frustrated at how slow (or how not at all) people respond....

In addition, the two co-chairs, Joseph and I have all been meeting "online" and having discussions and have come up with a theme, and different "tracks" for presenters. (See attached document)

The next step is to work with the web coordinator (Lisa Bartle) to get it online and with some graphics.

Joint Program with CLA

Spoke with Barbara Quarton, and initiated some contact between our two groups. Barbara attended the south regional meeting and we gave her a few minutes to talk about CLA.

She is interested in CARL co-sponsoring their spring event:

Title: "A Librarian Avatar in Second Life"

Presenter: Esther Grassian, UCLA

Date: Friday, June 1

Time: 9:15 (refreshments) 10-12 noon (presentation)

Location: CSU Dominguez Hills

Her question was, would CARL like to co-sponsor? If so, they could have both CLA and CARL members pay the same cost (which won't be much anyway--\$5-\$10).

She would like me to let her know if we are interested, and to get back with her so that we can work out a co-sponsoring arrangement with her idea being that CARL could provide the refreshments.). They will be doing the publicity and providing a stipend to the speaker.

Central CA

I received the following email from Amy Andres at UCSF's Fresno campus:

Hi Tracy,

I'll just throw this out as an option although I don't know how well it will go over.

I am the librarian for UCSF Fresno (it is a little known fact that UCSF has a campus in Fresno). We have a big beautiful building that could easily host a mini-conference (auditorium, break-out rooms, huge annex, etc.). We also have a great IT staff to support the technological needs. Our catering team also does an excellent job with the food.

Fresno is located in the central part of the state. While this may not be too popular, I would like to mention that the central part of the state is often overlooked for these types of events. UC Merced, CSU Fresno, CSU Stanislaus, and CSU Bakersfield, as well as a number of community colleges are within easy driving distance of Fresno. The librarians working at these locations would probably appreciate a chance to stay closer to home.

So, I would like to offer our building as a location site.

Here is a link to the web page for our program. <http://www.fresno.ucsf.edu/>

This link includes photos of our building: <http://www.fresno.ucsf.edu/merc/index.htm>

*Amy Andres
Librarian
UCSF Fresno*

I think it would be nice to have some sort of outreach to this area. Maybe a third regional conference next year? Kelly has indicated that this region has very little membership and my guess is that they don't feel included in either the north or the south. I would not mind pursuing this at all.

Regional Meetings

I organized (with extreme and immensely appreciated help from Teresa Omidasalar and Chisa Uyeki) the south regional meeting at CSULA. We had about 31 folks show up. I thought the meeting went extremely well and we had great discussions. I passed out evaluations and received 19 back, which is a nice return. The summary of evaluations is attached.

I also attended the north regional meeting and had a great time. It was also a very productive meeting.

Treasurer's Report

Celia Bakke

CARL Budget 2007

Income

Membership	16,500.00
Miniconference	3,000.00
IG Programs	7,000.00
Total	26,500.00

Expenses

Conference 2008	
Planning	500.00
Deposits ¹	5,000.00
Postage/Printing ²	

Executive Board	
Office Supplies, etc.	150.00
Travel	2,200.00
Stipends	1,700.00
ACRL Chapters Council Delegate	1,500.00
Regional Meetings	1,000.00
Miniconference	2,200.00
IG Programs	6,500.00
Webhosting	1,050.00
Retainers	3,500.00
Scholarship Award	1,000.00
Research Award ³	
Member Award ⁴	
Newsletter ⁵	
Miscellaneous	200.00
Total	26,500.00

¹ Joseph Aubele will confirm whether a deposit is required to secure the facility.

² Printing & postage costs in 2005 for the 2006 Conference were \$855.00.

³ Is this award granted every other year? The CARL web site is not explicit.

⁴ Is this award granted every other year? The CARL web site is not explicit.

⁵ The Newsletter is distributed electronically. Are there any associated costs?

