

**CARL Executive Board
December 10, 2007
Santa Clara University
10 AM – 2 PM
Minutes**

Present: Vicki Rosen, Les Kong, Deborah Moore, Celia Bakke, Ed Tinoco, Wendy Diamond, Fred Gertler, Locke Morrisey, Maryanne Mills, Julie Shen, Judy Lee, Lynne Reasoner, Kelly Janousek, Aline Soules, Melissa Browne

Absent: Tracey Mayfield, Amy Wallace, Liz Ginno

1. Welcome, President (Vicki Rosen)

A. Approval of minutes for September 10, 2007.

Moved and seconded. Approved.

B. Approval of Agenda

Moved and seconded. Approved.

C. Action items - defer to email

See APPENDIX 1 for the Action Items from September 2007. Discussion was deferred.

Action item: Each board member should review the Action Items from September 2007 and follow up via email with Vicki, rosen@usfca.edu, regarding items that should remain on the list moving forward into next year.

Question: What are Board Members' obligations regarding the next CARL Conference in 2008?

- The conference is being planned by Tracey Mayfield and Joseph Aubele. Board Members are encouraged but not obligated to attend. At present the Board doesn't have plans to get together. One option might be to postpone the March Executive Board Meeting until the conference in April; however, this could be problematic and is not advised.
- It would be a good idea to make Board Members identifiable at the conference by including ribbons on board member name badges.
- At the last CARL conference in 2006, part of the planning involved reserving tables at lunch to give Interest Group (IG) members a chance to get together. This didn't work very well. Perhaps Wendy and Judy can brainstorm with Tracey and Joseph about how to get IG members together at the conference in April.

D. Review rides to airport & departure times

E. Adding 2007 minutes to website

If Executive Board members would like content discussed during an Executive Board meeting to be confidential, they can request that the comments be off the record.

None of the Executive Board meeting minutes are up on the CARL website yet.

Action item: Send copies of 2007 minutes to Julie Shen to post on the website [Melissa]

F. Adding board member mailing addresses to 2008 roster

A public list of addresses for Board Members is available at www.carl-acrl.org/Leadership/Board.html.

G. Financial balances, Treasurer (Celia Bakke)

The majority of income CARL generates comes from memberships and programming. CARL is still running in the red this year, but the CARL North Winter Program and the CARL-IT North Workshop earlier this fall generated income.

CARL has already filed its 2007 taxes. No upcoming major expenses are expected, just ongoing costs such as Executive Board travel, programming, etc. The Digital Forest web account is scheduled to end in December 2007, so another expense for the coming year will be the website redesign.

Action item: Send Julie a Digital Forest invoice for contact information [Celia]

Action item: Contact Digital Forest about terminating CARL's web account [Julie]

Celia has one more year in her term as CARL Treasurer. It would be ideal if her successor would have an opportunity to intern with Celia before taking over.

H. Membership totals, Membership Director (Kelly Janousek)

Current CARL memberships are down about 100 from 2006, from 650 to 561. The numbers include 32 student members from all over the country. In October 2007 alone, CARL gained 20 new members. RegOnline released its new software at the beginning of December, which should solve payment glitches. In past instances, members paid RegOnline, but CARL did not receive the payment.

See APPENDIX 2 for the *CARL Membership History*12/7/2007 document

Kelly has been working to find memberships that have expired. Some members have not been receiving renewal notices. Could this problem be due to email spam filters?

The new membership database is up and searchable on the website, carl-acrl.org/MembersDirectory.html. Kelly has been making suggestions to RegOnline to make it more user-friendly. She will also work on developing instructions on how to search the database. Currently the Search feature isn't very sophisticated or standardized—for example, variations in terminology, such as 'CSU Northridge' and 'California State University Northridge' pull up different sets of results.

Registration for the 2008 CARL Conference is open as of today.

I. Announcement: Newsletter Editor (Vicki Rosen for Liz Ginno)

The December CARL Newsletter will be posted soon. Liz has announced that she would like to resign, although she is willing to stay on to intern a new editor. The Newsletter Editor is an appointed position. Please forward the names of interested candidates to Liz.

2. Introduction to CARL for new board members

Welcome new Board Members!

Ed Tinoco is a Business Librarian at the University of Southern California. He is serving as the new Southern Campus Liaison Coordinator and Private Institutions Director-at-Large.

Maryanne Mills is a Librarian at West Valley College. She is serving as the new Northern Campus Liaison Coordinator and Community Colleges Director-at-Large.

There are a total of four Directors-at-Large, to represent the University of California system, the California State University system, private institutions and community colleges. Two of the directors-at-large also serve as Interest Group Coordinators (North and South), and two become the Northern and Southern Campus Liaisons.

Discussion Points:

- Some proscribed IG Coordinator duties are not included in the official position descriptions included in the CARL Bylaws, www.carl-acrl.org/Documents/Bylaws/CARLBylaws.html or Standing Rules, www.carl-acrl.org/Documents/StandingRules.html. Implicit responsibilities such as program planning should be made explicit. It is challenging to plan programs on short timelines!
- The community colleges and the CSU's have their own Interest Groups.
- It is hard for new IG Coordinators to understand what shared governance is, when they are just becoming familiar with their own responsibilities. The biggest part of CARL is the Interest Groups, and IG Coordinators should have a history of activity in the Interest Groups. It is important to have someone who is familiar with IGs participate on the Executive Board.
- The reason Directors-at-Large also serve as IG Coordinators or Campus Liaisons is because there was concern about the Executive Board becoming too large. It is important to let candidates for Director-at-Large positions know that they will also be appointed to a Campus Liaison or IG Coordinator position as needed. When the Vice President is looking for nominations, he/she should tell candidates about their responsibilities—this needs to be made explicit in the Vice President's duties.
- The key to the IG Coordinator positions is organization and communication with the Interest Groups. Jean Purnell, past CARL president, appointed an IG Coordinator who was not part of the Executive Board, in order to balance the number of northern and southern members.
- It would be a good idea to allow the Directors-at-Large to switch between IG Coordinator and Campus Liaison positions, if desirable. Deb Moore, outgoing Southern Campus Liaison Coordinator and Community Colleges Director-at-Large, has prepared a timeline of what she does and when she does it to share with her successor.
- The Campus Liaisons also work closely with the Membership Director.

Board Introductions continued:

Kelly Janousek serves as Membership Director and CARL-ALL list moderator. She can manipulate the CARL membership database for data such as contact information and the names of members who have expressed interest in IG participation.

Judy Lee is the Southern Interest Group Coordinator and UC Director-at-Large. Her primary responsibility is communication with IGs and members of the Executive Board.

Wendy Diamond works as Business Librarian and Head of Reference at CSU Chico, and serves as Northern Interest Group Coordinator and CSU Director-at-Large. She planned the CARL-North Winter Program with Fred Gertler, which was held at the University of the Pacific last week. Wendy has been working on a regional analysis of the North to bring members together, and hopes this project will be the target of her activities for the coming year.

