

**CARL Executive Board Meeting
December 8, 2008
CSULB Library, Room 409
Minutes**

Present: Tracey Mayfield, Amy Wallace, Liz Ginno, Pam Howard, Les Kong, Wendy Diamond, Celia Bakke, Vicki Rosen, Maryanne Mills, Ned Fielden, Dominique Turnbow, Judy Lee, Lynne Reasoner, Don Page, Barbie McConnell, Karin Griffin, Ed Tinoco, Melissa Browne (minutes)

Absent: Julie Shen (participated via Adobe's Connect Pro Meeting software for agenda item 8. Website Update)

1. Welcome

Congratulations and welcome to the new members of the Executive Board: Pam Howard, Ned Fielden, Dominique Turnbow and Karin Griffin!

2. Approval of the Agenda

Last year Judy received a question from an Interest Group (IG) about CARL guidelines for putting up a website. This issue will be discussed under agenda item 4. Announcements.

Moved and seconded. Approved.

3. Approval of the Minutes of September 8, 2008

Moved and seconded. Approved.

4. Announcements

a. Guidelines for Interest Group Web Sites Hosted by CARL

Last year an IG asked about CARL's guidelines for putting up a website. At the time, CARL was beginning work on its new website, so no guidelines were in place. In response, Judy created *Guidelines for Interest Group Web Sites Hosted by CARL*, (See APPENDIX I) which was tentatively approved at the December 2007 Executive Board meeting. It was recommended that a subcommittee review the draft document before final approval, but due to CARL Conference planning and other issues, the draft has not been officially adopted.

Discussion Points:

- Several IGs are already being hosted on CARL's new website. If the website lives under CARL's domain, it is overseen by Julie, although individual IGs maintain their sites.
- Julie is in the process of developing templates for IGs to use.

Motion: Accept the draft *Guidelines for Interest Group Web Sites Hosted by CARL* as final. Seconded. Approved.

Should the document be available on the CARL website? Yes, it should be included with the Interest Group Guidelines, <http://www.carl-acrl.org/Documents/Policies/IG-Guidelines.pdf>.

Action item: Add *Guidelines for Interest Group Web Sites Hosted by CARL* to the Interest Group Guidelines, <http://www.carl-acrl.org/Documents/Policies/IG-Guidelines.pdf>, and ask Julie if the document should also be added elsewhere on the CARL website [Judy, Communication Committee]

b. ACRL Vice-President/President-Elect Campaign

Kelly has begun her campaign for 2009 ACRL Vice-President/President-Elect.

How does this impact Kelly's Membership Director responsibilities? If elected, she would need to resign as CARL Membership Director.

Tracey will mention Kelly's campaign in her President's Column in the CARL Newsletter. Announcements should also be distributed via the CARLALL and CALIBACA listservs.

5. Elections

The 2008 CARL elections were successful. The Nominating & Elections Committee did a great job! There was a full slate of candidates and voting went smoothly—the same number of CARL members voted this year as last year.

Discussion Points:

- Tracey might consider mentioning overall percentages (but not exact numbers of votes for each candidate) in her President's Column to the membership in the next CARL Newsletter.
- CARL will need to begin gearing up for the elections next year starting this summer. The Senior Vice President is responsible for the elections. The Nominating & Elections Committee should be appointed and begin their work in August 2009.

Tracey created a document for new Executive Board members that includes need-to-know information about CARL, e.g. position descriptions and links on the website. It is a working document, so new members will be asked at end of 2009 what else should be added. After Tracey's term ends, the document will be made available on the CARL website for future CARL Presidents and Executive Board members.

To help with orientation, what about having placards or nametags available for in-person and videoconference meetings? Amy may have extras lying around.

6. 2010 Conference Update (Amy)

Amy sent her report via email (see APPENDIX III: Board Reports). She cancelled the first day of room reservations (Wednesday) so there will be fewer pre-conferences in 2010. The next step will be to get together to decide on a conference theme, and hopefully the Conference Planning Committee will have something to bring to the Executive Board by the next meeting in March.

7. Long Range Conference Planning Committee: CARL Conference 2012 Venues (Les)

Les, Deborah Schaeffer and Joseph Aubele have been soliciting proposals from hotels. They have received 13 proposals so far. They will be taking comments from the 2008 conference evaluations into account, e.g. ADA requirements, vegan/vegetarian options, internet access in guest and meeting rooms, noise and room temperature, etc.

The Committee will conduct its site visits in the spring. There are pros and cons associated with each location, such as proximity to airports and shopping, and the availability of shuttles.

Feedback or Comments?

- Pasadena and Long Beach were locations for recent CARL conferences.
- The Bahia in San Diego put in a competitive proposal. This was the location of the 2007 LOEX Conference coordinated by SCIL. It was also the location of the 1996 CARL Conference
- Palm Springs is a resort area and may be attractive, although transportation is more of an issue there.

8. Website Update (Julie)

Julie participated online via Connect Pro Meeting.

Action item: Send Julie preferred email addresses for the CARLEX and CARLVOTE listservs [Ned, Dominique, Karin, Pam]

The goal of this discussion is to share the draft website templates with the Executive Board in order to finalize site navigation. The plan is to roll out the new website in January 2009.

- The new CARL logo will also be used for stationary, which will be available for download from the website.
- The top banner and left navigation bar will remain consistent throughout the site. The body and right side of the pages are customizable.

