

**CARL Executive Board Meeting  
September 8, 2008  
Videoconference  
Minutes**

**Present:** Tracey Mayfield, Kelly Janousek, Les Kong, Judy Lee, Wendy Diamond, Lynne Reasoner, Julie Shen, Barbie McConnell, Maryanne Mills, Vicki Rosen, Liz Ginno, Amy Wallace, Melissa Browne (minutes)

**Absent:** Celia Bakke, Ed Tinoco, Don Page

**1. Welcome**

**2. Approval of the Agenda**

Moved and seconded. Approved.

**3. Approval of the Minutes of June 9, 2008**

Moved and seconded. Approved.

**4. Announcements**

Vicki went to a workshop with CARL's Certified Public Accountant. She will share what was discussed as part of Agenda Item 8: Treasurer's Report.

**5. 2009 Board**

Fred recently notified Tracey that he needs to step down as Northern Vice President. Tracey, Amy and Vicki agree that the easiest scenario would be for Tracey to take over Fred's responsibilities for the remainder of his Vice Presidential term (through December 2008) and continue as CARL President for 2009. Vicki is willing to serve as Past President for another year. Amy will be Senior Vice President in 2009 and begin her term as CARL president in 2010. What does the Executive Board think?

Discussion Points:

- What do the CARL Bylaws say? There is nothing in the Bylaws that addresses an incoming president's resignation. It might be a good idea for the Committee on Organization to look into updating the Bylaws or the Standing Rules in case this happens again—any changes to the Bylaws would need membership approval.
- Does CARL want to codify this rigidly in the Bylaws or the Standing Rules? It might make more sense to include wording to the effect that the CARL Executive Board would work with the President to develop an interim solution.

Motion: Due to the resignation of the 2008 Senior Vice President North affecting the 2009 CARL Executive Board, the current CARL President and the Past President will serve for an additional year, continuing their terms for 2009. Seconded. Approved.

- The rationale behind the 2008 CARL President and Past President serving an additional year is to lessen the impact of the change on the membership and preserve continuity.

Additional Questions & Comments:

- When will the next CARL Newsletter be issued? Liz and Barbie will begin working on it right away. The newsletter will include a thank you to Fred for his service to CARL.
- All northern business matters can be sent to Tracey until a new Northern Vice President is elected.
- The Committee on Organization should begin thinking about where the committee charges should go.

Action item: Compile Committee on Organization action items from previous meeting minutes and send them to the Executive Board [Melissa]

- The in-person Executive Board meetings should be in the North next year (2009). Liz may be able to host at CSU East Bay, or Vicki could ask about holding meetings at Santa Clara. It may be possible to hold one at each.

## 6. 2010 Conference (Amy)

A potential theme is *People Make Libraries Great*. The focus could include biographies, oral histories and recruitment issues. Many people think so much of what is happening now in libraries is technology driven—it would be nice to change the focus to people.

Discussion Points:

- If there was a Technology track, the emphasis would be on how it helps people. It would address how technology can make what we do better.
- We often speak in terms of libraries, not librarians. There is a need to think about the people who are doing all the work!
- This theme would tie in well with outreach activities, and a focus on patrons/clients. It could also incorporate library volunteers, who don't work for pay, but who help make libraries great.

## 2010 Planning Questions

Thanks to Joseph Aubele for his excellent 2008 conference report. There are several issues that are raised in the report that may impact plans for the 2010 conference:

- Pre-Conferences: Do we want to eliminate pre-conferences and room reservations for the first day (Wednesday) of the 2010 conference?

### Discussion Points:

- If the pre-conference were to start on Thursday instead, CARL could save on costs. This also follows a trend at ALA to cut back.
- There were three pre-conferences at the 2008 conference; CARL gave up rooms.
- A pre-conference is often a one-day event that includes 2-3 workshops.
- At the 2008 conference, all pre-conference applicants wanted to do half-day workshops. Interest Group-sponsored workshops sometimes run a full-day.
- One concern with cutting back on the pre-conference is that it would mean loss of content. A one-day pre-conference could allow for four half-day sessions though. Having a choice of programs might appeal to attendees, plus it would save an enormous amount of money.
- At the 2008 conference attendees were upset about the all-in-one package price, which included the pre-conference, and wanted to separate fees out. Each year many people request one-day conference passes. A single day pre-conference would satisfy this request.

Amy would like to move forward with plans for a one-day pre-conference, so CARL is not charged hotel fees.

- Conference Registration Fees: CARL currently offers students a reduced rate. Does CARL want to consider other pricing options as well? For example, offering discounts if multiple people from an institution plan to attend?

### Discussion Points:

- It would be a good idea to gather additional information via email from the Board. While it would be nice to give options for conference attendance, too many options may complicate matters.
- Consider the Internet Librarian Conference as a model—registration costs are lumped, but there are many incentives, including discounts for attendees from the same institution.
- Students and retirees always welcome reduced rates. At the 2008 conference, CARL was trying to give attendees more bang for their buck because costs had risen—we didn't anticipate people would be upset about the inclusion of the pre-conference in the cost.
- The way the conference is marketed could also make a difference in the future.

