

CARL Executive Board Meeting
March 8, 2010
Teleconference (Elluminate)

Present: Amy Wallace, Stephanie Brasley, Ned Fielden, Dominique Turnbow, Lynne Reasoner, Billy Pashaie, Shana Higgins, Kelly Janousek, Pam Howard, Hesper Wilson, Mira Foster, Les Kong, Eric Garcia, Maryann Hight, Maryanne Mills, Tracey Mayfield, Karin Griffin, Melissa Browne (minutes)

I. Welcome & Elluminate Orientation

The meeting was called to order at 9:13am.

This is the first time the Board is meeting via Elluminate. The software includes a conference call function as well as a chat box. Attendees can use the 'raise hand' function to vote on discussion items.

II. Approval of the agenda

The California Library Association (CLA) has been planning for its 2010 conference. More details will be shared under agenda item IV. Announcements.

III. Approval of the minutes of December 8, 2009

Moved and seconded. Approved.

IV. Announcements

- CLA is collaborating with more library associations throughout the state—they want to be more inclusive. They have reached an agreement to partner with the California School Library Association for their conference in November 2010.
- As of this morning, 176 people have registered for the CARL Conference in April. There have been two cancelations and two additional registrants for the pre-conference sessions.

V. Reports Question Period – Please Read Them

Please see APPENDIX II: Board Reports

- Thanks to Mira for the beautiful newsletter! Also, thank you to Lynne for the *CARL Archives Long-Term Maintenance and Housing* report

Questions:

- Would it be possible for CARL to approach the State Library to house its archives? The issue with this is that CARL would need ready access. This will be discussed more under agenda item VII. New Business.

VI. Old Business

a. Leadership Web Page Redesign (Amy/Hesper)

Amy sent a message to the Board a few months ago, looking for input on how the Leadership pages could be made more concise. Hesper worked with Amy to redesign the Board of Directors photo roster page, <http://www.carl-acrl.org/leadership/board.html> to make it more readable. If your contact details are incorrect or you have a photo to add, please send them to Hesper.

b. Outstanding Member Recommendation (Ned)

The Outstanding Member Committee is being chaired by Stephanie. She sent a reminder 'call for nominations' message earlier today. The deadline for nominations is 3/10/10. The committee will send its recommendation via email to the Executive Board for an email vote. The recipient will be notified in advance. Vicki has offered to work with the committee on the details related to the physical award.

c. Approve/Not Approve IG Website Guidelines

The IG listservs are inaccurate. There are members on the listservs who are not members of CARL, and CARL members who are not on the IG listservs.

Discussion Points:

- This issue came up at a SCIL meeting, because there was concern their listserv was not up-to-date. SCIL's web coordinator is responsible for updates. However, IGs do not have administrative access to run membership reports. Currently, Kelly runs these once each quarter.
- What about other IGs, who do not have a designated web person to take care of quarterly updates?
- Does the Board need to formally approve this document, if it just includes guidelines? Yes, because it would open up the CARL Membership Database. Would it make sense to separate the website and listserv guidelines? Yes—the concerns surround the IG listservs, not their websites.
- When people join CARL and express interest in IGs by checking the boxes on the membership form, do they automatically get added to those lists? No. Kelly must pull the data from the Membership Database each quarter and notify the listserv managers.
- It might be possible to have the IG Coordinators help with generating the IG membership lists. The reason it's done quarterly now is because it takes time to generate. Kelly, Maryann and Dominique could work together to formulate recommendations.

Motion: Separate the IG website guidelines from the IG listserv guidelines. Amy and Hesper will discuss the website guidelines in more detail. Seconded. Approved.

d. MOR: Mentoring Outreach & Recruitment (Ned/Tracey)

Ned has been working with Tracey on reviving MOR. Tracey had compiled a list of volunteers a few years ago, and Ned and Tracey plan to start by contacting them to see if they are still interested in participating. Ned and Tracey would also like to arrange a lunch meeting at the CARL Conference, to talk about things MOR could be doing, e.g. connecting with library schools through career/professional development days, assembling a database of mentors/mentees. They would like to use the energy from the conference to begin talking to people.

Discussion Points:

- There are 5-6 library school students registered for the conference. There are also 30-40 new members. Kelly would be willing to run a new volunteer list, to confirm retirements and identify current interested members.