Discussion Points:

- IG websites would be incorporated into the CARL site, rather than linking out to existing IG websites hosted elsewhere.
- What about IG logos? They can be incorporated anywhere on the page except the top menu and left navigation bar. This should give the pages a uniform look and feel, but give the IGs artistic freedom to place logos and content wherever they would like.
- We should think about what to do with IGs that are inactive. A page devoted to IGs needing TLC might be an effective way to let members know about them and provide instructions on how to go about revitalizing them.
- Do we need guidelines for the minimum amount of information needed on the webpage?
- Would each IG have a separate page? Yes. There are links on the page to the northern and southern IG Coordinators.

- The process until now has been that the IG Coordinators have been letting IGs know about CARL's ability to host websites and listservs. CARL is currently hosting six IG sites. Two IGs are maintaining their websites separately (DIAL-North and ABLE-North & South) and four IGs are using listservs not hosted by CARL. In the future, Julie will contact IGs directly about utilizing CARL-hosted websites and listservs, and cc the appropriate IG Coordinator.
- When should the CARLALL and CALIBACA lists be moved? CARLALL can be moved anytime—Julie and Kelly will discuss the details after the meeting. It would make sense for the Membership Director to continue moderating the CARLALL listserv, but could Julie serve as backup, in case items need posting when Kelly is unavailable? Yes, this will be fine. CALIBACA will be revisited later.

The Board discussed a number of navigational and textual changes to the draft templates. Tracey will send an email to Julie and the Executive Board summarizing the modifications.

Thank you to Julie for all of her hard work and patience!

9. 2009 Miniconferences, Regional Meetings & Board Meetings

It would be helpful to get dates nailed down and send 'save the date' messages out to members by the end of December 2008.

Discussion Points:

- The Miniconferences are a tradition in the north in non-conference years, but the south has hosted only one. Last year, the miniconference deadline in the south coincided with IG and CARL Conference deadlines, so although planning had begun, it was cancelled.
 - IGs are concerned about attendance at their programs. A miniconference in the south might compete with IG programming. Doing a program about how to do a program for southern IGs might be useful. At the southern Regional Meeting in 2007, three IGs presented on this topic. A summary of this presentation is available at the CARL website under Documents, then Tips on Program Planning for CARL Interest Groups.
 - Ned will begin thinking about a miniconference in the north, and discuss it more at the beginning of 2009. CARL should do something because the northern IGs are not as active.
- The Regional Meetings are more like business meetings. In the north, it is a challenge to attract a critical mass of people. The Regional Meetings should be combined with some type of program.
 - Legally, CARL needs to hold business meetings.
 - Tracey and Amy have been trying to make the meetings as interactive as possible. The Regional Meeting in the north went really well last year. The meetings can serve different purposes.
 - It's hard to publicize 'come talk to the Executive Board.'
 - The Vice-Presidents plan the Regional Meetings, and the agenda is up to them. The meetings in the north and south do not have to be the same.

- If dates are agreed upon, Wendy can follow up with the northern IGs and let Ned know if there are program ideas. The northern Community College IG is tentatively planning a program in March at Diablo Valley College. This could potentially coincide with the business meeting. Wendy will follow up with IG chair Florence Espiritu about dates.
 - The Board also needs to identify a meeting location in the north—the Sacramento area (the 2010 Conference location) would be ideal so conference planners could get involved.
 - CSU Fresno has offered to host a Regional Meeting. This presents a good outreach opportunity for CARL, because there are very few members in the Central Valley. Fresno also just remodeled their library, so people might be interested in seeing it. Maybe CARL could sponsor a lunch at Fresno as well.
 - Board members are not required to attend Regional Meetings, although they are encouraged to attend if they are available.
- Board Meetings for 2009
 - The Executive Board meets quarterly. The March and September meetings are videoconference meetings (Cal Poly Pomona is typically one site in the south) and the June and December meetings are held in-person.
 - Please mark your calendars for upcoming meetings:
 - Monday, **March 2nd** (videoconference)
 - Monday, **June 1st** (possibly at SFSU)
 - Monday, **September 14th** (videoconference)
 - Monday, **December 7th** (possibly at conference hotel in Sacramento)

10. CARL Research Award

Tracey received a recommendation for the CARL Research Award from the three member Research Award Committee. The committee received eleven applications, and identified their top proposal: *Subjecting the Catalog to Assessment: Subjects versus Tags*, which included a funding request for \$1600.16. The objective of the proposed study is to observe how users interact with the library catalog—it is an interesting and original research topic.

Motion: Accept the Research Award Committee recommendation to fund *Subjecting the Catalog to Assessment: Subjects versus Tags* for \$1600.16. Seconded. Approved.

Tracey will follow up with the Research Award Committee, and a message will be distributed soon.

Has Tracey received a recommendation from the Ilene F. Rockman CARL/ACRL Conference Scholarship Committee yet for travel to the ACRL Conference this spring? Not yet, but the committee should be making its recommendation by the end of December. ACRL Conference registration costs rise after January 16th, so the timing is good.

11. Webcast Release Form

The CARL-IT North IG created a webcast release form for use at its July workshop, adapted from CARL's existing audio-visual release form. Does CARL want to go ahead and post the webcast release form under the Forms section on the CARL website, <http://www.carl-acrl.org/Forms/index.html>?

Motion: Amend the title to *Media Release Form* and post the form under the Forms section on the CARL website, <http://www.carl-acrl.org/Forms/index.html>. Seconded. Approved.

Vicki is now editor of the Forms page.

- The Venues heading includes the *Campus Hosting Questionnaire* and the *Venue Evaluation*. The plan was to distribute the *Campus Hosting Questionnaire* to the Campus Liaisons.
- The Financial heading includes a *CARL Event Budget Planner/Statement* (an Excel file that automatically increases attendance rates 50% for non-members), in addition to forms for depositing checks and requesting prepayments. The Executive Board should complete the *CARL Travel Request & Reimbursement* form for meeting travel expenses.
- The *Mailing Label/Membership List Request* form can be removed from the page because it is not being used.