- Conference Tracks: Are tracks the way to go for such a short conference?

Discussion Points:

- It would be a good idea to explore different types of sessions, e.g. interactive workshops, research sessions, etc, to enhance the whole conference.
  - Nothing is set in stone, so this is something the Conference Planning Committee can work on—Executive Board approval is not needed, but Board input would be helpful.
  - Sometimes conferences include sessions set up as discussions, to offer alternatives to traditional presentations. How do our members like information transmitted to them at conferences? There is a tendency to get talked out. At past CARL Conferences, the longer, lecture-based pre-conference programs did not receive positive evaluations. We should review program evaluations from past conferences, to look for commonalities.
- Committee details: A Local Arrangements Committee should be formed. In Sacramento, attendees can take advantage of attractions like the State Library and the Crocker Art Museum. Amy is also planning to appoint a Sponsorship Committee early in the planning. Can a Thursday night happy hour serve as an informal networking session? Absolutely.
  - Are there other aspects to consider when putting the conference planning together?
    - Would it be possible to allow participants to use their computers (wireless access) during conference sessions? This would probably be a cost issue, but Amy will look into it with the Sacramento hotel.
    - We need to be ready for attendees with disabilities. This includes physical access at the conference site and the availability of translators and signing services in the area.
    - At the last conference, most of the meals were plated. Is this usually the way CARL arranges it? In the past CARL has hosted an awards lunch. Last time buffet costs were higher so the planning committee opted for plated meals. The decision will probably depend on catering costs.
    - In the past, breakfasts have been integrated with the poster session on Saturday, and this has been successful. The decision to go with a buffet or a plated meal here will also come down to cost—a buffet may be more cost-effective. It does take longer with buffets, which can be an issue if there are speakers.
    - At the last conference, the snacks were priced on a consumption basis (per can and per cookie) and this saved CARL a lot of money.
    - Joseph Aubele has extensive experience negotiating with hotels. Vicki signed the contract with the hotel in Sacramento, but it was arranged by the Long Range Conference Planning Committee, which included Les, Joseph and Deb Schaeffer.
    - Think about where you want the most attendees, and plan meals around those events, e.g. the poster session and the awards lunch.
    - In order to encourage attendance, consider giving away gift certificates to a bookstore, or an iPod shuffle.
    - For the Thursday evening event, alcohol tends to be popular.

## 7. Elections

The CARL elections are coming up--we should shoot for voting at the end of October. Vicki used SurveyMonkey for the last elections, and it worked quite well.

Discussion Points:

- Newly elected officers should be notified that they need to attend the December Executive Board Meeting.
- We also need to make sure that candidates understand the responsibilities of the positions they are running for, so they are not surprised later.
- Who is on the Elections Committee? Vicki, Amy and Tracey. There is information in the Standing Rules about membership on the Elections Committee. Tracey will begin appointing additional members to the Elections Committee as soon as possible, and then send a CARL-ALL announcing the open positions.
- The Standing Rules for 2008-2009 are not available. Who is responsible for updating the Rules? The Committee on Organization.
- Open positions include the Vice President-North, Treasurer, Director-at-Large, CSU, and Director-at-Large, UC. We need to make clear what the other hat will be for the Directors—either campus liaison coordinator or interest group coordinator.

## 8. Treasurer's Report

Vicki attended a workshop with CARL's C.P.A about new IRS requirements for nonprofits. CARL is 501(c)(3) organization and needs to file a 990 tax form. The Executive Board is now required to review the completed form. CARL has typically worked up until the filing deadline at end of August. A group called CompassPoint has examples of Conflict of Interest and Whistle-Blower policies on their website, <http://www.compasspoint.org/content/index.php?pid=202>. CARL will need to have its own policies on record before taxes are filed next August.

Celia sent her Treasurer's report. CARL is running a deficit this year, so we need to look at alternative forms of revenue, including a dues increase.

Discussion Points:

- Kelly is working with RegOnline on fee problems. Once the issues are resolved, RegOnline may credit CARL several hundred dollars. Also, CARL will no longer have to pay to include non-renewing members in the database. The sooner the fee situation is straightened out the better. CARL received \$5000 in membership fees, but paid \$4000 to RegOnline—this seems outrageous. Is CARL getting charged 3% credit card fees? Kelly will follow up with RegOnline about this.
- The last CARL Conference broke even, or made a small profit.
- Is there a relationship between ALA/ACRL and CARL memberships? CARL receives a small amount from ACRL.
- Due to schedule conflicts, the Finances Council was unable to arrange a meeting. The discussion about raising membership dues is something we have not made progress with. It is too late to include this on the October ballot, but we need to start planning for next year. We will need time to explain the rationale behind a dues increase to the membership.

- Another finances issue is tied to conferences—we don't have stated policies on refunds. We probably need to conform to ACRL's policies. There are other factors as well, for example, at the last conference, members attended with non-paying guests.
- CARL's funds do fluctuate, but the shortfall is a concern.
- There may be an influx of income as members renew before the elections at the end of October.
- Stipends are included in the Treasurer's report. Who do stipends go to? The Treasurer, Newsletter Editor, Webmaster, Conference Chair and Membership Director. The thought is that these positions require extra time, so the stipend softens the blow a bit.