Lynne Reasoner serves as the CARL archivist. Remember to provide her with copies of documents for the CARL Archive!

Aline Soules is the Legislative Liaison for CARL. She also fills an appointed ACRL position as a Legislative Advocate. Don Page has been helping with CARL legislative duties this year.

Les Kong is CARL's ACRL Council Chapter Delegate, www.ala.org/ala/acrl/aboutacrl/acrlchapters/chapterscouncil.cfm so he attends Midwinter and Annual ALA meetings. He has worn many hats in CARL, serving as past president and secretary/treasurer. CARL is being used as a model for the California Library Association's restructuring (i.e. expanding their Executive Board and creating interest groups). Les also serves as the Chair of the Long-Range Conference Planning Committee. This is a new committee, with a three year term for the chair.

Locke Morrisey is the outgoing Northern Campus Liaison Coordinator and Private Institutions Director-at-Large. Prior to this, Locke served in Les' position as the ACRL Council Chapter Delegate. Locke also represents ACRL on the ALA's Council.

CARL is a state chapter of ACRL. This point should be emphasized with deans and faculty. CARL receives money from ACRL for memberships.

Celia Bakke is the CARL Treasurer. When she started in the position, she was not familiar with the QuickBooks program. It would be helpful for the next Treasurer to have a financial background, but it is not absolutely necessary.

Melissa Browne served as Secretary in an interim capacity last year, and was elected to a full term this year. Her primary duties include taking minutes at Executive Board meetings and maintaining documents in Yahoo Briefcase (soon to be transferred to the Briefcase area of the new CARL website).

Fred Gertler is the Northern Vice President. He will be CARL President in 2009. He was active in CARL when Les was president and the new bylaws were written. Based on his observations from the North Regional Meeting and the Winter Program, CARL members are enthusiastic to talk to each other, in structured or unstructured forums. Bringing people together sparks creativity and ultimately benefits faculty and staff at our institutions.

Vicki Rosen is outgoing President. CARL used to hold conferences every year, but now alternates conference years with ACRL. The CARL Conference falls during the Southern President's term. This approach has given the organization a year of freedom to get planning guidelines in place. The North tends to fill an organizational role within CARL and the South runs the conferences. The 2010 conference venue will be in Sacramento.

3. Web site/web host, Website Coordinator (Julie Shen)

A. Website

Julie Shen is the Website Coordinator. She has been taking steps to make the website more interactive. Her recent activities include working with a web designer to improve the look of the website and moving listservs to the CARL web server. The California ACRL Chapter logo will figure prominently on the new website.

The Web Redesign Committee is small, and includes Julie, Angela Boyd, Duffy Tweedy and Sheila Cunningham. They consult closely with Vicki Rosen, Tracey Mayfield and Fred Gertler.

The CARL-IT North and South listservs and websites have been moved to the CARL web server.

Discussion Points:

- What are the rules for being a CARL IG webmaster?
See APPENDIX 3 for the *Guidelines for Interest Group Web Sites Hosted by CARL* document
- What about problems associated with migrating the listservs—bounced messages are a concern. Listserv administrators will remain the same on the new website. Eventually CARL-ALL and Calibaca-L will be moved. (CARL-ALL includes CARL-related information, is moderated by Kelly and distributed to CARL members. Calibaca-L includes other items of interest to academic librarians in California.)
- While Heather Tunender is out on surgery, Julie will maintain the list of Jobs, www.carl-acrl.org/Jobs/index.html. She plans to move this page to a blog format to facilitate maintenance.
- There is a 'Board Only' section of website that is restricted to the Executive Board and requires a login. The Executive Board has been storing files through a Yahoo Briefcase account, but this solution is not ideal because there are space limitations.
- Julie recommends uploading documents into the Briefcase on the new website, and then copying and pasting the URLs of any relevant documents into the CARL wiki.

B. Wiki demo (Vicki Rosen)

The wiki is powered by MediaWiki, and includes an Administrative Calendar and sections for Board Members, Committees, Finances and Travel Forms. The Communications Committee should think about developing tutorials on how to do things such as upload documents to the Briefcase.

The Travel Reimbursement form should be ready to go. All Executive Board travel is preapproved. Fill in the form and indicate where you would like your check sent, and then print out and mail the form or attach it as an email to Celia Bakke.

Make sure to send Celia copies or scanned PDFs of your receipts!

Over the coming year, Executive Board members should feel free to begin adding content for themselves and for the benefit of future board members to the Board Members section of the wiki.

C. New business: *Guidelines for Interest Group Web Sites Hosted by CARL* (Judy Lee)

See APPENDIX 3 for the *Guidelines for Interest Group Web Sites Hosted by CARL* document.

At the September 2007 Executive Board meeting, there was discussion about IGs interested in moving their websites and the need to develop guidelines for these websites. However, who was responsible for developing the guidelines was not determined.

Interest Groups have begun submitting two reports per year to their IG Coordinator. In the comments/questions area of the report, one IG requested guidelines for moving web content to the CARL server. What can CARL offer them right away? Judy created the draft document to address this.

Discussion Points:

- Websites are static and may disappear in the future anyway. Why not give Interest Groups wiki space instead? Wikis are databases, and there would be significant maintenance issues. If anything went wrong with a wiki, bringing it back up would be a big job. Each IG is different, and not all want to run a blog or a wiki—CARL shouldn't force anything on them. One IG was worried that it would be more work to have CARL host its website. IGs will have complete control over their websites, as long as they keep them updated.
- Some Interest Groups have someone who is a designated web coordinator, but others don't. A web coordinator would be required if IGs want CARL to host content. If the process for maintaining content on the CARL server is too complex, then IGs who already have trouble electing a chair and vice-chair will be pressed to fill a web coordinator position, too. Keep the process scalable for smaller groups!
- Have obvious links to the IG sites on the CARL website.
- 'The CARL Communications Committee and/or the CARL Executive Board reserve the right to request redesign and content elements consistent with a CARL identity or template.' Will some IGs take issue with this? The feedback received so far indicates that IGs are glad templates will be available, because they will create a more professional appearance and save time.
- Is the disclaimer statement entirely accurate? 'e.g. Diversity in Academic Libraries (DIAL) is an interest group of the California Academic and Research Libraries Association (CARL), an independent chapter of the Association of College and Research Libraries (ACRL). The information on this website is wholly the responsibility of CARL and implies no endorsement by ACRL National.' Vicki recalls getting this wording from ACRL.
- There has been an issue recently with individuals participating in Interest Groups who are not actually CARL members. Part of this may be tied to problems with the membership database. Make sure to include membership guidelines on IG websites to indicate that IG members and IG officers must also be members of CARL, and provide a prominent link for interested individuals to join.
- Where will this draft document go next? Judy, Vicki and Wendy will discuss it and call for an email vote at some point in the future. In the meantime, Judy will follow up with the IG that requested guidelines, telling them to proceed pending Executive Board approval.