12. Events Calendar

The Events Calendar, <http://www.carl-acrl.org/events/month.php>, now has dynamic entries. Interest Groups can add their own events, and several IGs are already taking advantage of the new functionality.

An issue that was recently raised with Tracey was how to find information about previous CARL events. Does the Executive Board have ideas about how to address this issue?

Discussion Points:

- Details about events are included in CARL Newsletters. Are there volunteers willing to serve on a committee to comb old newsletters and contact IGs to create a master list of previous programs?
- Maybe there are CARL members who would like to become more involved, and would be willing to volunteer for a committee that would compile a list of past programs.
- Tracey will need to appoint people to various committees (Communication, Organization) before the end of the year. If Vicki is willing to remain chair of the Communication Committee for another year, this could be one of the committee's charges for 2009.

13. Updating Position Descriptions in Bylaws and Standing Rules

An issue that came to light during the recent elections is that the position descriptions included in the CARL Bylaws and Standing Rules are very generic. While changes to the Bylaws would require a membership vote, the Standing Rules are more fluid.

Discussion Points:

- It would be helpful if all Executive Board members could review their position descriptions in the Standing Rules, <http://www.carl-acrl.org/Documents/StandingRules.html>, for accuracy.
- It would also be useful for the entire Executive Board to review all positions, to get a more complete picture. This raises the issue that some positions are 'at-large' and those are not the task-oriented parts of the positions. For example, the Directors-at-Large are also appointed as Campus Liaison Coordinators (representing community colleges and private colleges) or Interest Group Coordinators (appointed from the UC and CSU). It is also necessary to keep the north/south distinction.
 - Wendy has agreed to continue as appointed IG Coordinator north and will attend most Executive Board meetings in 2009.
 - Dominique will be IG Coordinator for the south. IG Coordinators cannot concurrently serve on the boards of IGs.
 - An Executive Board wiki is available, so we should send our ideas to Tracey.

Periodic reminders about what is going on with the wiki and what CARL would like Board members to respond to would be very helpful. It would also be useful to send emails to follow up on assigned action items.

- The Bylaws are more formal and vague; the Standing Rules are how we actually do things. Copies of both should be shared with candidates for positions, so they can get a feel for what they are running for.

14. Procedures for Membership and Listservs (from CARLDIG)

At a recent CARLDIG meeting, members voiced concerns over the membership directory and CARL listservs—many of the attendees were not current CARLDIG members. When people join CARL, they are automatically subscribed to the CARLALL and CALIBACA listservs.

It would be a good idea to do a reminder column about memberships for the next CARL Newsletter—members need to select which IGs they would like to join.

Action item: Draft a column for the next CARL Newsletter outlining membership information [Kelly]

The 'Interest Groups Demystified' section in the CARL Newsletter is a recurring feature that can also be useful.

15. Backups

In current CARL practice, the Vice Presidents serve as backups for the CARL President. Julie as Webmaster is Kelly's backup for listserv posts. Are there other positions we should consider identifying backups for?

- Treasurer. QuickBooks actually allows for up to five active participants, and it would make sense that the backup be an active officer.
- Membership Director. The Treasurer already has the username/password for the Membership Database.

16. Absences

It is understandable that members must miss Executive Board meetings once in awhile—it happens. Note that the Bylaws state that if a member misses two consecutive meetings though, they abdicate their position on the Executive Board.

17. ACRL Chapter's Council Delegate Report (Les)

See APPENDIX III for Les' report.

18. CARL/CLA Workshop Collaboration (Les)

The CLA Academic Section is planning to put on a Spring Fling Program in March-April 2009—the location could be in the north or the south. The tentative title is *Academic Libraries in Tough Times*. Barbara Quarton, President of the Academic Section, would like to collaborate with CARL.

Discussion Points:

- What does CLA expect from CARL? Funding? Other support? CLA would welcome anything that CARL would like to contribute.
- Miniconferences need a generic topic that appeals to a wide range of librarians.
- One concern with the topic is keeping it positive. A focus on solutions and creativity would be productive.

Tracey will follow up with Barbara Quarton and the CLA Academic Section.

19. IG Guidelines Update (please read Judy Lee's email)

See APPENDIX IV for the updated Interest Group Guidelines

Judy and Wendy have worked to update the IG Guidelines. Does the Executive Board want to approve the document today?

Discussion Points:

- Can the document be approved today, and then the next IG coordinator can work on breaking the document into parts?
- It would make sense to place portions of the IG Guidelines on the CARL website, so people can find information more easily. Perhaps a vote to approve can wait.
- The Executive Board needs to revisit the Dissolution of Interests Groups clause in the Bylaws (Article XIII: Interest Groups, Section 2)
 - The Committee on Organization, in consultation with the IG Coordinators, could consider redoing this section of the Bylaws for 2009.
- A solution might be to make the entire document available, but break it into parts as well.

20. Committee on Organization Action Items

Julie and Tracey have been discussing the need to make CARL documents available in one place. In the past, the Yahoo Briefcase served this need.

Questions and Discussion Points:

- Who is on the Committee on Organization? The Junior VP (this year VP North), Secretary, Treasurer and 2 other members appointed by the President. Tracey will be working on appointments for next year.
- Julie set up Facebook and Flickr pages for CARL. Are there guidelines available? Not currently. The Flickr page was sent up for CARL-related images.
 - Was the soft launch of the pages purposeful? No. Julie will draft a message for the CARL Newsletter and CARLALL about the Flickr and Facebook pages. Links should also be added to the CARL website.
- The next Newsletter should be out later in December.

