

**CARL Executive Board
March 10, 2008
Videoconference
10am-2pm
Minutes**

Present: Tracey Mayfield, Fred Gertler, Amy Wallace, Julie Shen, Les Kong, Celia Bakke, Ed Tinoco, Wendy Diamond, Maryanne Mills, Judy Lee, Lynne Reasoner, Kelly Janousek, Don Page, Aline Soules, Melissa Browne

Absent: Vicki Rosen, Liz Ginno

1. Welcome

2. Approval of the agenda; introduction of meeting organization

Moved and seconded. Approved.

The agenda is organized around all the items people sent to Tracey. These are issues in need of discussion or action.

3. Approval of the minutes of December 10, 2007

Aline's legislative report was accidentally omitted from Appendix 4 in the last draft of the minutes distributed to the Executive Board. The report has now been added.

Moved and seconded. Approved.

4. Action items review and discussion

Fred and Tracey had a conversation about the action items. The list seems to be getting longer by the minute! Tracey will send a revised list of action items for Melissa to compile for the June meeting.

In the meantime, are there any action items that the Board would like to discuss? Yes:

September 2007 Action Item #26:

'Send out a test Venues Survey to the Executive Board before distributing to participants.'

Discussion Points:

- Vicki has a clear picture of the Venues Survey, but Wendy feels challenged by the concept of the project. Is this the best way to help with program planning?

- This project grew out of comments from a focus group conducted several years ago. The geography in the North makes it difficult to get together and plan programs. The surveys were intended to find out how people identify themselves region-wise, and develop a list of potential program venues.
- The geography in the North is quite daunting. CARL tried to go out of its way to make it easy for people to come to the Winter Program in December and the North Regional Meeting in February, but there was no traction. Perhaps we need to look to technological solutions, or acknowledge that some locations, e.g. Humboldt State in Arcata, might better identify with other organizations. This is a huge issue for the North.
- It might be useful to add the venues survey to the agenda for the June meeting, so it can be discussed when Vicki is present.

5. Conference Update (Tracey)

Barbara Quarton and Brenna Smith have been putting together the conference program packets. They created an amazing logo—it is in black and white to save costs. Kelly has been working on ordering supplies; ribbons for badges will be taken care of soon. CARL is also planning to order folders for registration packets. ACRL will actually reimburse CARL for lanyards!

One issue that has come up concerns locations for Interest Groups (IGs) to get together. Due to expenses, it is just not feasible to reserve rooms for all the IGs. At the last CARL Conference, IGs were assigned tables at lunch but this did not work very well. For the conference in April, the planning committee is recommending that IGs plan dinners together, or utilize hotel common space. These suggestions seem to have taken care of the issue.

Les received an email from the Irvine Visitors Bureau/Chamber of Commerce inquiring if CARL would like brochures to distribute. They can be made available to at the registration table. It would also be a good idea to refer people to the hotel concierge for local recommendations.

▪ **Registration**

There have been 230+ conference registrations. Several people have already contacted Kelly about cancellations. Some of these are for typical reasons, e.g. going out of town, health issues, but others want to cancel due to costs. We need to discuss cancellation fees, even though this is after the fact. It is unlikely CARL will be receiving additional registrations—it is more likely the number of registrants will go down.

Motion #1: Discuss instituting a cancellation fee. Anyone who cancels and whose slot cannot be filled will be charged \$125.

Discussion Points:

- This is closing the door after the horse has gone out. It is not fair to develop a cancellation policy after the fact. We need to give people who need to cancel a full refund.
- At the last CARL Conference at Asilomar, people received 50% back if they cancelled. CARL needed to pay Asilomar ahead of time, but we were able to buy the cancellations out.
- What is the hotel charging for? Primarily food and rooms. The hotel doesn't want to finalize the food plans until closer to the conference though. A block of rooms is reserved for conference attendees. Right now, CARL is 10 rooms short of meeting the minimum, but meal costs are over budget so hopefully there will not be a problem with the hotel.

- What is CARL's break-even point for the conference? Joseph Aubele has this information. About 210 people are likely to attend.
- Is it possible to charge a small processing fee for cancellations instead? This is common. CARL pays RegOnline to coordinate registration. How about a figure between \$10 and \$25? This charge seems reasonable.

Motion #2: Charge a processing fee of \$30 for refunds. Seconded. Unanimously approved.