MOTION: Approve the *Guidelines for Interest Group Web Sites Hosted by CARL* draft. Seconded.

4. Continuing business

See APPENDIX 4 for Information Reports from Board Members

A. Conference, VP South (Vicki Rosen for Tracey Mayfield)

Joseph Aubele submitted a very nice conference report. The next CARL Conference will be April 2nd-5th 2008. Preconference fees are included in the registration cost. The early bird registration rate ends on January 31st, and then fees jump \$100. It may be possible to extend the early bird deadline if necessary. All keynote and plenary speakers are committed.

B. Scholarship Award, President (Vicki Rosen)

The CARL Scholarship Committee is recommending the award of two scholarships to the CARL Conference in April, for Brett Van Benschoten (MLIS expected 2009, SJSU) and Sarah Lehmann (MLIS expected June 2008, UCLA).

The previous chair of the Scholarship Committee had recommended changes to the scholarship award process—Vicki added this information to the wiki. This year's Scholarship Committee will also be providing suggestions on improving the process of selecting scholarship recipients.

MOTION: Accept the recommendation of the Scholarship Committee. Seconded. Approved.

C. Outstanding Member Award, VP North (Fred Gertler)

The Outstanding Member Award Committee sent out a solicitation several weeks ago, but there is nothing to report yet. The Committee will resend the solicitation after January 1st 2008. Please consider nominating someone! Send names to Fred. For details, including previous winners, see www.carl-acrl.org/Archives/AwardsArchive/Outstanding/index.html.

Discussion Points:

- The application process is complicated.
- The award is not limited to activities in the last year, but reflects activities over the entire length of an individual's CARL membership.
- It would be nice to recognize younger members. What about an 'emerging member award'? Some committee members are very dedicated, but that is all they have done—it would be nice to recognize them, too.

D. Research Award (Vicki Rosen)

Carol Spector from USF is the new chair of the Research Award Committee. She is working diligently to revamp the awards procedure; it should be dynamite next time.

E. Winter Program report, VP North (Fred Gertler) & **Interest Group Coordinator N** (Wendy Diamond)

CARL has a history of holding mini conferences on the years CARL conferences do not take place. Because the 2008 conference will be in the south, the mini conference this year was in the north. It was referred to as a Winter Program, and was held at the University of the Pacific on December 3rd. Overall, "Reaching Out, Reaching In: Engaging Students, Energizing Ourselves" was a success, and all profits went to CARL—Wendy's report includes the regional breakdown of registrants. It would have been nice to have more time in the afternoon for another session.

A block of hotel rooms was reserved ahead of time at the University of the Pacific rate, but only one or two people took advantage of this. Maybe this is the best we can do...Humboldt State and San Luis Obispo are a long way away.

Wendy did wonderful job organizing and introducing speakers at the program. Fred was a great help with local arrangements and logistical support.

Discussion Points:

- CARL also organized a program on Scholarly Communication in May 2007, so two CARL programs have been held in the Central Valley this year. It shows that CARL has responded to members who participated in a focus group in Sacramento with Kris Johnson in 2005, and requested more programs in this part of the state. Fred and Tracey have also talked about holding a third regional meeting in Fresno next year, to draw people from the Central Valley and San Luis Obispo. The thought is to hold February meetings in Santa Clara, Los Angeles and Fresno.
- What is the demarcation line between the north and the south? San Luis Obispo is the southernmost point included in the north region.
- CARL also has out-of-state members (3) from Nevada, and there are five or six members from Humboldt State. Fred would be willing to send them personal emails.
- Because Fred and Wendy didn't have a planning committee, there were no formal solicitations for Winter Program papers. It seems that members are so focused on submitting proposals for the CARL Conference that they do not have time to submit proposals for mini conferences or IG programs.
- The presenters at the Winter Program clearly spent a lot of time on their 35 minute presentations—the topics grew out of work the presenters were already doing. The program was fantastic. It is a good idea to reduce amount of paperwork necessary to present something.
- Fred came out of the program very energized, thinking about what Interest Groups and Campus Liaisons can offer. This provides a pathway to other opportunities within the organization: listen to what people have to say, and get ideas for panel discussions and future programs. Hopefully the program took some of the pressure off of the Interest Groups.

F. Questions/discussion

The Legislative Liaison position is in a transition period, with Aline and Don Page sharing responsibilities. The position is appointed. If it is filled by a 10 month employee, will two people need to be appointed? Or does an appointee assume responsibility for 12 months? Fred and Tracey will discuss this further. Aline was recently appointed a Legislative Advocate by ACRL. This appointment is not connected with the CARL position. She is also the ACRL Legislative Network Representative (legnet rep) for California, also a position unconnected with CARL.

Remember to send information for the CARL Archives to Lynne Reasoner. Lynne is only keeping email messages related to policy decisions.

Thank you to Vicki, and all departing board members!

5. Wrap-up transition to 2008

Next meeting: March 10th, 2008 via videoconference.

Other 2008 Executive Board meetings will be held in June, September and December. The March and September meetings will be via videoconference. The June and December meetings will be in the south, probably Long Beach.

The following year will follow the same quarterly schedule, but in-person meetings will be in the North, probably Santa Clara or the McGeorge School of Law in Sacramento.

Vicki will be on call to help out however needed, in addition to finishing up action items.

Action item: Vice Presidents will schedule the Regional Meetings [Amy Wallace and Fred Gertler]

APPENDIX 1:**Action Items September 2007**

#	Description	Names or Groups	Done?
1	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.	
2	Review recommendations submitted by the Communications Task Force and come up with a charge.	Committee on Organization [CoO]	
3	Review the position descriptions included in the Standing Rules for accuracy. Discuss adding reimbursement for the ACRL delegate to the Standing Rules	CoO	
4	Review the Yahoo Briefcase and make recommendations to the Executive Board regarding organization and content	CoO	
5	Explore design options for gathering venue information for the North via a wiki	Vicki R.	In progress
6	Review draft SurveyMonkey survey with North board members and run pilot test.	Vicki R., Wendy D., Locke M., Fred G.	In progress
7	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.	
8	Contact the CCLI leadership to gauge interest in a collaborative relationship to provide instruction programming in the North	Vicki R. to confer with Fred G. and Wendy D.	
9	Contact vendors about support for the 2008 CARL Conference [Suellen has contact information from the last conference]	Locke M.	In progress
10	Provide Locke with vendor contact information for the CSUs and Community Colleges	Kelly J.	
11	Meet with John McGinnis to discuss election process	Kelly J.	In progress
12	Update IG forms	Finances Council [Vicki]	In progress
13	Convene meeting with MOR, DIAL-N, DIAL-S and Executive Board about diversity issues	Fred G.	In progress
14	Include savings figures in future Treasurer reports	Celia B.	
15	Test new travel form and send comments to Vicki	All	In progress
16	Compile list of new CARL members and share with Fred, Tracey and Liz	Kelly J.	
17	Create agenda for Regional Meetings	Fred G. and Tracey M.	
18	Develop welcome email/letter for new members. Strategize about the best time to distribute the message.	Fred G. and Tracey M.	
19	Include names of new members in the CARL Newsletter	Liz G.	
20	Distribute 'Tips on Program Planning' to northern and southern IGs, include in the CARL newsletter and on the CARL website.	Judy L., Liz G., Julie S.	
21	Check wiki pages and add/edit content as needed	All	
22	Send bylaw revisions to Article VIII, Section 3; Article VI, Section 2 (make sure to note this will go in to effect in 2008 if approved); and Article VII, Section 2 to Kelly.	Fred G.	
23	Follow up with ARL: CARL is not interested in hosting a regional institute on scholarly communication at this time.	Fred G.	
24	Begin developing survey questions that address CARL participation levels, send them to the Executive Board for input.	Vicki R.	
25	Resend the Membership Drive survey url, and the Executive Board will vote via email.	Vicki R.	
26	Send out a test Venues Survey to the Executive Board before distributing to participants.	Vicki R. and Wendy D.	
27	Read the Expense Planner Form directions, and provide feedback	All	
28	Contact Julie and Vicki about testing the Briefcase on the new website.	Melissa B.	In progress
29	Check with Les for more info about ACRL Chapter funding.	Fred G.	