Thank you to everyone for their hard work! Celia, Judy and Liz have truly been instrumental to CARL's success.

Meeting adjourned 2:22pm
Next meeting: March 2nd (videoconference)

APPENDIX I: 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 II: Action Items

ACTION ITEMS December 2008

Item #	Description	Board Member(s)	Status
1	Add <i>Guidelines for Interest Group Web Sites Hosted by CARL</i> to the Interest Group Guidelines, http://www.carl-acrl.org/Documents/Policies/IG-Guidelines.pdf , and ask Julie if the document should also be added elsewhere on the CARL website	Judy, Communication Committee	
2	Send Julie preferred email addresses for the CARLEX and CARLVOTE listservs	Ned, Dominique, Karin, Pam	
3	Draft a column for the next CARL Newsletter outlining membership information	Kelly	

ACTION ITEMS September 2008

Item #	Description	Board Member(s)	Status
1	Compile Committee on Organization action items from previous meeting minutes. Send to the Executive Board	Melissa	Done
2	Draft program venue questions to send to the Executive Board, then distribute to campus liaisons	Wendy	Done
3	Modify the existing audio/visual form to include webcast wording. Make the form available on the CARL website	Tracey, Julie	In progress (see 12.08 agenda: 11. Webcast Release Form)

APPENDIX III: Board Reports

CARL Past President

Vicki Rosen

12.05.08

1. Updated the Forms webpage <http://www.carl-acrl.org/Forms/index.html> with the most recent versions of the financial forms. Also added the two Venue Evaluation forms Wendy Diamond and I worked on.

Please test all of these out and let me know of any glitches or unclear instructions. This is a work in progress. I haven't heard anything back from IGs testing the Budget Planner yet.

Next step will be to incorporate these into the Program Planning Manual and I have an editable version that I can use to do that in the upcoming months.

2. Used SurveyMonkey to design and conduct the CARL elections. Only one problem cropped up to correct in the settings.

3. Helped review the new website design.

President's Report

Tracey Mayfield

December 2008

This has been a busy quarter, with the elections taking front and center of my attention. The nominations and elections committee were just wonderful, and I thank them for their hard work, with a special shout out to Vicki for actually handling the ballot and running the election.

I am very excited to work with our new board members.

Other than the elections, I attended a few IG business meetings and got used to being back in the swing of work things full time again. The day-to-day of CARL business is plentiful but nothing work reporting!

Coming up, I will be looking at making committee appointments to begin in January, and am working with Julie on getting the website up and running by the beginning of the new year as well!

President's Report

Tracey Mayfield

September 2008

Well, there isn't much to report since I have been on maternity leave, but I feel for posterity, we should have a report.

There has been the conference, which has now come and gone and the follow up continues. There is a lot of good information to share with Amy for planning the 2010 conference.

With the very sad departure of Fred as VP North/President, I virtually met with Vicki and Amy to figure out what to do that would help CARL. We decided for continuity and in fairness to the VP's that I would continue as President and serve for Fred. Vicki graciously agreed to continue on as Past President.

We are also gearing up for the elections. I will be forming an elections and nominating committee.

Vice President-South Report
Amy Wallace
12.05.08

- Sent welcome letters to new members from the South.
- As discussed by the board. I cancelled the Wed meeting rooms and brought down the rooms nights accordingly for Sacramento.
- Compile thoughts from last meeting on the conference.
- Hosted a CARL DIG meeting at CSU Channel Islands
- Commented on stuff and did whatever Tracey told me to do J

Membership Director
4th Quarter Membership Report
Kelly Janousek

380 ACRL/CARL members, up 107 from last quarter
182 NACRL/CARL members, up 17 from last quarter
47 Students, up 17 from last quarter
3 Retired, up 1 from last quarter
18 unknowns, new one for this quarter

630 current members, up 223 members

New one while running this report is to find members not attached to a payment type – will have to make another call.

Since August 15, there have been 22 new members.

There were 27 CARLALL messages posted this quarter.

I am still working on the coding in Regonline to note where members are in their renewal cycle. This is time consuming and will get more attention in January.

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

December 2, 2008

TO: CARL Executive Board

FROM: Wendy Diamond

Director at Large for the CSU and IG-North Coordinator

RE: Quarterly Report – December 2008

1. As approved by the Board in September, two Venues forms have been added to the CARL web page (thank you Vicki). #1) The Campus Hosting Questionnaire invites members to describe and recommend program sites. #2) The Venue Evaluation form will be filled out by program planners to help build a listing of potential locations for future events.
2. Consulted with Judy Lee on revisions to the IG Guidelines.
- 3 IG News:
 - Florence Espiritu of CCIG-N reports that a program on the Basic Skills Initiative for Community Colleges is being planned for March 2008 at Diablo Valley College.

 - Paula Popma reports that CALM-N has not had any activity. She is still seeking interested volunteers to plan programs. She may declare the group inactive if that becomes appropriate.

Respectfully submitted,
Wendy Diamond

**Report from CARL Interest Group Coordinator – South
for the period October – December 2008
Judy Lee**

▶ **IG Question to the Executive Board: Seal-South would like to know the web guidelines CARL recommends for an IG to use CARL website.**

▶ The IG Chairs South listserv continues to be used primarily by the IG Coordinator. I would like to see more use by the IG chairs as active participants rather than passive recipients.

▶ I updated IG Guidelines to reflect the 2007 Bylaws update and current practices to present to CARL Executive Board. (Consulted with IG Coordinator North.)