- **Updates**

Kelly received a request for interpreters at the conference from a librarian with a hearing impairment. Les contacted the ACRL Chapters email list to find out how requests for interpreters are handled elsewhere, and Tracey checked the ALA Annual Conference website for information. She forwarded the description she found to the Executive Board via email:

Interpreters are no longer requested for meetings in general. They must be requested by the deaf member for meetings they need interpreted. To use the service, send a list of required interpreter meetings to Anne Weglewski, ALA, 50 E. Huron Street, Chicago, IL, 60611 by May 18, 2008. Two interpreters will also be on-call in the Conference Services Office in the Anaheim State Convention & Trade Center Saturday-Monday for last minute requests on a first-come, first-served basis.

According to the ADA information line, CARL is not legally required to provide an interpreter. The requestor provided contact information for two interpreting agencies, and Conference Committee co-chair Debbi Renfrow followed up with both. The quote from the company Accommodating Ideas was approximately \$1200. CARL should be able to cover this sum. Unfortunately, due to the short timeline, CARL does not have time to coordinate with interpreters from the CSU Northridge campus.

It would be helpful to know ahead of time which sessions the librarian plans to attend, so interpreters can be scheduled for those sessions. How much lead time does the interpreting agency need? The sooner CARL can complete a reservation form the better.

CARL would like to accommodate this request, but before we make reservations with Accommodating Ideas, we need to confirm which sessions need interpreters. Tracey will draft an email message to the librarian, requesting a timely response to this question.

Tracey will email Celia and ask her to contact Accommodating Ideas about payment preferences. Celia also needs to know from Joseph how the conference hotel would like to be paid. Tracey will follow up with Joseph and get back to Celia.

- **Board involvement (or not!)**

It is not mandatory for Executive Board members to attend the conference. The Conference Planning Committee will have Tracey's itinerary in case she is unable to make it. Fred will also have copies of Tracey's notes.

Questions and Comments:

- As members of the Board show up in Irvine, are there tasks we should be expected to do, e.g. help with registration? There will be 'ask me' ribbons available. Feel free to take one if you would like to assume this role and answer questions.

- The Registration table will be ground zero, and the Conference Planning Committee will be based there. The Planning Committee members are all experienced conference planners, plus Kelly will be helping out. Joseph sees his primary role at this point as communicating with the hotel.
 - How should CARL handle payment for speakers? Celia typically sends emails to speakers to identify their fees—some speakers have invoices they send. Any questions about payment for speakers can be forwarded to Celia. Speakers will pay their travel costs up front and be reimbursed after the conference. Speakers can use the CARL reimbursement form to submit their expenses. CARL will purchase gift cards for the remaining speakers who are not charging fees.
 - After this conference is over, the Long and Short Range Conference Planning Committees, along with Amy Wallace, will sit down and figure out how to eliminate some of the conference costs. CARL has done a great job keeping registration costs low in spite of rising expenses.
- **Questions**
 - How much are corporate sponsors contributing to the conference? \$500.

6. North & South Regional Meeting Debriefs (Fred, Tracey, Amy)

Kudos to Amy Wallace for devising The Game of the Year for both the North and South Regional Meetings! It was very effective. Everybody received a card and wrote down an issue of compelling concern at their institution. Then cards were passed to the right, and the person seated there was asked to suggest a solution to the issue. Cards continued passing to the right, and people shared some really good ideas. Everyone was encouraged to share information after the meetings, but there has been very little response. In hindsight, it would have been helpful to collect the cards and post the results on the CARL website. How long did the game take? About an hour.

The North Meeting was held at Santa Clara University, and about 30 people attended. Tracey did a wonderful job of emceeing. There were a number of people from the University of San Francisco, San Francisco State University, San Jose State University and Santa Clara University, plus one person from Sacramento and one from the University of the Pacific. This again raises the challenge of how to involve the CARL community in the North in other ways. For most of these meetings, you barely need an agenda—attendees come to talk with colleagues. The nice part about the North Regional Meeting was that 7 or 8 library school students attended. CARL used the San Jose State Alumni Association to publicize event. The feedback from attendees was very good. Fred recommends continuing to work with SJSU to involve students in CARL programs. We are looking for new blood and new ideas, and this is an effective way to do it.

The regional meeting originally scheduled in Fresno was cancelled because there were only 2 RSVPs. Fred will try again next year, and will try to pair the meeting with a tour of the new library at CSU Fresno.