Action Items December 2007

#	Description	Names or Groups	Done?
1	Review Action Items from September 2007 and follow up via email with Vicki, rosen@usfca.edu , regarding items that should remain on the list moving forward into next year	All	
2	Send copies of 2007 minutes to Julie to post on the website	Melissa B.	
3	Send Julie a Digital Forest invoice for contact information	Celia B.	
4	Contact Digital Forest about terminating CARL's web account	Julie S.	
5	Post descriptive timeline of Campus Liaison duties to the wiki	Deb M.	
6	Vice Presidents will schedule the Regional Meetings	Amy W. and Fred G.	

APPENDIX 2: CARL Membership History

CARL Membership History 12/7/2007

1995 (December – conference year)
Board minutes save over 700. Membership was January to December.
Other notes say 425 of 1000 ACRL members joined CARL.

1996 (conference year)
Missing information

1997 (March – conference year)
328 Membership was January to December.

1998 (conference year)
Missing information

1999 (December – conference year)
735 Membership was January to December.

2000 (December – conference year)
726 Membership was January to December.

2001 (December – last year membership was done in paper, no conference year)
876 Membership was January to December.

2002 (September – first online year, conference year)
567 Membership was January to December.

2003 (December – no conference year)
646 Membership was January to December.

2004 (December – conference year)
583 Membership was January to December.

2005 (December – no conference year)
522 Membership term was self determined.

2006 (December – conference year)
650 Membership term was self determined.
Membership Director target that was met.

2007 (December – no conference year)
561 Membership term was self determined.

APPENDIX 3: Guidelines for Interest Group Web Sites Hosted by CARL

Guidelines for Interest Group Web Sites Hosted by CARL (DRAFT)

- Each interest group (IG) will appoint its own web site coordinator (web person, webmaster). This individual will be responsible for:
 - IG web site content, additions, and maintenance;
 - regular updates to the IG web site;
 - deletion of content and files that are no longer current or needed; and
 - upgrading the IG web site to any adopted CARL web site templates.
- The CARL contact for the IGs is the current CARL Web Site Coordinator. Questions and information regarding the web sites can be directed to this individual. Although the CARL Web Site Coordinator can provide guidance and assistance to IG web site coordinators, s/he is not responsible for individual interest group web sites.
- The regional IG Coordinator should be apprised of significant issues, questions, problems, or general information that may arise regarding an IG's web site.
- Each IG web site will contain:
 - current IG contact information;
 - current IG officer information;
 - information about IG bylaws or IG operational procedures, including that of IG elections;
 - links to and from the CARL homepage or CARL web site; and
 - a disclaimer statement, e.g., *Diversity in Academic Libraries (DIAL)* is an interest group of the *California Academic and Research Libraries Association (CARL)*, an independent chapter of the *Association of College and Research Libraries (ACRL)*. The information on this web site is wholly the responsibility of CARL and implies no endorsement by *ACRL National*.
- The CARL Communications Committee and/or the CARL Executive Board reserve the right to request design and content elements consistent with a CARL identity or template.
- Acceptance of these guidelines and adherence to them are mandatory for CARL hosting of any CARL interest group web site.

Adopted by the CARL Executive Board [date].

APPENDIX 4: Informational Reports from Board Members

CARL Executive Board Meeting

12.10.07

President's Report, Part 1

Vicki Rosen

Excerpt from CARL December Newsletter:

I'm reflecting on where CARL is now. As my President from the North term ends, here are five items of note:

New Elected Executive Board Members

Congratulations to three new Board members – Amy Wallace, Maryanne Mills and Ed Tinoco – and two returning Board members – Melissa Browne and Kelly Janousek. There is no denying that being on the Board is work. Yet the experience is invaluable. Everyone I've encountered over my long tenure from Treasurer to President has enriched my professional and personal life. I'm grateful to all for being so dedicated and fun.

Position available: Newsletter Editor

Of the four appointed Executive Board Members, the Website Coordinator changed hats in January and the ACRL Legislative Liaison began mentoring an intern this fall. Now the Newsletter Editor, Liz Ginno, is looking to pass the mouse to a creative CARL member. Please look inside for more about this opportunity to design and edit our publication that reaches over 500 members.

Research Award

The recipients of the 2006 Research Award are busy on a four year longitudinal study. In the meantime, the Board is asking the Research Committee to revise the award application and reporting process and to review CARL's fiscal responsibilities. While this work is underway, no research award will be given in 2008.

North Programs

This year CARL North brought two events to the Central Valley, thanks to the Vice President, Fred Gertler, and Interest Group Coordinator, Wendy Diamond. Both program topics – scholarly communications and engaging students – originated with the members at our February Regional Meeting in the South Bay. These programs – along with an East Bay Community College IG information literacy discussion, and a very successful San Francisco IT IG workshop – gave more North members than ever a chance to attend outstanding professional programs.

Conference Venues

The Central Valley has one of the fastest growing populations in the state. For those of you who asked for something different in 2010, a modern hotel in Sacramento's Capital Plaza will be our conference site.

But first, be sure to register for the upcoming conference in Irvine, April 2-5, 2008, at the beautiful Hyatt Regency. Preconferences and the conference are all included in one package. Don't miss out!

Remember, CARL, the California chapter of ACRL and a unique organization on its own, continues to transform itself through its members. I'm looking forward to the future. Thanks for trusting me to steer the ship for a year. It's been quite an honor. Now I'm happy to turn the wheel over to Tracey Mayfield, our 2008 President from the South.