## 9. Program Planning Form

Is the Program Planning Form ready to send out for adoption? We have been discussing it for the past two years, and during this time it has been tested by several Interest Groups.

Discussion Points:

- Part of the challenge is that the form needs to be available outside of an email attachment, for example, on the website. People go to the CARL website to look for forms.
- The form could be placed on the website with a note that it is being tested for 2008-2009. There is already a 'Forms' section on the website, so that is where the program planning form could be added.
- The form was developed to ensure that the Interest Groups were at least breaking even on programs, but because the form is not readily available, people are not using it. It asks Interest Groups to itemize their costs and build in a 10% cushion.
- The other issue was charging non-members 50% higher fees, in order to encourage people to join CARL by offering lower registration costs as an incentive. The non-member fees have been a sticky issue.
- Judy, Wendy and Vicki can plan to work on program planning guidelines over the course of the next several months. Vicki will follow up with Julie about making the form available on the CARL website.

## 10. CARL Legislative Liaison

Amy, Fred and Tracey received an email from an ACRL employee asking about CARL's Legislative Liaison. There are actually three separate positions: the CARL Legislative Liaison (Don Page), the California Legislative Chapter Liaison (Don Page), and the ACRL Legislative Advocate (Aline Soules).

Don fills two roles for CARL; Aline is working with ACRL but is no longer fills a CARL position. Tracey sent a thank you note to Aline for her service to CARL.

## 11. CARL Programming?

Fred, Amy and Tracey received an email from the Professional Development Section of ACRL asking about CARL programming. CARL's response highlighted Interest Group activities (SCIL was used as an example) and the recent Scholarly Communication program organized in the north. CARL does not include much information about programming on the website, although Julie recently created an Events Calendar and is encouraging Interest Groups to publicize their programs there. Does the Executive Board have ideas about this?

Discussion Points:

- Keeping track of the Interest Group websites is problematic because their websites change. Do we envision the IGs linking to their events on the Events Calendar? There is a space in the Events Calendar entry form for a URL—they don't have to put much information on the Events page at all if they include a link.
- We advertise programs in the CARL Newsletter, but are there better ways to do this? The problem with the newsletter is that you have to download the pdf and it is not searchable. Could the newsletter text dealing with programs be pulled out and listed separately? Details would need to include the name, date and location of the program.
- We could also consider adding details about posting to the Events Calendar in the Program Planning Form.
- This issue also overlaps with a question Wendy has confronted with the Venues Survey—where will people go to access the information when they need it?

Let's plan to discuss this issue again at the December Executive Board Meeting. We may want to consider forming a subcommittee tasked with pulling together a past-programs page.

## 12. Venues Survey

Where would the instructions for posting program information to the Events Calendar, and copies of the Venue Evaluation Form reside? Add these details to the Program Planning Manual.

Some background on the Venue Evaluation Form: the idea came out of a planning meeting held several years ago in the north, which focused on how to facilitate program planning—planners in the north found it difficult to find venues. Vicki and Wendy discussed several solutions, including a database—a two-page Venue Evaluation Form is the result of their discussions.

See APPENDIX I

Discussion Points:

- Who would be responsible for filling the form out? Where would it reside? Judy would be interested in sharing the form in the south too.
- Where and how would CARL compile the data from the venue evaluations? It would be routed to the Chair of the Communications Committee, currently Vicki.
- The Venue Evaluation Form could be added to the Forms page on the CARL website, with the other information used by program planners.
- What information do Interest Groups currently report after a program is held? A financial summary and list of attendees, which are sent to the Treasurer.

- After the Miniconference in the north last December, Wendy and Fred compiled comments about the program site. These details could get lost if they are routed to the Treasurer.
- Another question is whether this information should be public, or restricted to the Executive Board and IGs. It could live on a semi-private wiki that program planners have access to.
- Could the Venue Evaluation Form content be modified to fulfill ACRL's request for Program Planning information as well? Could this form be a jumping off point? The rationale behind the venue form was that we wanted to collect specific information about a venue to see if it could be used again, so planners don't have to start from square one.
- Amy would be willing to ask if there is interest in hosting a CARL program at a northern campus at her meeting in Sonoma with the CSU Directors. Planners need a local person on-site to facilitate planning. It might be more helpful to go through campus liaisons, rather than library directors. This would give the campus liaisons a role as hosts. We can gather information about proximity to transportation, room sizes, etc. but if no one is interested in hosting, the information is not very helpful.
- All campuses are not equal when it comes to hosting. Sonoma or Humboldt are not going to generate the same audience—it takes one day just for travel to Humboldt. There are several questions about transportation and parking included on the form.
- What do we see as the point of the form? It seems like it has morphed into something else. Maybe we need to tweak it and have two forms instead—one pre-program and one post-program.
- The reality in the north was that all programs were being held at San Jose because it was the newest venue. The most recent location is Santa Clara. We are trying to get people to hold programs in the north, and we want to help with locations so planners can focus on programming.
- Can we ask northern members where they would be willing to go, and then identify venues in the most favored locations?
- A problem with the Venue Evaluation Form is access. It is a difficult issue. Wendy and Vicki finally came down to: if you've hosted a program, tell us about it. They envision the information being available on a semi-private wiki, because it would include contact details.
- Moving programs around so people can attend at different times might be a solution. We don't want to dictate where the IGs will hold their programs though.
- Another option would be to go the campus liaisons route. The liaisons could submit a form indicating whether or not they are willing to be a contact person on their campus. In most cases and places, someone on the campus needs to serve as a local arrangements person or basic contact to answer questions about the venue. This seems like it would be an effective use of the liaisons.
- Maryanne, Vicki and Wendy would be willing to draft 2-5 questions to ask the campus liaisons (relating to room capacity, parking, catering, etc). Maryanne would be happy to send the questions out to the liaisons and collect the responses for Wendy and Vicki.
- It may also be possible to develop a post-program form to find out if things worked well. In the future, CARL may be able to use webconferencing options so more people can participate.