The South Meeting was held at CSU Fullerton and 37-38 people attended. There were not as many library school students there, but there were a number of new CARL members. Amy W. and Fred G. sent welcome letters to new CARL members after the meetings. Tracey commented that it was very helpful attending both the North and the South Meetings last year to learn about regional differences. Attendees in the South expect a meeting agenda! At both the North and South meetings there was a raffle for a free interest group event registration. The topics that came up at both meetings were very good, especially in the North with the library school

students. There was a great discussion about professional service and development—the importance of these activities is not being communicated in library school.

Discussion Points:

- Perhaps the Mentoring Committee could coordinate a program on professional service and development for current library school students.
- Tracey is interested in continuing to work on mentoring after her term as CARL President ends.
- CARL could also consider developing a program with the San Jose State Alumni Association. A videocast or other program aimed at those considering a career in academic librarianship and encouraging them to think about service and working with others would be helpful. Fred is willing to send note to the president of the Alumni Association to ask about this possibility. Would this also be feasible at UCLA?
- Library school students do not have a clear picture of what is available to them. Students came to the North Meeting in large numbers, but did not really understand why they were there. This is evident when libraries recruit for tenure track (and other) positions. Attracting good people into CARL and into the profession is an important issue, even if it is not a formal program.

7. Outstanding Member Update/Vote (Fred)

The Outstanding Member Award Committee received a number of excellent applications, but one person's name stood out. The Committee recommends that the award be given to Locke Morrissey. His comprehensive and dedicated service to local and national library organizations, as well as his leadership and initiative made his nomination particularly strong.

All in favor of the Outstanding Member Award Committee's recommendation: Unanimously approved.

The committee also recommends keeping the award a secret and surprising Locke at the Awards lunch at the CARL Conference.

8. Approval of master calendar (Melissa, Tracey)

A second draft of the Master Calendar was distributed on February 15th. Melissa will resend this draft, and an approval vote will be taken via email.

9. Stationary & Thank you notes discussion (Kelly)

Kelly has been sending tax letters to members who donate scholarship money. She distributed 68 letters in 2007 alone. Kelly is currently writing the letters on a letterhead she created and using campus envelopes and her campus address to mail them. Would CARL like to purchase official envelopes and letterhead instead?

Discussion Points:

- What about the cost?
- CARL should have letterhead and stationary. Motion: CARL should proceed to purchase envelopes and letterhead. Seconded.
- What about the logo redesign for the new CARL website? Do we want to wait until this is available for the stationary? The logo will probably be finalized in the next month. The original plan was to create black and white versions of the logo, but would a color version of the logo be preferred for print stationary?
- CARL has no return address, so this could be problematic. Is an address (at least a P.O. box) required for 501(c) status? There is no practical way to have an address because the CARL presidency rotates each year. The envelopes could be ordered without a return address so they are generic. This would make sense given the number and variety of letters that need to be sent.
- The Interest Group Coordinators have been referring IGs to a letter template located in the Yahoo Briefcase. A downloadable form available to IG Coordinators and IG chairs is a great idea. We can vary return addresses to suit our needs. A downloadable form would also get around the logistics of trying to share print stationary.
- How about providing Kelly with print stationary, and making color and black and white templates available for download on the website? Kelly and Celia can discuss price quotes for stationary.
- Kelly has been writing many, many thank you letters. Could quarterly letters be sent instead? Or could the Scholarship Committee take some of this responsibility? The Scholarship Committee has a different charge though. What about dividing the letter writing responsibility based on where the donors are located? This could work well, but we would need to be careful to coordinate.
- What about distributing the letter writing responsibility among several members of the Executive Board? The campus liaisons and the secretary could help the membership director. Kelly can request help from Maryanne, Ed and Melissa when she needs it.

Action item: Update the job duties for the Membership Director, Secretary, and Campus Liaison Coordinators to include this new responsibility.

10. June meeting discussion & meetings for 2008 (Tracey)

Should we try and tie the June CARL Executive Board meeting to the ALA Annual Conference? This would be problematic for those who have already booked flights and hotel rooms.

The CARL Executive Board Meeting schedule will be:

- **Monday, June 9th** (California State University Long Beach)
- **Monday, September 8th** (videoconference)
- **Monday, December 8th** (California State University Long Beach)

The closest airports to CSULB are John Wayne International and Long Beach. Jet Blue flies into Long Beach.

11. Position Paper on school librarians (Tracey)

Tracey received an email message from a northern member asking CARL to write a position paper in support of school libraries and librarians.