CARL President's Report, Part 2

1. Elections

- Worked with Kelly Janousek (Membership Director) and the Nominating & Elections Committee, especially Tracey Mayfield, VP-S and Florence Espiritu.
- Contacted potential candidates.
- Designed ballots using CARL's SurveyMonkey account.
A tie for Director-at-Large necessitated creating a run-off ballot. Despite a few glitches, this method worked well. Because RegOnline charges per member for password generation, we skipped this level of security. It's doubtful that the integrity of the elections was compromised but the Executive Board may want to review the password issue before the next election. Other than that, I recommend continuing with SurveyMonkey for balloting.

2. Web

- Web designer– Reviewed and signed off on contract for Web Designer, Bree DeMoss. Participated in logo design review.
- Committees – Completed content and sent to Julie Shen for website.
- Wiki – Edited new CARL wiki on Dreamhost (via Mediawiki) and added some content. Continued to link out to my personal PBWiki site for committee pages, etc. Mediawiki has some strengths but editing is not as intuitive as that of PBWiki and may impede acceptance by some board members. I'll continue to use both and work with Julie Shen (Web Coordinator) on how best to proceed.
- Digital Forest – Closed the account with Digital Forest, web server host, as of December 2007.
- CARL Tax ID number added to the briefcase files under "501c3".

3. Forms

- Travel Request & Reimbursement – Draft sent to Board to test for December reimbursements.
- Event Budget Planner – The Finances Council agreed on a flat 10% for unanticipated costs. Judy Lee (IG Coordinator S) persuaded SCIL to test this new form, which calculates registration fees at 50% more for non-members and 50% less for students, for their winter program.
- All the new forms and their Instructions reside on the PBWiki site. Next steps include updating relevant information in the *IG Program Planning Manual*, incorporating the forms on the website, and publicizing their use.

4. Awards Committees

- Scholarship – Advised committee members on procedures; forwarded recommendations to Board; wrote letter to winning applicants.
- Outstanding member – Reminded committee of timeline.
- Research Committee – Began working extensively with Chair on committee revisions; appointed 2 new members (Aline Soules and Alex Chappelle).

5. Newsletter – Contributed President's Letter and article on greening libraries.

**Vice President – South
Quarterly Report
submitted by:
Tracey Mayfield**

I worked on the conference, end of report.

Seriously, I did work on the conference a lot. It is the only thing I have to report on CARL wise. Joseph sent a great report that covers most everything that we have been doing, so I won't re-cover that ground.

The conference co-chairs were working with the webmistress to get the poster session info onto the website. That is the last bit of presentation info that needs to go up. We are waiting on Angela Boyd (poster session chair) to notify the applicants before we post who made it on the website. I think Joseph may have said the wrong amount of poster sessions in his report, we accepted 10.

The conference co-chairs and I have been working on the conference schedule as we go so as to avoid a huge job at the end. The good news is now that we have the list of poster session presenters, we can plug in the presentations and the schedule will be pretty much completed. The last piece of the schedule that needs to be inserted will be the meals that Joseph negotiates with the hotel. We don't want to publish meals that we actually don't know will be happening. We may just post "lunch" or "breakfast" and as the meals get inked, we can change it to "hosted lunch" or "hosted breakfast."

Other than that, Fred, Sullen Cox and I began work on the outstanding member award (really Fred).

Looking toward next year, I am hoping to have the in person meetings on my campus (still have to talk to my boss on that one!) and seeing all the hard work for everyone involved in the conference pay off!

**Vice President North
Fred Gertler**

Colleagues,

This is really brief.

1) Excellent program at Pacific on December 3 - good attendance, lively participation, terrific chemistry - I think everyone learned something and had fun along the way. The best thing for me is that we had 3 current library school students and 1 prospective library school student!

2) CARL statement on Diversity - After reading the statements in place from DIAL-N and DIAL-S, I think a more general statement than we originally imagined is appropriate and I will continue to work on this into the new year, if that's okay.

3) We have not yet received any nominations for Member of the Year - we will send a reminder out right after the holidays.

See, I told you it was brief!

Fred

**Treasurer's Report
Celia Bakke**

CARL Income / Expense Report – 1/1/07-12/5/07

Detail		Balance
Income		
ACRL Chapter Reimbursement	1,065.00	
Conference 2006 (reissued check)	120.00	
Credit Card Reimbursement	31.19	
Donations – Scholarship Fund	90.00	
Interest Money Market Account	153.24	
Mini Conference-North	670.00	
Interest Group Programs		
CARLIT-N	4,725.00	
CCIG-N	1,400.00	
DIAL-S	185.00	
SCIL	1,230.00	
SEAL-S	<u>1,443.00</u>	
	8,983.00	
Membership	8,980.00	
		20,092.43
Expenses		
CARL Website	1,585.80	
Bank & Credit Card Fees	102.12	
Conference Planning	<u>419.33</u>	
	2,107.25	
Executive Board		
ACRL Chapters Mtg	1,992.49	
Office Supplies	4.39	
Postage	34.85	
Refreshments	988.88	
Software	329.90	
Travel	2,167.47	
Other	<u>57.75</u>	
	5,575.73	
Interest Group Programs		
CCIG-N	864.79	
CARLIT-N	1,302.58	
DIAL-S	249.49	
SCIL	1,216.30	
SEAL-S	<u>987.47</u>	
	4,620.63	
LOEX Conference	1,912.99	
Member Awards		
Research	2,000.00	
Scholarships	<u>1,025.00</u>	
	3,025.00	
Member Regional Mtgs		
Refreshments	279.32	
Travel	<u>903.47</u>	
	1,182.79	

Member Database	684.00	
RegOnline Fees	<u>562.60</u>	
	1,246.60	
Retainers		
Accounting	2,357.10	
Insurance	1,923.00	
Gov't Fees	<u>25.00</u>	
	4,305.10	
		23,976.09
Income less Expenses		-3,883.66
Checking Account		10,256.30
Money Market Account		26,180.02

**CARL IG Coordinator – North
September – December 2007
Report by Wendy Diamond
December 7, 2007**

Interest Group Update

Good news:

ABLE-North is collaborating with ABLE-South to present a pre-conference program at the CARL conference in April.

Bad news:

ABLE-North had to cancel its program at Sonoma State University scheduled for December 14 due to low enrollment. The current chair is stepping down and the vice-chair cannot stand for election as Chair. Only one member has volunteered to serve on the Election Committee. Hopefully someone will step up so they do not have to go on inactive status.

No other Interest Group news to report.

CARL-North Winter Program

“Reaching Out, Reaching In : Engaging students, Energizing Ourselves.” December 3, 2007, 9:30 am - 3:00 pm, University of the Pacific, Stockton

46 registrations : 42 members; 3 students; 3 nonmembers.
(4 people registered but didn't attend.)

No expenses; all the profit goes to CARL.
(The exact figure is still to be determined)

The event was successful with lots of interaction among the attendees. And it was fun! The evaluations were largely positive. Here is a regional breakdown of the registrants --

0	North Coast (Arcata area)
2	North Bay (Petaluma, Rohnert Park, Santa Rosa, Sonoma)
2	North Central Valley (Chico, Oroville, Redding)
19	Central Valley & Foothills (Davis, Modesto, Sacramento, Stockton)
4	San Francisco
3	East Bay (Berkeley, Oakland, Moraga, Livermore)
8	South Bay (San Jose, Santa Clara, Sunnyvale)
1	Peninsula (San Mateo County)
0	Monterey Bay (Santa Cruz)
1	Central Coast (San Luis Obispo)
5	South Central Valley (Fresno)
(46	total)

In other news

The "venues survey" of program locations in the northern region is still under development.