Action item: Draft questions to send to the Executive Board, then the campus liaisons [Wendy]

### 13. 2009 Miniconferences

The December Executive Board Meeting seems late to begin planning miniconferences. The south has only hosted one miniconference, but the north tends to hold miniconferences in December in non-conference years. December in the south tends to be too busy with other IG programming, so a miniconference there would need to be held at a different time of year.

#### Discussion Points:

- The Vice Presidents help organize miniconferences, but there should be a miniconference planning committee working 6 months ahead. Earlier planning would allow us to solicit IG help. The program planning was not smooth last time because it started too late.
- A concern is that the miniconferences are held only 4-5 months before the CARL Conference. The miniconferences do not need to happen unless there is a desire to plan one. The miniconference in the south was well-attended, but there are many other programs in the south.
- The northern membership wanted a winter program. In the past, sometimes it has been like a party, or a rehash of other presentations.
- Why not combine the miniconference with a regional meeting? This has been done successfully several times in the north, with a business meeting in the morning and a program in the afternoon.
- A miniconference needs to be on the radar before two months ahead of time. Let the IGs know that if they are planning programs they should keep the miniconference venue in mind. Program planning also needs to involve more than one or two people. Someone should be charged with the planning—it needs a higher profile than just an entry on the calendar.
- One of the questions that comes to mind is the general versus the specific focus of the IGs. We missed out on papers last time due to a short planning timeline. Fortunately the program was good, but it did not give the membership an opportunity to submit proposals.
- It is not clear if it is the IG Coordinator's responsibility to coordinate a miniconference every other year. The Vice-President-North should be in charge of planning. We need to make sure during the upcoming elections that the nominees know about this task.
- We should also bring the issue up at the regional meetings in February to allow for plenty of planning time. One of tasks that should come out of the meetings is to convene a committee to begin working on miniconference planning. This would be ideal.

### 14. 2009 Regional Meetings

We need to identify the meeting locations in the north and the south. The planning falls to the Vice Presidents—Amy in the south, and the new Vice President-North. Would we prefer to set the dates for the Regional Meetings now, or wait until the December meeting? The ACRL Conference is coming up in April.

#### Discussion Points:

- Is a January date too early, or does it run into ALA? Amy will look for suitable dates and float them on the Executive Board listserv for feedback.

- Last year CARL tried holding a third regional meeting in the middle part of the state, in Fresno, but only two members planned to attend so the meeting was cancelled. Should we try this again? If we could tie-in the meeting location to the regional venues survey and the campus liaisons, we could decide on a location in December. Why don't we wait and see the results of the venues survey before we decide on whether or not to try a third meeting?
- It would be nice to meet in Sacramento and check out the venue location for the next CARL Conference. It would be nice to mix up the location and move it from the East Bay—CARL did hold a program at the State Library a few years ago. Would Cal State Maritime be more central? UC Davis would also be an option.
- Tracey and Amy will work together to identify meeting locations in the north (Sacramento, Fresno, Stockton, Turlock, Modesto, Hanford) and the south. It would be helpful to identify a location on a BART or CALTRANS line in the north. Target meeting dates: January-February 2009.

## 15. Webcast Release Form

Tracey received an email from Ann Hubble that included a draft of a webcast release form that the CARL-IT North IG was planning to use at its Mashup the Library workshop in July. Should we make the form available on the website for other IGs to download and use?

Discussion Points:

- Where did the form language come from? It was adapted from CARL's existing audio/visual release form.
- Would it be possible to modify the existing audio/visual form to include webcast wording? This seems reasonable.