Profit & Loss Statement

	Jan 1 - Mar 16, 07
Ordinary Income/Expense	
Income	
Donations (general)	
Donations (Awards)	
Scholarship fund	10.00
Total Donations (Awards)	<u>10.00</u>
Total Donations (general)	10.00
Interest Groups +	
4621 · CARLIT-N	2,040.00
4666 · SCIL	<u>1,230.00</u>
Total Interest Groups +	3,270.00
Membership Income	
4210 · Dues direct payment	350.00
4220 · RegOnline payment	<u>940.00</u>
Total Membership Income	<u>1,290.00</u>
Total Income	4,570.00
Expense	
CARL Website	285.80
Executive Board	

Travel Reimbursement	713.01
Executive Board - Other	<u>57.75</u>
Total Executive Board	770.76
Interest Groups -	
SCIL	<u>315.65</u>
Total Interest Groups -	315.65
Member Awards	
Research	2,000.00
Scholarships	<u>1,000.00</u>
Total Member Awards	3,000.00
Member Regional Meeting	
Refreshments	279.32
Travel	<u>299.71</u>
Total Member Regional Meeting	579.03
Membership	
Member DB/Digital Forest	186.00
Membership – Other	<u>54.60</u>
Total Membership	<u>240.60</u>
Total Expense	<u>5,191.84</u>
Net Ordinary Income	-621.84
Other Income/Expense	
Other Expense	
RegOnline Fees	<u>29.90</u>
Total Other Expense	<u>29.90</u>
Net Other Income	<u>-29.90</u>
Net Income	<u><u>-651.74</u></u>

Northern Campus Liaison Coordinators Report
Locke Morrisey

Not too much news to report from here.

I have had the opportunity to remind people of renewing or get new members at institutions that don't have any current CARL members. Kelly Janousek has been great in sending me bounced e-mail and other member information.

I did get a good response to the places/faces part of the CARL Newsletter last go round.

There seem to be quite a few new positions being posted so I plan to make a call out to all Northern Liaisons to remind them to sign these folks up!

To: CARL Executive
From: Deborah Moore
Date: March 19, 2007
Re: Report from Southern Campus Liaison Coordinator

Nothing much new to report related to liaisons; just that I'm continuing to work on finding liaisons whenever possible. We've had some recent changes, and those have been updated on the web (thanks to Julie).

Also, before each newsletter deadline, I continue to solicit information from the southern campus liaisons for the Faces and Places sections of the newsletter.

I did participate in the "Putting on a Successful Program" panel discussion at the Southern Regional Meeting on Feb. 23, and that seemed to go very well. A lot of great ideas were generated. Wonderful planning by Judy Lee and Tracey Mayfield.

CARL IG Coordinator South Report

Judy Lee

Activity since December 2006 Executive Board Mtg.

- Incorporated changes and adjustments to draft IG Guidelines.
- Online vote of IG Guidelines by voting Board members (including phone and online discussions).
- Participated in CARL Regional Meeting (South) Feb. 23, coordinating the panel of speakers from 3 interest groups on "Tips for IG Program Planning".

ACRL Chapter Council Delegate's Report

Submitted by: Les Kong

March 19, 2007

ACRL Chapters Council at ALA Midwinter (Cascade Ballroom I, Westin Hotel, Seattle, Washington), January 21, 2007

Note: No formal agenda was distributed, so I am submitting this report in the form of a narrative based upon my notes of the meeting.

The meeting was called to order at 8:30 am. The Chair, Nora Quinlan (Nova Southeastern University, Florida Chapter), welcomed chapter representatives, and introduced the council leadership. She encouraged all representatives to take a look at the ACRL Chapter Council Orientation Manual (<http://www.acrl.org/ala/acrl/aboutacrl/acrlchapters/cc-manual.pdf>) for a detailed discussion of the rights and privileges of chapters. The Chapters Council is a conduit to communicating with and learning about ACRL.

A flyer publicizing, "Campus Advocacy: Involving All Staff in Influencing Campus Dynamics," an ACRL University Libraries Section and ALA Advocacy Institute sponsored workshop (March 30, 2007, 2:30-6:00pm), at the ACRL National Conference, at the Baltimore Convention Center, was distributed. Chapters were encouraged to send representatives to this session.

During 2007/2008, funds (up to \$500 per chapter) will be available to chapters to put on campus advocacy programs. The funds are available to 14 chapters on a competitive application basis, and are intended to fund non-librarian speakers in the local regions. The specific dates for this funding program are: September 1, 2007 – October 30, 2008.

Scott Walter (University of Illinois), candidate for ACRL President, made a brief appearance, and addressed the Council.