Report from the CARL IG Coordinator-South, September-December 2007 for the CARL Executive Board Mtg., December 10, 2007

Judy Lee

- ▶ September phone call with CARL President about draft forms and instructions on pbwiki.
- ▶ Communicated with various CARL members to re-establish TSIG and CDIG. General plan: get self-identified CARL members from lists generated by Membership Director onto a listserv via the new CARL host to allow members to communicate with each other, hoping that interest, discussion, and activity will be stimulated.
- ▶ Submitted a revision of "Tips on Program Planning" for the *CARL Newsletter* as directed from the September CARL Executive Board meeting.
- ▶ Drafted "Guidelines for Interest Group Web Sites Hosted by CARL"; sent to CARL Web Site Coordinator, Regional IG Coordinator, Regional Vice Presidents, and CARL President for initial comments.
- ▶ Requested a CARL IG Chairs (south) listserv be established.
- ▶ Southern End of Year IG reports received (see following pages): SEAL, DIAL, SCIL, and ABLE. (Note the request for information from SEAL.) No reports: CALM, CARLDIG, CARL-IT, CCIG, CDIG, CSUL, TSIG.
 - TSIG has not been able to hold elections. The current people listed as officers on the CARL web site can no longer carry out these responsibilities. Their names should be removed from the web site. A listserv administrator/moderator for this group has been identified (Mark Braden, Occidental College). Those CARL members who indicated an interest in this group will be added to a TSIG listserv. One other individual should be identified to help rejuvenate this group.
 - Julia Gelfand (UCI) has volunteered to initiate activities for CDIG. She and I have been working together to identify a volunteer listserv administrator/moderator and a host site for a February meeting/program. We hope that listserv discussion prior to the February meeting will lead to activities and additional volunteers. Perhaps this group could continue momentum with another meeting at the April CARL Conference in Irvine. A list of CDIG "members" has been obtained from the CARL Membership Director.

- o CARLDIG has not been active since its November 2006 program. Last year's Vice Chair had to take over as Chair when that individual left her job and the area. Elections will need to be called soon (probably 2008), especially as the Vice Chair position is vacant. Chair Ken Benesh (Claremont Colleges) has a summary of results from the "CARLDIG Mini Conference" that he will need to submit to the CARL Archivist. (11/30/07 phone call)
- o Once CDIG, TSIG, and the Southern IG Chairs listserv get under way, I would like to work with CCIG and CALM.
- o The new SCIL chair is Dominique Turnbow (UCSD). The new officers will begin their terms of office in January, 2008.

SEAL South End of year report

SEAL-South (Science and Engineering Academic Librarians)
 CARL INTEREST GROUP
 End of Year Report :July 1 - December 31, 2007

Summary of Activities

Business meetings

- Thursday, Nov. 29, 2007, 3-5 pm, UC Irvine
- Thursday, September. 27, 2007, 3-4 pm Conference call
- Thursday, August. 2, 2007, 3 pm- 5pm, CSU Chancellor's Office,

Changes:

Leadership:2008 officers are:

Andrew Wick Klein, CSU Northridge, President
 Mitchell Brown, UC Irvine, Vice President/President Elect(Program Chair)
 Kristen LaBonte, CSU Channel Islands, Secretary and Listserv Manager
 Sharon Shafer, UCLA, Membership Chair
 Danielle Skaggs, CSU Northridge, Webmaster
 Marcia Henry, CSU Northridge, President 2007

Operational procedures -

added past minutes and photos to SEAL-S's website currently housed at <http://library.csun.edu/seals>
 tested different listserv software including Google Groups, appointed a Listserv Manager
 tried out a conference call meeting instead of traveling to a remote location
 appointed a webmaster for 2008

Online communication -trying out new listserv software -testing the CARL software

<http://listserv.carl-acrl.org/listinfo.cgi/seal-south-carl-acrl.org>

Other: Requested use of CARL website space for SEAL- South

Programs:

Title: **Getting the Gist of GIS:** Geographic Information Systems and Related Technologies for the Curious Academic Librarian- a Jt. SEAL-South and ABLE program

Where: CSU Northridge

When: Friday, November 2, 2007

Attendance:30 (including presenters)

Income was \$810 /Expenses were \$536.53 Balance is \$273.53

Title: [Science and Engineering Programs for Librarians:SEAL-South \(CARL\) Perspectives](#), a SEAL-South poster session at California Library Association (CLA), Long Beach, October 28, 2007

Where: CLA Long Beach

When: Sunday, October 28, 2007

Current plans/ideas for year ahead -

(1) planning a Spring Excellent Adventure for Saturday, April 12, 2008 to the Santa Barbara Botanical Gardens

(2) will upgrade and hope to move the SEAL-South website

Questions/Suggestions/Concerns for IG Coordinator/Ex. Board.

Seal-South would like to know the web guidelines CARL recommends for an IG to use CARL website.

DIAL-South Diversity in Academic Libraries

CARL INTEREST GROUP

End of Year Report

July 1st – December 31st, 2007

Submitted on November 14th, 2007

Summary of Activities

Business meetings

June 8th, 2007: Business meeting moved to August 24th at USC

August 24th, 2007: 10 members met at USC campus to analyze the evaluation of the program "Joining Voices, Sharing Visions: Diversity in Academic Libraries", revised the Bylaws and organized the Fall elections.

October 19th, 2007: 8 members met at CSUDH campus to approved the By-Laws revision and to elected a new steering committee

December 7th, 2007: business meeting planned at Alliant International University, Alhambra, Ca

Changes:

Leadership

New Steering Committee:

The DIAL-South officers are:

Co-Chair: Valeria E Molteni 2006-2008

Co-Chair: Chimene Tucker 2007-2009

Secretary: Marjorie Acevedo 2007-2008

Registrar: Melanie Chu 2007-2008

Historian: Judith Samuel 2007-2008

Operational procedures

It was created a new position on the steering committee. The title is Communication officer, with responsibility for maintaining the web site and handling outside communications.

Current plans/ideas for year ahead.

The Subgroup are planning a social-program event on February 8th-9th (details will be decided at the next meeting). The event will be a potluck in order to celebrate diversity through food.