▶ **Tasks for the next IG Coordinator:**

▶ Set up procedure to retire inactive IGs (“sunset” procedures). Retire GPIG [JL recommends that interest in Government Documents be referred to CARLDIG. Interest is more likely to come to CARL from non-government documents librarians. Government documents librarians have their own organizations.]

▶ Revise and update the CARL Program Planning Manual.

▶ Follow up with reactivated groups: ABLE, CARLDIG, CARL-IT, CDIG, all of whom have some kind of organizational structure with named persons. Check in with and assist TSIG (has listserv but no officers and no activity). CALM needs rejuvenation/resuscitation (my last leads to try: Marla Peppers, CSULA, and Tobelynn Birch, Loyola Marymount).

▶ I would like to thank CARL for my two terms on the Executive Board as the UC Director at Large and as the appointed CARL South Interest Group Coordinator. I enjoyed learning from and working with my colleagues on the CARL Board. It also has been interesting and fun to interact with colleagues throughout the state. CARL is a great regional and professional resource and support network.

▶ The following groups submitted end of year reports (following pages): CARLDIG, DIAL, SCIL, and SEAL.

**CARL North Campus Liaison Coordinator & Community Colleges Director-at-Large
Quarterly Report
12/5/08
Maryanne Mills**

- Completed Northern Liaison newsletter duties by gathering and formatting People and Places News information.
 - Completed process of updating campus liaisons which began in September 2008. Sent changes to Julie Shen.
 - Gave feedback on the CARL Website Members only area.
-

**Director at Large
Ed Tinoco
12.05.08**

- Sent request for CARL Newsletter submissions.
 - Attended DIAL meeting at CSU, Channel Islands on November 17.
 - Arranged to host DIAL meeting at USC on December 12
-

**Legislative Liaison Report
Don Page
12.07.08**

I attended an ALA-sponsored webinar, November 21, 2008 entitled "ALA Post-Election Wrap-Up and Looking Ahead," conducted by Stephanie Vance, advocacy consultant and "guru," and Kristin Murphy, Government Relations Specialist with the ALA Washington, D.C. office

60 registrants attended.

Topics covered included:

- SKILLS Act status
- What can we expect from the new Obama Administration in the first 100 days
- Barack Obama's ALA legislative scorecard as Senator
- Suggested sources to monitor important library-related legislation in Washington
- Upcoming ALA advocacy webinars and new website
- Federal budget.

The SKILLS Act ("To amend the provisions of the Elementary and Secondary Education Act of 1965 regarding school library media specialists, and for other purposes") is currently in Committee (both House and Senate). At last count it had Democratic majorities, with the House 255-175, 5 undecided, and Senate 58-40, 2 undecided. The bill is mired in a lame duck session, and advocacy will need to begin all over again in 2009 for co-sponsors.

Issues facing library advocacy in the context of the new presidential and Congressional administration include severe budget constraints, many fiscal conservatives, traditional

Democratic support of library issues, health care, education, energy, the environment, the economy, the Iraq War, network neutrality, copyright reform, and huge staff changeovers in Washington.

Grassroots advocacy will be very important in this new political environment. In spite of a Democratic majority, this does not necessarily equate to a mandate.

What to expect from an Obama administration? To start with a note of encouragement, Barack Obama actually owns a library card! ALA has dug into their archives and re-examined Obama's speech (as Senator) at the 2005 ALA Conference, during which he had shown a positive sensitivity to censorship issues. See: http://obama.senate.gov/speech/050627-us_senator_barack_obama_addres/. His website is friendly towards education, literacy, and the arts. ALA's legislative scorecard rates him 4 out of 8 opportunities to support positive library legislation.

Sources to monitor for national library issues in Washington politics:

- C-SPAN <http://www.cspan.org/>
- GAO (Government Accountability Office) <http://www.gao.gov/>
- ALA's Washington office <http://www.ala.org/ala/aboutala/offices/wo/index.cfm>
- National Library Legislative Day, planned for May 11-12, 2009
<http://www.ala.org/ala/aboutala/offices/wo/washevents/nlld/nlld2009.cfm>
- ALA Midwinter advocacy booth, Denver, CO, January 23-28, 2009
- Freedom of Information Day, March 16, 2009
<http://www.ala.org/ala/aboutala/offices/wo/washevents/freedomofinfo/freedominformation.cfm>
- Learn about the federal budget and spending at the Office of Management and Budget (OMB Watch) <http://www.ombwatch.org/>

Kristin Murphy plans additional webinars and is completing an "Advocacy U" website for a "one stop shopping" source of advocacy information. Also, a December, 2008, webinar is being planned to assist in advocacy issues under the upcoming Obama administration.

Committee assignment battles, which take place in the Commerce Committee, will be newly chaired by Henry Waxman.

Don Page
Legislative Liaison

**ACRL Delegate
Les Kong**

Hi all,

My brief report:

I am scheduled to attend ALA MidWinter in Denver, January 23-28, 2009.

I submitted to ACRL on behalf of CARL (see attachment) news of our chapter activities for publication in ACRL Chapter Topics.

**California Academic & Research Libraries
California Chapter of ACRL**

ACRL Chapter News
November 25, 2008

Hello everyone, from California! We have survived yet another spate of fires – this time, in the Southern California area – so inevitable, given the drought conditions combined with the mighty Santa Ana winds...

Executive Board: Comings & Goings...

We are sorry to see the departure of Fred Gertler (formerly of the University of the Pacific), Vice President North & President Elect, as he has stepped down from the Board. We will miss his good humor and wise counsel. We also acknowledge the service and efforts of Celia Bakke (San Jose State University) who has performed yeoman duty as CARL Treasurer for the past several years. We further would like to acknowledge the efforts of Aline Soules (California State University, East Bay), who served as CARL's Legislative Liaison for many years. She now passes the baton on to Don Page (Cal Poly Pomona), who is the new Legislative Liaison.