- Amy will plan to make an announcement about MOR during the CARL Business Meeting at the Conference. It benefits CARL to be involved in setting up relationships.
- Les would be interested in serving as a mentor.

e. ACRL Scholarly Road Show (Amy)

San Jose State was not selected as an ACRL Scholarly Road Show location. They may still be interested in hosting a CARL program in the north on this topic though. Ned has been tossing around the idea of a regional program in late fall-early winter, so Board members in the north should think about this topic as a possibility.

VII. New Business

a. Credit Card Acceptance for IG Programs (SCIL)

It is possible to set up RegOnline for a single event. The charge involves a percentage of registration fees, plus \$1 per registrant.

Discussion Points:

- This would need to be a zero sum game for CARL and may involve raising program fees. It has been problematic in the past for IGs to follow guidelines for registration fees. IGs are asked to use the event planning forms, <http://www.carl-acrl.org/forms/index.html>.
- It would be helpful to get a better feel for the RegOnline fees involved. Pam will get the numbers from RegOnline and share them with the Finances Council. Other considerations to keep in mind include the fact that RegOnline does not give refunds, and setting up credit card acceptance would involve a time commitment for Kelly and Pam.
- Managing credit card registrations for IG programs may be financially beneficial for some IGs but not others. The ability to pay by credit card is important in getting people to register for programs though.
- We don't want program planning to be cumbersome for IGs, but it is important that programs are not losing money.

Action item: Amy will follow up with SCIL, to let them know the Board is investigating their question.

b. CARL Conference Proceedings and/or Journal (Amy/Billy)

CARL is an academic organization. Should we take this to the next level, and consider starting a journal?

Discussion Points:

- Is the proposal for a print or online publication? This level of detail hasn't been considered yet.
- There seems to be interest among librarians looking to publish. It is also likely that a CARL journal would be read by library school students in the state.
- The Tennessee Library Association publishes *Tennessee Libraries*. This would be one model to consider. Another example is the CATESOL journal, edited by SFSU and UC Berkeley.
- This is a great idea! However, it is an enormous amount of work to find an editor and launch a journal. In many cases, the publications do not get off the ground.
- We are already assembling material associated with the conference talks—slides, handouts, etc. A team of 5-6 has been assigned the task of creating formal proceedings from the conference. We can think along these lines as a starting point.

- What about a publication that is a combination of a newsletter and a journal? It might be possible to publish a special issue of the newsletter with the conference proceedings. This could serve as a pilot and a place to experiment. Mira is in support of raising the profile of the newsletter to include research-caliber content.
- Given that the budget cuts are impacting workloads, should we bring this to the membership to gauge interest and willingness to participate? The Board could develop a SurveyMonkey survey.

Action item: Amy, Ned, Stephanie, Billy, Mira and Brenna Smith (chair of the CARL Conference Proceedings Committee) will explore possible scenarios. There will be additional discussion about this item at the June meeting.

c. Long Term Plan to Transition Archives and House the Physical Collection (Lynne)

There have been sporadic contributions to the archives through the years, depending on the officers. It is important for the organization to get an idea of what is being saved. The CARL Archives is large and Lynne will soon be out of room to house them. Do we need to think of another way to do this?

Discussion Points:

- Did CARL ever consider entering into a partnership with the library schools at San Jose or UCLA to house the collection? No, it would probably be necessary to have someone on site to answer questions about the content.
- Does the archive need to reside with the person serving as archivist? The archives used to reside with the CARL president. The reason for this was so that the president would have easy access to past Board documents. A great deal of work seems to get lost between Executive Boards.
- What about keeping the archives at the State Library? CARL is one of the only ACRL chapters not associated with a state library association.
- With the availability of OCR and scanning applications, why keep the archives in paper form—why not digitize them instead?
- CARL must keep signed copies of the minutes because it is an incorporated body with charitable, non-profit status. The archives also includes old newsletters, copies of IG materials, meeting agendas, etc. Some of this material may not scan very well—for example, there are documents marked with pencil. There are also documents, such as conference contracts with hotels, that are missing from the archives.
 - How far back does CARL need to keep material as a 501(c)(3) organization? We could try scanning some documents to see how it works.
 - Vicki compiled a document with a list of what to keep and for how long. Financial documents range from 3-10 years.
- Are there collection guidelines available for the archives? Not completely—some of the committee charges (e.g. Research Committee) include instructions about sharing material with the archives.
- Another major concern is duplication of information in CARL documentation.
- Fundamental questions are: What do we want to maintain? And how do we want to maintain it? We need to be clear about which documents are going where, and why.