Discussion Points:

- This seems most appropriate for the California School Library Association (CSLA) or the California Library Association (CLA) to comment on. Has CARL contacted the president of the CSLA to find out if they are already working on this issue?
- The Executive Board is not in favor of composing a position paper at this time. However, if CSLA is working on this issue, we can support their existing documentation.
- Esther Grassian and other librarians from California have created a group called Lifelong Information Literacy Initiative (LILi), which focuses on connections between public, school and academic libraries. It might be helpful to refer the member to LILi.
- The ALA website also includes position papers from the American Association of School Librarians (AASL) position papers.

Action item: send Tracey the links to the AASL position papers [Julie]

Action item: Follow up with northern member referring her to AASL papers and LILi [Tracey]

12. CLA & CARL Conference collaboration 2012 Conference Long Range Planning (Les)

In addition to his responsibilities on the CARL Executive Board, Les serves on the CLA Executive Committee. CLA has expressed interest in partnering with other library associations in California. Conferences are a tremendous investment in time and resources, and CLA is looking to collaborate with other library associations for future conferences. They are willing to devote space to CARL programs but the specifics have not been discussed. 2012 is the next venue to consider for collaboration. CLA is planning its conference in San Jose and has already negotiated reasonable hotel rates of \$130 per night. If the CARL Executive Board is not interested in collaborations with CLA, CARL will need to begin its long range conference planning.

Discussion Points:

- One aspect to consider is what benefits joint conference planning would offer CARL, over and above proceeding with planning ourselves. A collaboration would offer reduced planning time. The CLA conference location for 2012 has already been set and CLA is coordinating hotel negotiations. The drawback would be that CARL might lose control over programming.
- What other organizations is CLA reaching out to? CARL is the first.
- CLA plans a conference every year, usually in November. There would be some benefits to partnering. Some CARL members have never been able to attend a CLA conference before. A collaboration might work, but not every year. One minute students are in high school and using school and public libraries, and the next year they are using our libraries.
- CARL was formerly a chapter of CLA and ACRL. The decision to separate was due to a desire to focus more exclusively on academic librarianship.
- What about planning to collaborate with CLA during a non-CARL conference year instead? 2012 is the earliest feasible date for a collaboration.

- CARL contributed to the CLA program last spring at CSU Dominguez Hills: A Librarian Avatar in Second Life, so this would not be the first collaboration between the organizations, although a conference would be on a much larger scale.
- A first step might be to sponsor another program at the 2012 CLA Conference, without actually tying the collaboration to a CARL Conference at this point. Start with something smaller and go from there. CARL might also want to think about maintaining a separate conference, but sharing conference locations and pre-conference programming with CLA instead.
- The 2012 CARL Conference site is scheduled to be in the South. The Long Range Conference Planning Committee should begin scouting sites. Les will follow up with the committee to begin planning. The most recent LOEX Conference was held at the Bahia in San Diego, and Tracey and Amy found the hotel was very flexible and easy to work with. CARL held its 4th Conference in San Diego at the Bahia in 1996. If anyone has additional suggestions about good conference locations, send them to Les so he and the Planning Committee can start investigating.
- It would also be helpful to discuss a CLA conference collaboration with the CARL general membership. This is a great idea, because a partnership with CLA could result in drastically different programming. Amy and Fred will plan to discuss this at the Regional Meetings next year.

Summary: CARL is not ready to commit to co-hosting a conference with CLA at this point. However, Les will follow up with CLA to see if there is an opportunity to collaborate on a program. This can be used as the basis for a discussion with the CARL membership about future collaborations with CLA. CARL should proceed with long term conference planning for 2012.

13. Update on Research Award Committee revisions (Tracey for Vicki)

The Research Award was most recently issued last year, but the process was complicated by campus procedures. A check for the amount of the award was cut, but the campus Office of Research took a portion of the monies. The Research Award Committee made a series of recommendations to the CARL Finances Council to codify the awards process and give it more structure. Vicki is working to gather consensus on the Finances Council.

How was it possible this issue did not come up before? Previously there was a stipulation that unused Research Award funds needed to be returned to CARL. However, the most recent award involves longitudinal research, and it is taking even longer to finish due to complications from the campus Office of Research. Hopefully there will be recommendations for the Executive Board to vote on at the June meeting.

14. Flyers and publicity information (from Julie's email of 2/21)

Julie was contacted last month by the College of the Desert. They will be holding a career fair, and inquired about promotional materials CARL would like to contribute. The last print publicity CARL has dates from 2003. What does CARL want to do about having material on hand when we get requests like this?