At the same time, we congratulate the following individuals who have recently been elected to the Executive Board:

Ned Fielden (San Francisco State University), Vice President North/President Elect

Dominique Turnbow (University of California, San Diego), UC Director-at-Large

Karin Griffin (California State University, Long Beach), CSU Director-at-Large

Pam Howard (San Francisco State University), Treasurer

Workshop Highlights

Southern California Instruction Librarians (SCIL)

The SCIL Spring Program (held on May 23 at Azusa Pacific University), "Making Change for the Better," focused on Kaizen, a Japanese theory made famous by Toyota for improving service and production. Kaizen consultant, Dr. Toni Davies, led a group of 40 librarians through the concepts that frame personal paradigms preventing us from seeing the true state of libraries in which we work. A Kaizen environment evaluates with data, allows real issues to emerge, decreases negative blaming activity, increases trust, increases quality of communication and increases capability through continuous learning. Even small changes for the better will make instruction librarians' work more effective.

CARL Information Technology Interest Group

The theme for the 4th Annual CARL Information Technology Interest Group Workshop, held on July 25, 2008, was "Mashup the Library." This workshop focused on exploring technology trends that remix library and information resources in new and exciting ways. Over 70 individuals attended the day-long workshop which featured a variety of speakers and demonstrations. Rachel Smith, Vice President of NMC Services for the New Media Consortium was the leadoff speaker. She directs the creation of the annual Horizon report – a collaborative project of the NMC and the EDUCAUSE Learning Initiative. This report identifies and describes emerging technologies that are likely to have a large impact on teaching and learning in higher education settings. Ms. Smith reviewed this year's forecast which included descriptions/applications of Grassroots Video, Collaborative Web, Data Mashups, Collected Intelligence, and Social Operating Systems. The second speaker, Dr. Raymond Yee, is a visiting scholar at the University of California, Berkeley's School of Information, where he

teaches the course, "Mixing and Remixing Information." He is also the author of *Pro Web 2.0 Mashups: Remixing Data and Web Services* (Apress, 2008). Using examples from Google Maps and the Craigslist Web site, Dr. Yee demonstrated how Housing Maps creates a visual display of current home rental opportunities in the Bay Area. Other examples demonstrated were the LibraryLookup Project by John Ludel, and Geotagging in Flickr using Google Maps. In the afternoon, Jill Tinsley, a recent MLIS graduate from the University of Arizona, provided a survey of visual searching resources, including oSkope Visual Search, Aquabrowser, WebBrain, Tafari, Viewzi, and SearchMe. This year's Cool Tools! Demonstrations included Virtual Shelf – a student project created for the Open Library Project of the Internet Archive – it allows users to visually explore online print collections. Attendees were also provided a tour of the Harrington Learning Commons, Sobrato Technology Center, and Orradre Library at Santa Clara University, which features their Automatic Retrieval System, reconfigurable collaborative spaces, casual lounge seating, video editing suites, educational experimentation rooms, and a café. For presentation slides and links, please see: <http://carlnit.blogspot.com>.

CARL & Social Networking Sites

Finally, CARL has launched a presence on two social networking sites. We can be located on *Flickr* at:

<http://www.flickr.com/groups/carl-acrl/>

We can also be located on *Facebook* at:

<http://www.facebook.com/pages/California>

Submitted by

Les Kong
ACRL Chapter's Council Delegate
California Academic & Research Libraries

Long Range Conference Committee Report

Les Kong
12.04.08

Hi all,

The Long Range Conference Planning Committee (consisting of myself as Chair, Deborah Schaeffer, and Joseph Aubele) has solicited hotel/venue proposals from the following cities/regions:

Pasadena
San Diego
Palm Springs
Long Beach

We have received 13 proposals, and are in the process of narrowing down the list to those that the committee would like to make site visits to in the Spring. As we already have a hotel contract for 2010 in Sacramento with the Holiday Inn Capitol Plaza, we are working this time to select a venue for the year 2012 in Southern California.

Web Coordinator Report
Julie Shen
December 8, 2008

1. Website Redesign Update
 - We have a design for the sub pages!

The screenshot shows the website for California Academic & Research Libraries (CARL). The header includes the CARL logo and navigation links: About Us, Events, Jobs, and Contact Us. The main navigation bar lists: About Us, Membership, History & Mission, Newsletter, Calendar, Documents, Leadership, Contact Us, Announcements, Events, Awards, Jobs, For Members, Interest Groups, Member Directory, Committees, and Forms. The main content area is titled "Southern California Instruction Librarians (SCIL)" and includes sub-navigation: About SCIL, Events/Reports, Minutes, and Officers. The primary news item is "2009 - 2010 SCIL Officer Elections", listing officers: Vice-Chair / Chair Elect: Marsha Schniring, Secretary: Gayatri Singh, and Registrar: Stephanie Rosenblatt. A photo shows three people reviewing documents. Below is a section for "Upcoming SCIL meetings" with the next meeting on December 12 at Mt. San Antonio College. The "SCIL Works 2009" section describes a half-day program on information literacy pedagogy at CSU San Marcos, with the theme "The Daily and the Visionary": Employing Reflective Practices to Increase Our Engagement and Success. A link is provided for more information on the SCIL Works 2009 website. The footer features the California ACRL Chapter logo.

2. Members Only area: I created a Beta version for testing by the Web Committee and the Communication Committee. It seems to have a lot of potential. However it will not be ready for release as part of the redesigned website early next year.