**SCIL: Southern California Instruction Librarians
CARL Interest Group
End of Year Report
July 1 – December 31, 2007**

Summary of Activities

- SCIL Elections
- SCIL Works planning

Business Meetings

- October 12, 2007 @ Saddleback College
- September 7, 2007 @ UCSD Biomedical Library
- November 30, 2007 @ Hebrew Union College-Jewish Institute of Religion

Elections

SCIL Elections took place during the month of November. The results are as follows:

Vice Chair / Chair Elect: April Cunningham
Saddleback College
acunningham@saddleback.edu
(949) 582-4459

Secretary: Kimberley Wilcox
Azusa Pacific
kwilcox@apu.edu
(626) 815-6000 x5770

Program Registrar: Nikki Julian
USC
njulian@usc.edu
(213) 740-5152

Programs

- SCIL has not held any programs since July 1st.

Current plans / ideas

- SCIL Works 2008 is well underway and will be held on January 25, 2008 at The Claremont Colleges.
- The SCIL web site will be migrating to the CARL server prior to SCIL Works registration.

Questions / Suggestions / Concerns for IG Coordinator / Ex. Board

**ABLE: Academic Business Librarians Exchange
End of Year Report, July 1-December 31, 2007**

ABLE-South and North collaborated on a pre-conference proposal for the 2008 CARL conference which was accepted.

ABLE-South coordinated a program on Geographic Information Systems (GIS) with SEAL-South. Program was held November 2 at CSU Northridge and was quite successful and informative. ABLE-South and North will be holding joint election for new officers.

Linda Taylor, ABLE-South Chair

CARL 2007 4th Quarter Membership Report

342 ACRL/CARL members
180 NACRL/CARL members
32 Students
7 Retired

561 current members, database holds 603, 42 expired members at this time. Meanwhile CARLALL has 651, I am working to make these two lists match.

I have been working to find those who renewed but were not charged. There is a software upgrade this month by Regonline that is to fix these problems. I am crossing my fingers.

I forwarded 29 new members names during the month of October to Fred and Tracey. I am behind for November but will catch up after I finish testing the CARL Conference Registration site.

The Membership Database is up. Thanks to Julie. The Membership Committee will work on directions, since it hides a bit of what can be searched and how.

There were 29 CARLALL messages posted this quarter. Several were ACRL based and the policy over what should be posted and what should not needs to be reviewed.

Submitted by: Kelly Janousek CARL Membership Director 2004-2007, 2008-2011.

Date: December 10, 2007
To: CARL Executive Board
From: Julie Shen
Subject: Web Coordinator's Report

Below is a record of my tasks since our last meeting in September:

1. Worked on website redesign project with Web Redesign Committee and web designer Bree De Moss Sanchez. So far we're at the logo stage of this project.
2. Set up websites for three IGs: CARLIT-North, CARLIT-South, and SEAL-South. See
 - <http://www.carl-acrl.org/ig/carlitn/> (administered by C.A. Pearce capearce100@earthlink.net)
 - <http://www.carl-acrl.org/ig/carlits/> (administered by Ellie Dworak ellied@rohan.sdsu.edu)
 - <http://www.carl-acrl.org/ig/seals/> (administered by Danielle Skaggs danielle.skaggs@csun.edu)
3. Set up listservs for Tsig and IG Chairs South. See
 - <http://listserv.carl-acrl.org/admin.cgi/tsig-south-carl-acrl.org> (administered by Mark Braden mbraden@oxy.edu)

- <http://listserv.carl-acrl.org/admin.cgi/ig-chairs-south-carl-acrl.org> (administered by Judy Lee)
 - 4. Troubleshooted SEAL-S listserv. (Members at CSU Northridge having trouble receiving messages from other members at CSUN.) See <http://listserv.carl-acrl.org/admin.cgi/seal-south-carl-acrl.org>
 - 5. Updated link to membership database per instructions from Membership director. See <http://carl-acrl.org/MembersDirectory.html>
 - 6. Uploaded election data to website per instructions from Membership director and CARL president. See <http://carl-acrl.org/election/>
 - 7. Troubleshooted CARLEX listserv. See <http://listserv.carl-acrl.org/listinfo.cgi/carlex-carl-acrl.org>
 - 8. Updated Jobs section of the website. Heather Tunender is out on surgery until possibly late January. See <http://carl-acrl.org/Jobs/> (Stacy Magedanz continues to update the Events sections of the CARL website. See <http://carl-acrl.org/Events/>)
 - 9. Created Web coordinator manual containing logins and passwords for everything: main login, carlweb email, listservs, sub-sites, etc.
-

Campus Liaison Coordinator (N)

As was true in the last Newsletter, the names and places section submissions for this Newsletter is quite lean.

I lost some of my e-mail addresses when my computer was upgraded which included my list of CARL North -Liaisons therefore message was posted to CARLALL to get more people to send in information for the newsletter.

I think we need a proactive push to get more CARL Liaisons to send in information as well as get new liaisons for campuses with no official liaison.

UC Davis's new CARL Liaison is Sandy Vella.

That's all for now.

See you all on Monday!

--Locke

To: CARL Executive
From: Deborah Moore
Date: December 4, 2007
Re: Report from Southern Campus Liaison Coordinator

I emailed CARL members at four campuses that had recent liaison vacancies: Soka University, UC Irvine, University of La Verne, and USD. I received responses from two of my inquiries, which resulted in new campus liaisons for Soka University and UC Irvine.

When I emailed Southern Campus Liaisons about the latest newsletter submissions, I informed them that my term of office expires at the end of December 2007.

I have prepared documentation for whoever takes over as the new Southern Campus Liaison Coordinator.

Legislative Liaison Report

At this point, Don Page and I are alternating sending out the legislative liaison emails to calibaca-l. This works well for a couple of reasons. First, we share the workload. Second, he has some very different connections from me and while some items would normally overlap (i.e. we'd both send them), some items would be strictly with each of us. As a result, our readers are getting a broader spectrum of information.

As for next steps, I haven't discussed them with Don yet, but if he agrees, I think we'll start alternating the newsletter pieces as well. Once that's in place, we'll talk about "next steps."

There have been a number of items with "calls to action" and I believe our efforts made a difference to the NIH issue, there are so many issues to address that it's difficult to keep up with them all.

Aline Soules

ACRL Chapter Council Delegate's Report **Submitted by: Les Kong** **December 4, 2007**

Scheduled to attend ALA MidWinter Conference in Philadelphia, January 12-16, 2008.

Deadline to submit chapter news to ACRL has been extended to December 14. Will be putting together our chapter's submission – if there is anything in particular you would like me to highlight, please let me know soon. Also, if you have pictures that publicize any of our activities, please send these to me, as we are encouraged to include these as well.

As a side note, I was appointed by the California Library Association president to fill out a year's term as the association's ALA Chapter Councilor. In response to a call to service from current Council members, volunteered for the following committees: Policy Monitoring, Chapter Relations, and Accreditation.

ACRL is still seeking chapters who may be interested in sponsoring workshops in their respective states on campus advocacy. Funding is available from ACRL to assist with programming expenses.

For those attending MidWinter, the following program announcement may be of interest:

SPARC-ACRL Forum to focus on student engagement

CHICAGO – The 16th SPARC-ACRL Forum, “Working with the Facebook Generation: Engaging Student Views on Access to Scholarship,” will be held at the ALA Midwinter Meeting in Philadelphia on January 12. Co-sponsored by SPARC (Scholarly Publishing and Academic Resources Coalition) and ACRL (Association of College and Research Libraries), the semiannual forum focuses on emerging issues in scholarly communication.