Action item: Kelly will work with Lynne to review current policies and procedures and make recommendations. If Board members have solicited items from the archives, please send Lynne the list—this will help inform the project.

d. Standing Rules Updates (Amy)

- Who votes on changes to the Standing Rules? The Executive Board. Any changes to the Bylaws require a membership vote.
- Amy will add stipend language for the conference manager, the membership director, the newsletter editor, the treasurer and the website coordinator.
- The Organization Committee will be removed from the Standing Rules. This committee is inactive and has been so for some time—it was originally formed when CARL was seeking its 501(c)(3) status.
- Standing Rule 13: Elections will also need to be updated.

The Administrative Calendar is available for editing on CARL's Google Site

e. Business Meeting at CARL Conference (Amy)

Amy will plan to include an update on MOR. Other suggestions for agenda items (via the Elluminate chat feature):

- IG listserv issues
- IG credit card issue (if worked out)
- Idea of starting a CARL-sponsored journal
- New member introductions
- Awards
- Encourage involvement with IGs

Action item: Email additional suggestions to Amy—this will be the only CARL business meeting of the year.

f. IG Questions

Dominique recently updated the leadership listserv for southern IGs, and in the process, emailed groups she had not heard from to determine their status. ABLE responded they are officially inactive, but asked about keeping their listserv. Can ABLE keep their listserv, even though they are officially inactive?

Discussion Points:

- ABLE is not very large and many members are active at the ALA level, so they see each other there. On their listserv, questions pop up once every 3-4 months.
- Is just having a listserv enough to be considered active? If new members can join ABLE, and the participants on the ABLE list are CARL members, it is fine to consider it active.
- Is there a contact person who maintains the list? Yes. Then it seems it should be okay to continue.
- Online/virtual groups should be an option CARL maintains, especially for smaller groups of 40 or fewer members.

The north and south CARL-IT IGs recently merged. Should all IT leaders be added to the southern IG list, even though some are based at northern campuses?

Discussion Points:

- The southern IG list includes each group's leader(s) and is the primary mode of communication between the southern IG Coordinator and the southern IGs.
- Will the IT IG elect its leaders from its membership statewide? Yes, this is the assumption. If so, then it makes sense to put the group's leaders on one list.
- Maryann and Dominique will talk further about communication strategies, now that IGs have merged.

These are issues CARL needs to explore. Additional IGs may merge in the future and the relationships between the groups are important. The current structure on the Board is that there are regional IG coordinators. Moving forward, we want to ensure equal workloads for IG Coordinators and clear communication channels. It may become necessary to revisit the role of the IG Coordinators and the IGs.

Action item: Amy will plan to facilitate a conversation among Maryann, Dominique, Ned and Stephanie. They will bring this issue back to the Board for further discussion at the June meeting.

VIII. Next Meeting (Billy)

The next Executive Board meeting will be **Monday June 7th** from **10:00am – 3:00pm** at **Orange Coast College** (2701 Fairview Road, Costa Mesa). The college is very close to John Wayne Airport (SNA) and lunch will be provided. Arrivals before 9:15am and departures after 4:30pm should allow for travel from/to the airport. Kelly, Amy and Les have all volunteered to help with transportation.

CARL Conference Updates

- Speakers will include Peter Hernon and Melanie Hawks.
- The schedule will include an icon that indicates the availability of food.
- Mira is heading the Local Arrangements Committee, and may be soliciting volunteers via email. Dominique and Maryann are trying to coordinate a no-host lunch on Saturday for IGs
- Over 70 people volunteered to help with the conference. Amy is planning to put up a thank you page on the website and send letters of acknowledgement.

IX. Elluminate, Love or Hate?

Comments:

- I liked using it over a videoconference. Would it be possible to arrange for headphones for audio?
- It is useful to see faces and body language. The Board will still have two face-to-face meetings, in June and December.
- What is the cost differential between Elluminate and videoconferencing?

Amy will send an email to solicit more input about using Elluminate.

X. Adjourn

Move to adjourn. Seconded. Approved. Meeting adjourned at 11:12am.