Pam Snelson, ACRL President-Elect, reminded chapter representatives that funding is available to underwrite the cost of bringing ACRL leaders in as speakers at local chapter program events. For further information, see ACRL Officers' Speakers Bureau at: <http://www.ala.org/ala/acrl/aboutacrl/acrlchapters/officersspeakers.htm>. She also discussed one of the major themes of her presidency: "Interactions and Initiatives through Virtual/Remote Leadership." This involves strategies on how to best motivate and lead people in a remote environment. Recruitment (especially information technology professionals) and retention in professional associations is a related area. All of this focuses upon the development of emerging leaders, and can be tied to the marketing plan element of the ACRL Strategic Plan.

Chapter annual reports are due mid-May – these are to be submitted electronically via the ACRL Web site. Chapter activities should be categorized under the various ACRL strategic plan elements.

Mary Ellen Davis, ACRL Executive Director, then made a brief presentation to the Council. She discussed the upcoming ACRL National Conference, keynote speakers (Michael Eric Dyson, John Waters, and Nina Totenberg), local arrangements, and tips for networking at the conference. She highlighted the new Joblist service, which serves as one-stop shopping for posting jobs (that may also be in College & Research Libraries News, and American Libraries). Her staff is also beginning to develop content for Podcasts. She would like suggestions of other needed content areas.

The ability to recruit ACRL members by local chapters is apparently being limited by the "opt out policy on 3rd party mailings" – this appears on the ALA/ACRL membership form. By opting out, ACRL members would also be excluding local ACRL chapter mailings. Some spirited discussion took place regarding this subject. Chapters were encouraged to send their further comments and suggestions regarding this opt out policy and wording to Keith Fiels (kfiels@ala.org), Mary Ellen Davis, Catherine Bourdon (cbourdon@ala.org), or Mary Ghikas (mghikas@ala.org).

In order to be eligible for funding from ACRL, chapters must have 501 (c) 3 status. Apparently, not all chapters have this status. Chapters must confirm their 501 (c) 3 status with ACRL by contacting Megan Griffin.

The meeting adjourned at 11:30 am.

Legislative Liaison's Report

Aline Soules

Very short report from the legislative liaison:

As usual, I have been sending out legislative news e-updates periodically. The most momentous news has dealt with the DMCA exemptions for media professors to circumvent technological provisions to engage in fair use/Teach Act-permitted uses in the classroom.

Another article was submitted for the CARL Newsletter.

I realize that I also need to give you a quick update on the April State Legislative Day:

I made contact with John McGinnis and passed on the details of the Day via the legislative news email (twice); however, the challenge I see with participating is that there is no bus coming for us. CLA provides a transportation structure (as I understand matters), so if anyone wants to participate, they will have to hook to that structure or go independently. The problem with going independently is that it will be difficult to participate if you are not in a group of some sort.

In future, if we wish to be active in that way, we will need to talk about how to handle the logistics of that and for the number of people likely to be interested, it may not be worth it.

Other than that, I've simply continued to send out emails as usual.

Have a good meeting. See you at our summer meeting - at least, that's my current plan.

CARL Web Coordinator's Report
Submitted by Julie Shen
March 19, 2007

Below is a list of actions I've taken since accepting the CARL Web Coordinator position on January 17.

- Received account information for webhost Digital Forest from outgoing webmaster Bonnie Petry and backed up all files on CARL website currently hosted at Digital Forest.
- Communicated with Heather Tunender and Stacy Magedanz, who maintain the jobs page and calendar, respectively. They both agreed to continue their current duties. Also, Heather has begun updating the jobs page weekly.
- Updated various webpages, including executive board, IG leadership, and campus liaisons.
- Established new webhosting account at Dreamhost in preparation for redesigning website, as discussed at December executive board meeting. Temporary Dreamhost location is <http://www.carl.dreamhosters.com/>.
- Contacted Bree DeMoss Sanchez, Web Designer recommended by outgoing President Suellen Cox during December executive board meeting, to discuss possible Request for Proposal.
- Discussed possible configurations of Web Committee with President Vicki Rosen. Web Committee be composed of me and two others who will work with me and web designer to redesign and reorganize the website, with feedback from the executive board, IG leadership, and possibly others.