Appreciating, if not understanding, student perspectives on information sharing and access to research will advance library outreach programs. Librarians and students have the power to build valuable bridges of collaboration and guide the larger academic community to reshape scholarly communication.

Tech-savvy students, who live and breathe information sharing, are critical to changing the way scholarly communication is conducted. Not bound by traditional modes of research exchange, students are using all the technologies at their disposal to engage in scholarly discourse – including blogs, wikis and tagging tools. What will they do next? How do they view the future of scholarly exchange?

At the next SPARC-ACRL Forum, graduate students from an array of disciplines, institutions and engaged perspectives will share their approaches to scholarly communication issues. Joined by librarians whose scholarly communication programs have explicit student-focused components, they will explore the importance of outreach and the potential impact of students as current and future key stakeholders. The forum will also showcase the winners of the first Sparky Award for the best short videos on the value of information sharing.

The SPARC-ACRL Forum will be held:

Saturday, Jan. 12, 2008

4:00 - 6:00PM

Pennsylvania Convention Center, room 204 A/B

The event will be also available via SPARC Podcast at a later date.

TO: CARL Executive Board
FROM: Joseph Aubele, CARL Conference Manager
RE: CARL 2008 Conference Update
DATE: December 10, 2007

The following is a brief update on the on-going planning for the 2008 Conference to be held April 2 through April 5 at the Hyatt Regency Irvine.

Committee Updates

The *Plenary Sessions & Keynote Speakers* committee, chaired by Val Ontell, has confirmed the speakers for the conference:

- Thursday, April 3: Patrick Crispen, Instructional Technology Coordinator, California State University Long Beach.
- Friday, April 4: Dr. Gregory Benford, Professor of Physics, University of California, Irvine.
- Saturday, April 5 (panel & breakfast): Barbara Ford (Director, Mortenson Center for International Library Programs), Gary Strong (University Librarian, University of California, Los Angeles), and Patrick Sullivan.

A \$1,000 honorarium will be provided to Mr. Crispen, Ms. Ford's travel expenses (including a complimentary room at the hotel) will be taken care of by CARL, and all the speakers will be offered the opportunity to dine with us.

The *Breakout & Contributed Papers* committee, chaired by Stephanie Brasley, received twenty-one proposals for breakout sessions. Of those twelve were accepted. The committee also received sixteen proposals for presented papers, of which seven were accepted. The conference manager will be working with the committee to assess the audio-visual needs for the breakout sessions, though at this time we are planning on projectors (the most expensive, single item to rent) and screens, as well as multiple microphones.

The *Poster Sessions* committee, chaired by Angela Boyd, received nineteen proposals of which fifteen were accepted.

Finally, the *Pre-conferences Committee*, chaired by Chimene Tucker, has identified three proposals that it has accepted:

- "Information Literacy Assessment: Global and Cultural Considerations" presented by Dr. Lesley Farmer.
- "Confronting Global Trends: Libraries, Information Literacy and the Emerging Global Curriculum" presented by Linda Taylor, Diana Wu, et al.
- "Exciting, new Information Literacy outreach efforts to international students" presented by John Hickok.

The audio-visual needs, as determined by the committee, are for multiple projectors, multiple microphones, and at least one internet connection.

One final note on pre-conferences: In past years pre-conferences were a separate fee, paid only by those who wished to attend. For next spring, and in light of what is a rather substantial increase in the conference fee (i.e. compared to previous conferences), it has been decided to include the pre-conferences as part of the conference fee. It is hoped that this "value added" approach will mitigate some opposition to the rate increase, and will also help CARL meet its required room nights target at the hotel by encouraging attendees to arrive on Wednesday, April 2 rather than waiting until Thursday, April 3.

Registration

A price of \$275 has been set for the conference. Obviously this will come as a surprise to members who have attended previous conferences. Some of the reasons for the increase are outlined in the "Budget" section of this update. Beyond that, the leadership and membership of CARL should consider what kind of experience the biannual conference is going to be moving forward. Having conferences at three- and four-star hotels is expensive. The question facing us all is whether or not the cost/benefit relationship is appropriate. Inasmuch as the 2010 conference is already scheduled for the Holiday Inn Capitol Plaza in Sacramento (and the expenses for that conference will be similar to the costs of this one) this is a discussion we should have as we look towards 2012.

As to the mechanics of registering for the conference, CARL Registrar Kelly Janousek continues to work through some technical issues with RegOnline. Specifically, members whose CARL membership expires prior to the conference may encounter some difficulties in registering for the conference. The extent of those difficulties, and how they can be resolved, are issues that Kelly is still working on.

The Budget

It is difficult to outline all the expenses we will have for the conference; however here are a few of the major ones:

As indicated above there will be audio-visual costs incurred. For example, one LCD projector will cost between \$675-\$800 (and that cost will be per day, per room). I am conservatively estimating \$3,200 for projectors alone (plus 21% service fee).

Cost for microphones is between \$40 (wired) and \$140 (wireless – which I certainly recommend for the pre-conferences), each. A rough estimate for the entire conference is \$2,000 (plus 21% service fee).

However, those costs pale in comparison to the amount of money that could be spent on feeding out attendees/colleagues. Currently that cost is expected to be between \$250-\$274 dollars per attendee (i.e. for the entire conference). Here is a look at our current planning:

Conference	Price Per Person	Guests	Subtotal	Tax	Service Fee	Total
Thursday Reception	\$30.00	250	\$7,500.00	\$581.25	\$1,575.00	\$9,656.25
Friday Breakfast	\$23.00	250	\$5,750.00	\$445.63	\$1,207.50	\$7,403.13
Friday Lunch	\$35.00	250	\$8,750.00	\$678.13	\$1,837.50	\$11,265.63
Friday Dinner	\$70.00	250	\$17,500.00	\$1,356.25	\$3,675.00	\$22,531.25
Saturday Breakfast	\$36.00	250	\$9,000.00	\$697.50	\$1,890.00	\$11,587.50
			\$48,500.00	\$3,758.75	\$10,185.00	\$62,443.75
						\$249.78
Thursday Breaks	\$19.00	250	\$4,750.00	\$368.13	\$997.50	\$6,115.63
Estimated Cost per Attendee						\$274.24

The prices listed above are below the retail prices listed in the hotel's banquet menus; and I am confident that, because of the very favorable terms (to CARL) of the contract with the hotel, more reasonable pricing can be negotiated. Of course, how much more reasonable the pricing will be remains to be seen. Negotiations with the hotel will begin in earnest during late January/early February of 2008.

Conclusion

The committees have done a terrific job in identifying learning experiences that will be both beneficial and enjoyable. I will continue to keep you updated as the costs for the conference come into sharper focus. If any of you have questions please do not hesitate to let me know.