Discussion Points:

- One of the goals of a redesigned website is to direct people there for information. Is there a need for a full-color brochure that will become outdated quickly?
- Creating something small after the website is finished would be relatively cheap. It would be nice to have promotional material available.
- It is great that the College of the Desert contacted CARL. CARL needs to make an effort in these situations. CARL was also recognized at the ALA Spectrum Event.
- Providing a postcard-sized handout is appealing—just a few words that will pop out and direct people to the CARL website. A postcard would have been helpful at the last regional meeting with all the library school students in attendance. When the new CARL logo becomes available, it would be good to tie the postcard idea in with the stationary.

Action item: Julie will create a flyer and follow up with the College of the Desert. [Note: Julie created a flyer. It is available: <http://carl-acrl.org/board/briefcase/Logos-and-literature/CARL%20half-page%20flyer.pdf>]

15. Board Member replacements/interns (Tracey)

Celia, Aline and Liz have expressed interest in leaving the Executive Board. Both Aline and Liz fill appointed positions, and Celia's position is elected.

The terms for Executive Board members vary. Are all members clear on the length of their terms? Fred will discuss this with the Committee on Organization. It is very important to indicate terms of office in the CARL Bylaws, and make sure during the election process that candidates know how long the terms last. Term lengths were changed in the last election—they are all two or three years.

Don Page is currently interning with Aline to learn about the legislative liaison position. Tracey put out feelers at the Regional Meetings last month to gauge interest in working with Liz and Celia. Two people expressed interest in the newsletter editor position, so Tracey shared their contact information with Liz. Celia's treasurer position ends in December 2008, and elections will take place in October. At this point there seem to be two individuals interested in serving as treasurer. Interning is a nice way for potential appointees to get a feel for these positions. If any other CARL members express interest, have them contact Tracey, Celia or Liz.

Some of the welcoming letters sent by the campus liaison coordinators made mention that CARL was in need of a newsletter editor intern. Does this put too much pressure on new members? Pointing out ways to get involved sooner rather than later is always a good idea. CARL is a volunteer organization, and there is no harm in soliciting participation.

Fred has also spoken with an individual who may be interested in running for the Northern Vice President position. If we know of people in our respective areas that would be good for these open positions, we should not be bashful. We have a bit of time, but it is definitely not too early. The professional service aspect we discussed earlier can be a compelling selling point.

16. Any additional reports from Board Members (not mentioned in the written reports)

ACRL Chapter's Delegate (Les)

- ACRL has announced a new recruiting initiative. If ACRL Chapters recruit new chapter members who also become members of ACRL, ACRL will increase their reimbursement rate from \$1 to \$10 per member.

Discussion Points:

- Kelly could check the membership database and contact members of CARL who are not also ACRL members. Currently, more than half of the CARL membership indicates they are ACRL members.
- We could also ask ACRL for list of members in California, see how many are not in CARL and encourage them to join.
- This speaks to the bigger issue of membership in CARL. The same people are active in the same places. We need to think about where to target membership and leadership recruitment. The issue ties into IG leadership, Executive Board leadership and membership recruitment in general.
- Does Nevada have an ACRL chapter? Is it possible to expand CARL membership to other states? A colleague from UNLV has commented that CARL could benefit from recruitment efforts there.

APPENDIX 1: Action Items

March 2008

#	Description	Names or Groups	Done?
1	Update the job duties for the Membership Director, Secretary, and Campus Liaison Coordinators to include responsibility for writing thank you letters for scholarship donations	???	
2	Follow up with the northern member who asked CARL to consider a position paper on school libraries. Refer her to AASL papers and LILi. Send Tracey the links to the AASL position papers	Tracey Julie	
3	Create a CARL flyer and follow up with the College of the Desert	Julie	Done

APPENDIX 2: Informational Reports from Board Members

CARL Executive board meeting President Quarterly report March, 2008

Conference Update

Joseph sent a good report on what is going on, and the conference planning committee has been working incredibly hard to get everything done in a timely manner. We have been working to finalize the schedule and get all the registration packets compiled and completed well in advance of the conference. The emails and questions come in multiples daily, ranging from "do I have to pay to attend," to our most recent request for a sign language interpreter.

My next personal goal for the conference is to compile a schedule of where I plan to be at each stage of the conference and the remarks I would need to be making at the events and make sure that Fred, Amy, Joseph, Allie and Debbi all have it in case something prevents my attendance.