Action item : modify the existing audio/visual form to include webcast wording and make the form available on the CARL website [Tracey and Julie]

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Meeting adjourned 2:00pm.  
Next meeting: December 8<sup>th</sup>, 2008 CSU Long Beach

### ACTION ITEMS

Item #	Description	Board Member(s)	Status
1	Compile Committee on Organization action items from previous meeting minutes. Send to the Executive Board	Melissa	
2	Draft program venue questions to send to the Executive Board, then distribute to campus liaisons	Wendy	
3	Modify the existing audio/visual form to include webcast wording. Make the form available on the CARL website	Tracey, Julie	

## APPENDIX I: Venue Evaluation Form

### Venue Evaluation Form for CARL Programs

Dear IG Chairs and Program Planners:

We hope you enjoyed a successful program! To help the program organizers that come after you, please describe briefly the program site using this survey form. Return it to the *Communication Chair* (Vicki Rosen [rosen@usfca.edu](mailto:rosen@usfca.edu)) at your earliest convenience. Thank you!

<b>Name of Site</b>	
<b>Building or Room name</b>	
<b>City</b>	
<b>Program Sponsor - IG or CARL group</b>	
<b>Program Title</b>	
<b>Program Date</b>	
<b>Your name</b>	
<b>Phone</b>	
<b>Email</b>	
<i>Most questions require a Yes or No response. There is space for additional comments at the end.</i>	
<b>Site Location</b>	
Is this site centrally located, near several large cities? (e.g. Oakland)	
Is it located near a relatively small population center? (e.g. Chico)	
Are there mid-priced lodging choices nearby?	
<b>Food Service</b>	
Is on-site catering available?	
Are catering services reasonably priced?	
Are there other quick, low-cost eating places nearby?	
<b>Transportation and parking</b>	
Is there easy public transportation?	
Is there free or low cost parking?	
Are parking lots close to meeting rooms?	
Does parking need to be reserved ahead? How far ahead?	

<b>Room arrangements</b>	
Are there flexible seating options?	
How far ahead to book this room (approximately)?	
What was the room capacity? Are there other rooms at the site with varying capacities?	
What equipment is available : Wireless, laptop, built-in projector, microphone, guest internet, video camera, other? (please indicate)	
Was there adequate technology & media support?	
Did you have adequate custodial support?	
Was the room accessible?	
<b>Contact Information</b>	
Who to contact to make a reservation for this site? Name, Department, Phone, Email.	
<b>Area Attractions</b>	
Are there interesting sights to see nearby?	
Please list some possible local attractions (wineries, tours, museums, local history sites, etc.) :	
<b>Your Recommendation</b>	
Would you recommend this site for a future CARL program?	
<b>Additional Comments</b>	

## **APPENDIX II: Board Reports**

### **Past President**

**Vicki Rosen**

**September 5, 2008**

1. Worked with Carol Spector, Research Committee Chair, with details around Research Award.
2. Helped Penny Scott Scholarship Committee Chair.
- 3.. Attended CPA workshop on new IRS filing requirements for nonprofits.
- 4.. Sent Corporate seal, etc. to the Archivist.
5. Updated information for the State & National Community College Organizations database on CARL with Tracey's info.

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### **Vice President-South**

**Amy Wallace**

- Sent welcome letters to new members from the South.
- Represent CARL at the Spectrum Scholars Professional Options Fair & Resume Reading Event at ALA.
- Read all the Conference Stuff, Developed a draft theme for 2010, Have questions for the board to help guide planning
- Sent Vicki questions to ask the CARL liaisons
- Hosted SCIL Lunch and Meeting at CSU Channel Islands

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### **CARL 2008 3d Quarter Membership Report**

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

273 ACRL/CARL members  
165 NACRL/CARL members  
30 Students  
2 Retired

407 current members.

Regonline has claimed to fix the problem concerning renewal. I had a conference call with Marketing and we determined what fixed renewal problems then broke other processes. They are will to work with us to make this right.

Regonline is changing their fee structure. Now we will only be charged for those who actually renew each year. So non-renewing members can remain in the database but we do not pay for them.

Since June 1, there have been 2 new members.

There were 13 CARLALL messages posted this quarter.

I am working on sending each Interest Group officer a list of their 3d quarter members. While sending final renewal notices or we don't think you paid notices.

I have finally decided that I am going to use the coding in Regonline more effectively:

Pending means I am waiting for a check payment

Confirmed paid and current members

Approved until I determine if they renewed but were not charged

Declined lapsed after 6 months and three renewal notices

Cancelled ceased membership (Regonline has agreed to help us remove deceased members, so not to clutter the membership information.)

Standby lapsed in the last quarter before moving to declined (dates are 9/15; 1/15; 5/15).