3. Jobs: This page has been hit with tons of spam. Fortunately they are invisible to the public. Heather and I have been just deleting them, but this is getting far too time consuming. The newest version of Wordpress might have a built-in solution, which I will be investigating. Also, to keep our California focus, the board determined that we should not post jobs outside California.

4. Events calendar: I reminded several IGs to remember to post their events here after seeing their announcements on CARLALL. The reminders should probably be more systematic and frequent. I am considering posting more detailed instructions.

5. IG websites on CARL: The total number of IG websites being hosted by CARL remains at six (6): CARL IT North, CARL IT South, CARLDIG South, DIAL South, SCIL, and SEAL South. ABLE (North and South) uses a wiki hosted at Sonoma State. DIAL North's site is being hosted by San Francisco State. The following seven (7) active IGs do not have a website: CALM North, CCIG North, CDIG North, CDIG South, CSUL North, SEAL North, and TSIG North.

6. Listservs

- Set up new listserv for DIAL South: <http://listserv.carl-acrl.org/listinfo.cgi/dial-south-carl-acrl.org>
- CARLEX: added Barbarly Connelly, newsletter editor. Will be adding new board members

immediately following December meeting and removing outgoing board members immediately prior to March meeting.

- CARLEX Voting: Will be adding new board members immediately following December meeting and removing outgoing board members immediately prior to March meeting.
- Here's a list of the other nine (9) listservs on CARL: ABLE (North and South), CARLDIG South, CDIG-South, IG Chairs South, SCIL, SCIL Exec, SCIL Steering, SEAL South, TSI South.
- These four (4) IGs use listservs not on CARL: CARLIT North, CARLIT South, DIAL South, and SEAL North. Also of note is that neither CARLALL nor CALIBACA are on CARL.

7. Other

- Created version of CARL logo for stationery.
- Updated: Archives, Board, IG Groups, Jobs (listing correction), Liaisons North, Liaisons South, Newsletter, Research Award, Scholarship (pages and forms), and Standing Rules.
- Domain Registration: 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.

APPENDIX IV: Interest Group Guidelines

INTEREST GROUP GUIDELINES

For inclusion in the *Standing Rules*, Article XIV (after reference to "Bylaws")
Adopted by CARL Executive Board 2/1/07, **rev. 12/ /08**

To keep CARL moving forward as a responsive and relevant organization for its members, it is important to assure regular communication between the Executive Board and the various CARL constituencies. One important mechanism is two-way communication with the interest groups to keep current on their activities, interests, and concerns.

The following guidelines are designed to assist both the Executive Board and the interest groups by providing a framework for 1) effective communication, 2) accountability, and 3) consistency among the groups. By working together we can maintain and strengthen the professional reputation of the CARL organization as a whole.

These guidelines will be reviewed as needed by the Interest Group Coordinators, the leaders of the various CARL interest groups, and members of the CARL Executive Board for updates and refinements.

MEMBERSHIP

CARL members may join any interest group (IG). There is no limit to how many interest groups a CARL member may join. The expectation is that joining indicates the willingness of the CARL member to actively participate in the life of the interest group(s).

To join an interest group, members check the interest group name on the CARL membership application or renewal form.

INTEREST GROUP OFFICERS & ELECTIONS (*CARL Bylaws*: Article X, section 3; Article XVI, section 3)

All officers must be current CARL members. However, ..."[a]ppointed Interest Group Coordinators cannot serve as an Interest Group officer for the duration of their appointments" (*CARL Bylaws*: Article VII, section 2) and "[t]o avoid possible conflicts of interest, the Interest Group Coordinator cannot simultaneously serve as an officer in an Interest Group." (*CARL Bylaws*: Article VIII, section 3.)

Elections are held annually or every two years at minimum. It is preferable, but not required, that IG elections be held in conjunction with the CARL elections. If the IG leadership finds it is unable to hold an election, consult with the IG Coordinator for direction. Mail, electronic, or in person votes of the IG membership are acceptable provided all members are notified of the election in a timely manner. Election results are submitted to the IG Coordinator.

Following the established practice of each IG, only current interest group members may vote in that IG's elections. **CARL members may update their IG affiliations by editing their profiles at <https://www.regonline.com/checkin.asp?eventid=85311> . For assistance on the process, contact the CARL Membership Director.**

Current IG officers and contact information are posted on the CARL website (<http://www.carl-acrl.org/Leadership/IGroups/index.html>)

ORGANIZATIONAL PROCEDURES

Self-determination of the IG membership is an essential part of the interest group concept.

Interest groups may shape and change their internal structures, but should carefully check the *CARL Bylaws* to remain in compliance with that parent organization. See <http://www.carl-acrl.org/Documents/Bylaws/CARLBylaws.html>

Creating and following “Interest Group Bylaws” or “Operational Procedures” are strongly recommended.

Contact the IG Coordinators for guidance.

COMMUNICATION

Interest group officers are required to communicate regularly with their IG Coordinator, who keeps the CARL Board informed of activities, issues, and information. (*CARL Bylaws*: Article XIII, section 1)

In addition to offering assistance and advice to the interest groups, IG Coordinators are required to communicate regularly with their respective regional IG leaders and are required to bring interest group information, questions, and concerns to the CARL Executive Board.

The chain of communication is:

Designated interest group officer or representative
Interest Group Coordinator (North/South)
Vice President (North/South)
President and Executive Board

The IG Coordinator and Board reserve the right to change information on the CARL website related to the interest group and/or send communications to CARLALL on behalf of interest groups in the event that an interest group does not follow these guidelines and/or does not communicate with the regional IG Coordinator or the Board.