Committee Appointments

I have received the information needed from Vicki and will start looking at appointments to the necessary committees. I have had at least two CARL members contact me directly asking to be more involved and I let them know that I would offer them committee appointments when I can get to it!

North & South Regional Meetings

I attended both the regional meetings and was just thrilled with the results of each. They are very different meetings, with great discussions and lots of great ideas being generated at each. I was really glad that Fred attended both as he got to see firsthand how different the north and south constituencies are!

Thanks to Amy, we had an activity at each meeting as well as a raffle and both went over very well. I think the key to success at these meetings is to make them social. The members do not want to hear business-related stuff unless it is "relevant" and what I mean by that is they were interested in conference related business, but not executive board related business. There are obviously some business related details that the membership should know about, but I really recommend keeping it light.

The north had a wonderful discussion on what is being communicated at MLIS programs related to professional service requirements and it was great to hear what everybody said.

I really enjoy these meetings and was thrilled at how many new members and library school students showed up at them!

Due to low RSVP count, we had to cancel the 3rd regional meeting in Fresno, but Fred said he is willing to try again next year and maybe tie in a tour to the new CSU Fresno library.

Administrivia

This will be my last report before having the baby and going on maternity leave. The plan right now is for me to be off work during the summer and back full time in the fall. During that time, I will still be in email contact, and I will give Fred and Amy my home number so that I can be reached if necessary! We will still have the June meeting in Long Beach as scheduled!

Fred Gertler
Northern Vice-President

Ah, brevity.

- 1) Attended CARL regional meetings in the North and South. Much fun. Many good ideas. Think I'll do it again next year.
- 2) Chaired the Committee to select the Outstanding Member Award; our recommendation will be made on Monday.
- 3) Still not making any progress on all the action items with my name next to them - sigh.

Cheers.
Fred Gertler
Northern Vice-President

Amy Wallace
Southern Vice-President

Ah, Cut and Paste Plagiarism ☐

- 1) Help organize activities and agendas for CARL Regional Meetings. Attended CARL regional meetings in the North because I am soooo done with the South.
- 2) Contacted new members and non-members who expressed interest at the South Regional Meeting.
- 3) Still not making any progress on all the action items with my name next to them – double sigh.

Amy

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CARL 2008 1st Quarter Membership Report

393 ACRL/CARL members
204 NACRL/CARL members
47 Students
7 Retired

651 current members, up 90 members from last quarter.

There have been 41 new members since October when I started forwarding new members to Fred and Tracey.

The Membership Database is working and I have made adjustments to include IG information for members to search and see what they are "checked" into.

There were 21 CARLALL messages posted this quarter.

I am in the process of sending 62 letters of appreciation for donations to the Ilene F. Rockman CARL/ACRL Student Conference Scholarship.

This quarter I sent each Interest Group officer a list of their members, which I hope to continue each quarter. Next quarter is the plan to update the Campus Liaisons of their members (time got away because of the Conference).

IG memberships for this quarter are:

ABLE	22 North	26 South	CSUL	74 North	84 South
CALM	56 North	70 South	DIAL	39 North	90 South
CARLDIG	113 North	165 South	GIPIG	22 North	26 South
CARLIT92	North	111 South	SCIL	13 North	198 South
CCIG	48 North	65 South	SEAL	36 North	57 South
CDIG	61 North	107 South	TSIG	30 North	44 South

Conference registration

228 Registered with 12 pending cancellations

CARL members 196 of these 8 paid late fee of \$375.

Non CARL members 16 of these 9 paid after early bird/CARL member discount
Students is 16.

We also got 54 members to renew their dues (most early) while registering for the conference.

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

CARL Income / Expense Report – 1/1/07-12/31/07

<u>Detail</u>	<u>Balance</u>
Income	
ACRL Chapter Reimbursement	1,065.00
Conference 2006 (reissued check)	120.00
Credit Card Reimbursement	31.19
Donations – Scholarship Fund	90.00
Mini Conference-North	890.00
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	9,695.00	
		20,874.19
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 Meetings	1,992.49	
Office Supplies	4.39	
Postage	34.85	
Refreshments	1,295.19	
Software	359.80	
Stipends	1,200.00	
Travel	3,484.43	
Other	<u>57.75</u>	
	8,428.90	
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 Meetings		
Refreshments	279.32	
Travel	<u>903.47</u>	
	1,182.79	
Member Database	747.00	
RegOnline Fees	<u>628.15</u>	
	1,375.15	
Retainers		
Accounting	2,357.10	
Insurance	1,923.00	
State Fee	<u>25.00</u>	
	4,305.10	
		26,957.81
Income less Expenses		-6,083.62