**Celia Bakke**  
**Treasurer**

**CARL Income / Expense Report – 1/1/08-9/1/08**

<b>Detail</b>	<b>Balance</b>
<b>Income</b>	
ACRL Chapter Reimbursements	1,053.00
Banking Interest	209.94
2008 Conference Registrations	66,295.00
2008 Conference Vendor Donations	1,000.00
Interest Groups	8,170.00
CARLIT-N (3,295.00)	
CarlDig-S ( 305.00)	
SCIL (3,735.00)	
SEAL-S ( 835.00)	
Membership	5,855.00
	<b>82,582.94</b>
<b>Expenses</b>	
Bank fees, Returned Check	202.80
Conference	
Hotel Venue & Related Services	57,765.79
Registration Refunds	550.00
Signing (Interpreters)	1,344.90
Speaker Honorarium	1,100.00
Supplies	1,116.73
Folders (408.73)	
Name tags, etc. (708.00)	
	<b>61,877.42</b>
Executive Board	
ACRL Chapters Meetings	391.12
Gifts	104.21
Office supplies	94.64
Postage, Photocopy	29.50
Refreshments	443.55
Software	569.61

Stipends (2007)	1,200.00	
Travel Reimbursements	<u>1,015.51</u>	
		<b>3,848.14</b>
Interest Groups		
CarlDig-S	234.84	
CARLIT-N	2,203.13	
SCIL	2,965.80	
SEAL-S	<u>516.39</u>	
		<b>5,920.16</b>
Member Awards		
Outstanding Member	401.77	
Scholarships	<u>1,000.00</u>	
		<b>1,401.77</b>
Member Regional Meetings		
Refreshments	1,574.69	
Travel	<u>125.00</u>	
		<b>1,699.69</b>
Membership & Conference		
Member DB (Digital Forest)	66.00	
RegOnline Fees	<u>4,278.85</u>	
		<b>4,344.85</b>
Retainers		
Accounting	1,600.00	
Insurance	<u>1,923.00</u>	
		<b>3,523.00</b>
		<b>82,817.83</b>
<b>Income less Expenses</b>		<b>-234.89</b>
Checking Account	9,040.82	
Savings	26,431.09	

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**Judy Lee**  
**Interest Group Coordinator-South**

Interest Group Activity:

\*\* CARLDIG held 2 meetings over the summer, one in July and one in August, and is planning a program for December, probably on Friday the 5<sup>th</sup>.

\*\* DIAL held a meeting in August and has been seeking candidates for four offices: Co-Chair, Secretary, Historian, and Communications Officer.

\*\* SCIL, normally quiet over the summer, held a business meeting and tour at CSU-Channel Islands in July.

**To: CARL Executive Board**  
**From: Maryanne Mills**  
**Date: September 4, 2008**  
**Subject: Report from the Northern Campus Liaison Coordinator**

- Completed Northern Liaison newsletter duties by gathering and formatting "People and Places News" information .
- Began process of updating campus liaisons. Contacted thirteen organizations with either incorrect email addresses or showing that they no longer have representation in CARL. I requested that they consider joining CARL and volunteering someone as a campus liaison. I have received responses from approximately half and will send updates to Julie Shen.
  - UC Merced
  - Golden Gate University
  - San Jose City College
  - San Joaquin Delta College
  - UC Davis
  - Sacramento City College
  - Evergreen Valley College
  - CSU Monterey Bay
  - Canada College
  - American River College
  - Patten University
  - Skyline College
  - UC San Francisco

Once the campus liaison list is-up-to-date, I would like to coordinate with the Communications Committee on how to meet members' needs as discussed in the last Board meeting.

- Assisted Vicki Rosen with updating some of the wiki pages (in newbie mode. Thanks to Vicki for letting me make mistakes ☺)

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**Don Page**  
**Legislative Liaison**

- 1) Officially appointed as CARL Legislative Liaison July 1, 2008 to December 31, 2008
- 2) Posted semi-monthly CARL legislative news to CALIBACA-L listserv
- 3) Submitted my first contribution to the CARL Newsletter, Legislative Report section, for September, 2008 issue

**Liz Ginno**  
**Newsletter Editor**

Hi all,

All newsletters have been posted to the CARL website within the month they are due since my appointment as editor in March 2005 (June 08 was the most overdue-- but, hey, folks were having babies and all sorts of exciting things were happening -- like my vacation!).

Anyway, all has gone well -- the September issue will be a dual effort between myself and our potential incoming Newsletter Editor, Barbie McConnell at CSU Fullerton. The litmus test will be seeing how she feels about the job after this issue is complete!

I've enjoyed working on the newsletters - and am happy about the CARL members' reception -- no complaints (or none that I can remember)!

Not too sure what else you are interested in knowing about the newsletter, but I will be there on Monday (as will Barbie!) to answer any questions.

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**Lynne Reasoner**  
**Archivist**

I have one significant item to report: Vicki Rosen sent the CARL corporate records (seal, certificate of incorporation, minutes ... )

to me for inclusion in the CARL archives.

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**ACRL Chapter Council Delegate's Report**  
**Submitted by: Les Kong**  
**September 4, 2008**

ACRL Chapters Council at ALA Annual (Hyatt Regency Orange County, in Garden Grove), Anaheim, California, June 29, 2008.

The meeting was called to order at 8:26 am. The Chair, Kathy Parsons (Iowa State University, Iowa Chapter) welcomed chapter representatives, and introduced the council leadership. She then updated us all on the situation regarding the enormous flooding in Iowa.

**Minutes.** Minutes from the 2006 Annual (New Orleans) meeting (these were misplaced, and have resurfaced) were approved. Minutes from the 2008 MidWinter (Philadelphia) meeting were approved, with corrections noted.