The Interest Group Coordinators (North and South) receive the following:

- Current **officer names and contact information** for the CARL website.
- **Any business meeting minutes** in a timely fashion, preferably within 4 weeks of the meeting (final copy or draft, with final copy to follow).
- **Interest Group Reports**

To provide for a continuous annual record of interest group activities, two reports are due to the appropriate regional Interest Group Coordinator for compilation and presentation to Board meetings for June and December of each year, regardless of the amount of activity. Convenient forms are included in the “Appendix” of these guidelines.

The IG reports help the Board appreciate the contributions of the individual interest groups. They also help to publicize IG events to the wider ACRL academic community through the CARL ACRL Chapters Council Delegate Reports. The CARL Treasurer will utilize this information in preparing the annual

CARL tax returns for the Internal Revenue Service. These reports offer an opportunity for the interest group leaders to share comments, concerns, and innovative ideas.

Mid-Year Report

- Covers interest group activities from January 1 to June 30
- Consist of brief bulleted points covering:
 - business meetings
 - programs
 - changes (leadership, operations, online communication, etc.)
 - plans in process
 - questions/suggestions/concerns for the IG Coordinator or Executive Board
 - an explanation of any lack of activity

A convenient form is included in the Appendix of these Guidelines.

- Will be due by May 15 to the IG Coordinator for compilation and presentation to the June Executive Board meeting.

End of Year report

- Covers the activities of the interest group from July 1 to December 31, including:
 - business meetings
 - programs
 - changes (leadership, operations, online communication, etc.)
 - current ideas and plans, including plans for the year ahead
 - questions/suggestions/concerns for the IG Coordinator or Executive Board
 - an explanation of any lack of activity

A convenient form is included in the Appendix of these Guidelines.

- Will be due by November 15 to the IG Coordinator for presentation at the December Executive Board meeting.

Communicating to the CARL Membership

Groups may choose any of a number of ways to communicate with its members. These might include print and/or on-line newsletters, business meetings, listservs, blogs, wikis, podcasts, etc.

It is CARL's goal that IGs use the services offered by the CARL organization (e.g., website hosting, listserv, etc.). Any request for fee-based, commercial web-related services other than the one utilized by CARL must be submitted to the CARL Finances Council with written justification.

Posting messages

CARL Events information can now be posted by CARL members at the Events page <http://www.carl-acrl.org/events/month.php> . Questions can be referred to the CARL Web Site Coordinator.

The CARLALL [listserv](#) is used to reach CARL members. Send information to the Membership Director for posting [on CARLALL](#). (Note: only current CARL members can post on the reflector.)

Newsletter

Groups are encouraged to submit articles on programs and issues to the Newsletter Editor. If interest groups have information to submit about individuals or places for the “Faces and Places” column, submit them to the appropriate campus liaison coordinator. See <http://www.carl-acrl.org/Newsletter/Submissions.html> .

See <http://www.carl-acrl.org/Calendars/NewsletterCalendar.html> for newsletter deadlines.

Web sites (Web pages, blogs, wikis, etc.)

Groups are strongly encouraged to maintain a web site and [a listserv or blog](#).

The CARL Communications Committee reserves the right to request design and content elements consistent with a CARL identity or template.

Minimum requirements:

Information about the bylaws or operational procedures, including officers and elections.

Links to and from the CARL homepage.

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 Guidelines for Interest Group Web Sites Hosted by CARL](#) is included in the Appendix of this document.

PROGRAMS

CARL IG programs are the heart of our educational and professional mission and help assure that the organization is in compliance with our educational nonprofit designation.

The regional IG Coordinator and regional Vice President shall be consulted on interest group program planning (*CARL Bylaws*: Article XIII, section 1).

The purpose of programs:

- To provide professional development for IG members;
- To provide professional development for all CARL members;
- To provide professional development for the academic and research library community at large; and
- To promote CARL membership to nonmembers.

See the **CARL Interest Group Program Planning Manual** <http://www.carl-acrl.org/Documents/ProgramPM.pdf> . This resource outlines the necessary communications and provides assistance for program planning, including procedures, a cost estimate calculator (budget worksheet), CARL forms, and the like.

Interest groups are encouraged to:

- Hold at least one program per year;
- Partner with other interest groups;
- Plan and/or participate in any CARL Mini-Conference;
- Send representatives from their groups to participate in the annual CARL regional meetings.

Prepared by Kris Johnson, Judy Lee, and Vicki Rosen, with additional input from Melissa Browne and Sheila Cunningham, Suellen Cox, and Tracey Mayfield.

APPENDIX (see following pages)

Guidelines for Interest Group Web Sites Hosted by CARL

- 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 12/8/08.

JL 11/07, rev 12/08

Interest Group Name (e.g., DIAL Diversity in Academic Libraries)

**CARL INTEREST GROUP
Mid-Year Report
January 1 – June 30
Year (e.g., 2007)**

Summary of Activities

Business meetings

Changes:

Leadership
Operational procedures
Online communication
Other:

Programs:

Title
Where
When
Attendance
Income/Expense balance (estimated or actual)

No Activity (please explain)

Current plans/ideas

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

Due May 15 to your IG Coordinator for the June CARL Executive Board meeting. Thank you.

Interest Group Name (e.g., DIAL Diversity in Academic Libraries)

CARL INTEREST GROUP

End of Year Report

July 1 - December 31

Year (e.g.,2007)

Summary of Activities

Business meetings

Changes:

Leadership
Operational procedures
Online communication
Other:

Programs:

Title
Where
When
Attendance
Income/Expense balance (estimated or actual)

No Activity (please explain)

Current plans/ideas for year ahead.

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

**Due November 15 to your IG Coordinator for the December
CARL Executive Board meeting. Thank you.**