CARL Income / Expense Report – 1/1/08-2/29/08

<u>Detail</u>		<u>Balance</u>
Income		
ACRL Chapter Reimbursement		
Conference 2008	50,795.00	
Membership	3,020.00	
		53,815.00
Expenses		
Conference		
Supplies	<u>408.73</u>	
	408.73	
Executive Board		
ACRL Chapters Meetings	321.75	
Office supplies	86.87	
Software	<u>120.11</u>	
	528.73	
Member Awards		
Scholarships	<u>1,000.00</u>	
	1,000.00	
Member Regional Meetings		
Refreshments	1,574.69	
Travel	<u>125.00</u>	
	1,699.69	
RegOnline Fees	<u>3,016.15</u>	
	3,016.15	
Retainers		
Accounting	<u>1,600.00</u>	
	1,600.00	
		8,253.30
Income less Expenses		45,561.70
Checking Account	54,664.87	
Savings	26,295.61	

To: CARL Executive Board

From: Maryanne Mills

Date: March 6, 2008

Subject: Report from the Northern Campus Liason Coordinator, March, 2008

- Participated in the CARL North Regional Meeting. I sat with a number of students from San Jose State who were interested in CARL. I plan on contacting them to invite them to join CARL.
- Completed Northern Liason newsletter duties by gathering and formatting "People and Places News" information and sending on to L. Ginno.

- Wrote welcome letters to new northern members as of January 2008. I pointed them to the CARL website, the link for the conference and notified them that we are seeking a new newsletter editor.
-

To: CARL Executive Board

From: Eduardo Tinoco

Director-at-Large, Private Institutions

Date: March 7, 2008

Subject: Southern Liaison Report - March, 2008

- Took part in the CARL Executive Board Meeting of December 2007 in San Jose, CA.
 - Planned on attending the DIAL-South meeting at CSULB, but was unable to participate due to a scheduling conflict on February 1, 2008.
 - Provided Liz Ginno items for the CARL Newsletter's "People and Places" and "Places" sections on February 13. Items continued to come in and the last item was sent on February 25.
 - Sent welcoming e-mail to new CARL south members.
-

TO: CARL Executive Committee

FROM: Wendy Diamond, CSU Director at Large and Interest Group-North Coordinator

RE: Quarterly Report – March 2008

1. Submitted suggestions to Tracey, Vicki, & Fred (CARL President, Past-President, and Chair of Committee on Organization respectively)
 - a. By-laws should define the length and official starting end dates of a "term" (Calendar year);
 - b. Newly elected Board members should receive an official letter stating their position and its customary duties plus length of term;
 - c. New Board member packet should include terms and duties of all Board members and Master Calendar and state that the Secretary keeps Board record;
 - d. CARL website listing of Board members should include their terms.
- 2) Contact initiated with IG-North chairs & members regarding meeting at CARL Conference in April. (As announced at our previous meeting, I will not be able to attend the conference due to hiring committee commitments at my POW.)
- 3) No progress to report on venues survey.

**January – March, 2008 Report from the CARL IG Coordinator-South
for the CARL Executive Board Mtg., March 10, 2008 (videoconference)
Judy Lee**

- ▶ Identified current IG officers, sent updated information for CARL Web Site, and checked on current membership status of IG officers (with reminders).
- ▶ Established and populated the IG Chairs South Listserv (14 names as of 3/4/08; represented are ABLE, CARL-IT, CDIG, DIAL, SCIL, SEAL, CARL VP South, CARL IG Coordinator South).
- ▶ Various communications with CARL Executive Board members, CARL members regarding IGs (see below), and non-members, with the latter primarily about CARL IG programs and CARL membership.
- ▶ Participated in CARL South Regional Meeting. Received direct suggestions from members outside of the public meeting which I now pass on the Executive Board through this report:
 - There is a need for a discussion venue for Catalogers (TSIG or otherwise), particularly as there are a lot of activities coming up this next year. (Sent this individual to talk with the volunteer TSIG listserv administrator at the meeting.)
 - Have a “What’s New” corner/section at the CARL Web Site in addition to the menu.
 - Use a wiki as a communication tool.
 - [Fred] Is there a place that collects testimonies from CARL members about how they attended a CARL program and followed up by implementing something upon return (or using an idea from the program)? [Judy] No, but perhaps we can have a button on the Web Site to collect this information. Also, after some thinking, should there be an online feedback form developed that could accept this information? Or set it up as a feedback form with categories from which to select, like: CARL services and programs that were useful to me, questions regarding membership, ideas for CARL programs, items for the newsletter, and the like?