**Welcome and Remarks from Julie Todaro, ACRL President.** She encouraged us all to attend the ACRL President's Program on Monday afternoon, featuring Dan Ariely, author of "Predictably Irrational: The Hidden Forces that Shape Our Decisions."

ACRL continues to update its wiki ([http://wikis.ala.org/acrl/index.php/Main\\_Page](http://wikis.ala.org/acrl/index.php/Main_Page)), adding about 60 resources in the past year. Major sections of the wiki focus upon recruitment, retention issues, and best practices.

ACRL leadership visited 13 chapters (from Colorado to Louisiana) this year. *ACRL Insiders* was launched, among other initiatives. Some web links from ACRL are being cataloged and used by libraries as free, useful resources. ACRL members are looking for more tangible benefits for their membership fees. *College & Research Libraries News* webliographies area now on the Web, and are being updated.

She will be sharing the results of a survey she conducted of ACRL chapters regarding the integration and involvement of library school students in chapter activities. A document will be forthcoming about the various ways in which students are involved. She will return as Past President, and the document will be sent to chapter leaders about how students can become more engaged and involved.

A majority of ACRL chapters have identified and made available best practices information to their members on a variety of topics.

**Introduction and Remarks from Erika Linke, ACRL President-Elect.** The theme during her presidential year will be advocacy. She was most impressed with the efforts of librarians during ALA Legislative Day in Washington, DC, and wants to work to develop strategies as to how we can best position academic librarians and libraries in these advocacy efforts. A local and regional level for advocacy is being planned.

**Introduction and Remarks from Lori Goetsch, ACRL Vice-President-Elect.** She is looking forward to working with everyone. She is thinking that it would be wise if we focused on more disaster planning, given that many Kansas libraries as well were damaged by tornadoes recently to the tune of millions of dollars.

**Introduction and Remarks from Mary Ellen Davis, ACRL Executive Director.** She attended the ACRL Leadership Council meeting. Two issues involved interest groups. A vote took place on changes to the bylaws to make ACRL as an organization more nimble. Many ACRL members want a "home," and an interest group can serve this purpose. Members can petition for new interest groups. Changes are taking place with the CARL schedule and programming. ALA is too large, and geographically spread out, and it is becoming more and more difficult for members to travel to conference sites. ALA is looking hard at this. ALA is considering shortening the conference by one day. This may affect some of the traditional time slots, and compact the conference schedule. ALA is looking for ways to streamline the conference program, perhaps by eliminating duplication of programs. Some things being considered – programs may undergo a refereed process, resulting in some programs being rejected. Another possibility is to hold more "virtual" meetings.

She reminded us about *ACRL Insider*, which is a blog about the business of the association (e.g., news, interest groups, upcoming conference programming, academic issues). A new virtual opportunity, *Springboard*, was launched, and was initiated with a Henry Jenkins podcast. This is a free member benefit. Meebo has generated some enthusiasm as another way to engage our members – copyright, sustainability, Library 101, are all topics which are ripe for online conversations. If you have suggestions for other topics, please send them along. Thus far, up to 80 people in the "room" were typing and engaging on various topics. Loriene Roy, ALA President, has spearheaded "meeting effectiveness" tip sheets, which are available to ACRL members. Wikis are becoming very popular – one excellent example is the wiki by the Emerging Leaders group. Look for a new series called *ACRL Active Guide* – Number 1 in the series is entitled *Life-Work Balance*, by Melanie Hawks. Members may also register for 90-minute webinars at the group rate (\$295) for your library or chapter. The number of webinars offered a year is expected to be 14 to 16. These can be viewed as a "meeting-out-of-a-box." John Stahler is our Web developer, and responsible for all e-content. The Web site can be used at the chapter level.

With this being an election year, some reminders. ALA and ACRL are 501©3 organizations, and as such, our organizations cannot advocate for political candidates. In turn, local ACRL chapters cannot take a stance on issues, nor mention candidates. As non-profit organizations, we cannot

even put up “neutral” information. Please keep Council Chapter newsletters, listservs, and any other communications free of political expression or discussion. Be sure that this gets communicated to your listserv managers. No inflammatory remarks about anyone, and no political speech.

Finally, she encouraged us all to make plans to attend ACRL National Conference (March 12-15, 2009, Seattle, WA). Naomi Klein is the keynote speaker. Other prominent speakers include: James Polk and Ira Glass (NPR’s *This American Life*).