▶ **Interest Groups:**

- **Academic Business Librarians Exchange (ABLE)**
News: Lost officers; no new officers; listed as “inactive”. The ABLE-S listserv actually goes out to all ABLE members. Because the listserv administrator is willing to distill and post any relevant information to the list, I have added him to the IG Chairs South Listserv.
- **California Academic Librarians in Management (CALM)**
News: Lost convener for the group, listed as “inactive”. Have names of a couple of people who might be able to work on this group later, but no one is willing to serve yet as convener or on a steering committee.
- **California Academic Reference Librarians Discussion Interest Group (CARLDIG)**
News: The topic of organizational succession in this group needs to be discussed and resolved. The Chair for 2006 departed with the newly-elected Vice Chair stepping in to fill the rest of the term in addition to his own normal 2007 term. No elections appear to have taken place since 2006, so there is no fresh slate of officers for 2008. The 2007 officer names have not yet been removed from the CARL web site.
- **California Academic and Research Libraries Information Technology (CARL-IT)**
News: This group is essentially inactive. Although there is discussion about listing it as “inactive”, it has not been listed so because of interest in an attempt to call for new officers.
- **Community College Interest Group (CCIG)**
News: Recently the previously listed chair sent me an email with an explanation why she could no longer work with this group. This long inactive group has been listed as “inactive” on the CARL web site.

- Collection Development Interest Group (**CDIG**)

News: Assisted J. Gelfand in organizing the successful revival meeting held at Chapman University (F 2/22/08) and continued working with various group members since. 5 individuals volunteered to be on a Steering Committee and added 3 of them to the IG Chairs South listserv. Found a volunteer to administer the CARL-hosted CDIG-S listserv. This group will meet at a no-host dinner Wednesday evening of the CARL Conference, registration is required.

- California State University Librarians (**CSUL**)

News: Listed as "inactive".

- Diversity in Academic Libraries (**DIAL**)

Continues to be **active**.

- Government Information and Publications Interest Group (**GIPIG**)

Continues to be inactive.

- Southern California Instruction Librarians (**SCIL**)

Continues to be **active**.

- Science and Engineering Academic Librarians (**SEAL**)

Continues to be **active**.

- Technical Services Interest Group (**TSIG**)

News: At the end of the CARL South Regional Meeting, the volunteer listserv administrator reported that there was another volunteer from the San Diego area willing to assist with this group, but I did not receive details of his name or institution. Current status of the CARL-hosted listserv for TSIG: listserv has been populated by CARL Web Site Coordinator, but no messages have yet been sent. (It would be a good idea to compare those names listed with the recent membership lists sent out by the CARL Membership Director.)

6 March 2008

Legislative Liaison

Not much to report. The emails continue, half by me and half by Don Page. After a legislatively laden ALA, I reported on U.S. activity in the article I wrote for the CARL Newsletter. I called Fred Gertler several times about the CARL Legislative Liaison position, but never connected and didn't leave a message because following the call, I had to leave my office for a meeting and didn't want to start telephone tag, but he and I need to set a phone appointment to talk.

Aline

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Web Coordinator Report
By Julie Shen
March 10, 2007

1. Website Redesign Update: After 3 exhausting rounds, we're very close to finalizing on our new logo!

2. CARL Jobs: I installed Wordpress and created a do-it-yourself protocol for submitting listings. With only a few exceptions, it's been working amazingly smoothly. I have not yet contacted Heather Tunender who was out on surgery in December/January on whether she's ready to take over again but will probably do so soon.

3. Moving IG websites to CARL: So far I've set up 5 IG websites under the CARL website. Four of those are actively being used by their IG webmasters: CARL IT N, CARL IT S, SCIL, and SEAL S. DIAL S has their login info but hasn't yet taken advantage of the space.

4. Listservs: SEAL S's listserv has been active since Sept 7, and I have not heard of any problems from Kristen La Bonte since I stopped co-administering the listserv. I created new listservs for CDIG S and IG Chairs S (for Judy), which I'm pleased to announce have already been populated with many members. I also created a new listserv for TSIG S which is not yet in use.

5. Numerous updates on various other sections of the website.