**Government and Legislative Updates.** Mike McLane ([McLane@oswego.edu](mailto:McLane@oswego.edu)), ACRL Visiting Program Office, clarified that he and his colleagues are not lobbyists. They can educate and advocate, but cannot lobby. Less than 10% of the librarians at Library Legislative Day were academic librarians. They are not focusing on funding, but other issues that affect academic libraries, such as the closure of federal government libraries, access to NIH databases and government documents, funding of the government documents depository program, privacy of patrons’ circulation records, etc. We can all help to educate legislators concerning these issues and how they affect libraries. About 60 librarians have signed up to be legislative advocates. We should have hundreds of academic librarians involved in this program. Eligible individuals **must** be ACRL members, and willing to educate themselves regarding the issues, and to talk to government officials, especially nationally elected officials, congressmen. This doesn’t mean you have to travel to Washington, DC – you could go the local office, and converse with your elected official when they are in town – also talk to the staff, which is almost more effective than speaking to the congressmen themselves. One doesn’t have to spend a lot of time researching issues, as the ALA Washington Office, as well as the ACRL Office have a lot of the information, regarding the status of bills, as well as background research. For those individuals interested, please contact: [acrladvocates@ala.org](mailto:acrladvocates@ala.org)

**Election.** Kevin Merriman distributed ballots, explaining the election process. The following individuals stood for election: Judith Pinnolis (Brandeis University), for Vice-Chair/Chair-Elect (ran unopposed); Melissa Behney (Connecticut College), and Anna Salyer (University of Washington), for Secretary. Election Results: Judith Pinnolis, Vice-Chair; and Anna Salyer, Secretary.

**Announcements.** Linda Kopecky, outgoing list administrator, stressed the importance of making sure that the Chapters Council Roster has correct and up-to-date information, given the large amount of turnover that takes place. At least two officers should be designated for the listserv for each chapter. She will be leaving Chapters Council, but will be moving on to the ACRL Board. Laurie Swarthout (Wisconsin Chapter) will be taking over her duties in running the listserv.

The annual dine around event is scheduled for Sunday evening, 6pm, at Gandhi’s Palace, in Anaheim.

Doreen Kopycinski is the editor of the Chapter Topics Newsletter, which is an important source of information in regards as to what other ACRL chapters are doing. Please send as well photos of chapter events, and send them on to Doreen.

Leadership and Recruitment: Nomination Committee. The structure of term-lengths has been changed. The Past Chair will now have a two-year appointment, so Kathy Parsons will be serving now.

**Chapter Announcements.** A couple of chapters were working on reviewing and revising their records retention policies. Examples of chapter conference themes and topics include:

- Embedded Librarians
- Collaborations with Academic & Public Libraries
- Going Green
- State sessions on “libguides”
- Gaming
- Web 2.0

OAI  
Administrative Change  
Best Practices

One chapter (New England) is adding an interest group on Scholarly Communications. Several chapters shared that they had invited the ACRL President to speak at their conferences/programs.

### **Sharing Ideas, Questions, Information, and Discussion.**

Topic: How are representatives funded to come to Chapters Council?

\*May be time to do another survey of chapters to find out what they are doing with money from ACRL and special projects, to find out how chapters representatives can get funding.

\*State associations were looking at their bylaws, because the treasurer is often not part of the chapter.

\*Other sections were waiting to see what the Nebraska Chapter did about the treasurer position, as they were one of the first to do away with the position.

Topic: How much does the chapter charge for dues?

\*Some don't have dues.

\*Minnesota members are the academic division of the state association.

\*If you are already a member of ACRL national, you don't pay any dues in New England!

\*In some states, you have to pay the state association dues to be a member.

\*Each chapter has their own individual setups, but if there is a "free standing" chapter in the state, technically members of ACRL national should not be charged anything for members for local chapters.

The meeting adjourned at 11:30 am.

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### **Web Coordinator Report Julie Shen**

September 8, 2008

#### **1. Website Redesign Update**

- We have a design for the main page!
- The designer is now working on the design for the subpages.

#### **2. CARL Events**

- Set up a WebCalendar database to run this page. As of September 7, Stacy Magedanz is no longer updating this page. Users will post their events directly by following the instructions posted prominently on the page.

#### **3. IG websites on CARL**

- CARLDIG South's website is now active: <http://carl-acrl.org/ig/carldigs>
- This brings the total number of IG websites being hosted by CARL to six (6): CARL IT North, CARL IT South, CARLDIG South, DIAL South, SCIL, and SEAL South.

#### 4. Listservs

- Set up new listservs for ABLE (North and South) CARLDIG South:  
<http://listserv.carl-acrl.org/listinfo.cgi/able-north-south-carl-acrl.org>  
<http://listserv.carl-acrl.org/listinfo.cgi/carldig-south-carl-acrl.org>
- Removed Aline from CARLEX.
- Here's a list of the other eight (8) listservs on CARL:  
CARLEX Voting, CDIG-South, IG Chairs South, SCIL, SCIL Exec, SCIL Steering, SEAL South, TSIG South

#### 5. Other

- Facebook: set up a CARL page  
<http://www.facebook.com/pages/California-Academic-Research-Libraries/28623865914>
- Flickr: set up a CARL group <http://www.flickr.com/groups/carl-acrl/>
- Newsletter: wrote an article to advertise our Facebook page and Flickr group.
- CARL Jobs: updated Wordpress to version 2.6.
- Domain Registration: renewed our domain carl-acrl.org until January 2010. Currently we're registered with Network Solutions, which is one of the more expensive domain registrars. I will investigate more affordable alternatives and move our domain before January 2010.
  - Updated: Board, IG, Master Admin Calendar, Minutes, Research Award committee, Sitemap