APPENDIX I : Action Items

March 2010

Item #	Description	Board Member(s)	Status
1	Follow up with SCIL, to let them know the Board is investigating their question about credit card payment for programs.	Amy	
2	Explore possible scenarios for a CARL journal. (There will be additional discussion about this item at the June meeting.)	Amy, Ned, Stephanie, Billy, Mira, Brenna Smith (chair, CARL Conference Proceedings Committee)	
3	Review current policies and procedures for the CARL Archives, and make recommendations. If Board members have solicited items from the archives, please send Lynne the list—this will help inform the project.	Lynne, Kelly All Board members	
4	Email additional suggestions for agenda items for the CARL Business Meeting to Amy.	All Board members	
5	Discuss role of IG Coordinators and communication with merged IGs (There will be additional discussion about this item at the June meeting.)	Amy, Maryann, Dominique, Ned and Stephanie	

APPENDIX II: Board Reports

Amy Wallace President

Board & Committee Appointments

- Made a ton of appointments, and sent letters to all.
- Still working on next year's Research Committee and Scholarship Committee
- Placed an update on the MOR committee on the agenda

Conference Update

- Worked with Long Range Planning to overcome some hotel issues
- Worked with local arrangements to confirm Gary Kurutz, CA State Library Special Collections confirmed as the Friday Evening speaker
- Worked with hotel to free up another room so we could accept 6 additional discussion sessions
- Worked with hotel on prelim food and set-up
- Program is now complete and all confirmation and set-up info has been sent to speakers
- Worked on special logistics for the poster and vendor reception
- Adding sponsors and exhibitors, including large donations to the research award and Rockman Scholarship
- Proceedings team working on guidelines for e-proceedings
- Worked with Rockman Scholarship Committee for a lunch for winners on Saturday
- So many other details I can't even remember

Board Agreed that the business meetings would be held at the conference.

Plus See Attached:

- Pres Newsletter Column (Draft sent to Mira)
- Agenda for our March 8th Meeting

President's Message

When Tracey Mayfield passed me the gavel at the CARL Board Meeting in December, I immediately felt like a fraud. I had never served on the CARL Board before being elected Southern Vice President, and was only elected to that position because I ran unopposed. Despite reading CARL documents and archives and talking with knowledgeable CARL people, I still felt that I was woefully unprepared for this honor. I am hoping, however, that my ignorance can work in your favor. I believe that my CARL naiveté actually gives the organization some unique opportunities. Notice how I turned that around to make myself not sound like such a loser. Anyway back to those opportunities, and how they relate to what I want to accomplish as CARL President.

That's What It's All About

I knew new CARL rocked even way back when I joined as a student. I have been actively involved in local interest groups, but much of CARL seemed inaccessible to me as a member. I had not served on the board until two years ago, and have never attended a CARL Regional Business meeting until I had to plan one. This was not for a lack of opportunity, but I did not feel worthy to seize available opportunities. So this is my personal invitation to you to become more involved in CARL. You too can become President of this rockin' organization.

Being a member is just a small part of the fun. Get actively engaged. Come to the CARL Conference in Sacramento (www.carl-acrl.org/Archives/ConferencesArchive/Conference10/). Heck, encourage two or three colleagues to come to the CARL Conference. Get involve with an interest group or become a CARL Liaison for your campus. Run for an office. Seek an appointment on the board.

This year the board will make a concerted effort to reach out to members that would like to become more actively engaged in CARL. Already many new faces have been elected to the board, a number of first-times have been appointed to the board, and over 50 members are currently helping me with the 2010 CARL

Conference that will be held in Sacramento. There is no better time to get more involved in CARL, so email me already at amy.wallace@csuci.edu to get more involved.

Try Something New

I have no history of how things have always been done in CARL. By nature I love change, especially if it makes things easier for more people to become involved.

This year the two of the four board meetings will be held via teleconference supported with online interactive software. The regional board meetings will be held at the annual conference. These experiments will hopefully mean less travel for both board members and members at-large in this time of reduced travel budgets, and ensure better attendance at both board meetings and the annual conference.

The CARL Conference will feature an Opening Reception with Poster Sessions and Exhibit Tables. There will be a fajita and pasta station for the stomach. Members will present poster session on interesting and practical topics. Vendors will present new and innovative products. Conference organizers hope that this reception will allow all to share ideas and do some networking.

And Simplify

I have read through CARL information and documents on the CARL Website, Board Only Site, and Board Wiki in order to come up to speed on my responsibilities. I have found gaps both in information and process. I have noticed a ton of redundancy. People, information, and delivery are constantly changing, but we need to be able to strike a balance between retaining practical information and creating noise that will not be helpful to anyone in the future.

Thanks to Melissa Browne whose minutes and calendars have done much to place duties into a chronological context, and Julie Shen for a new look and feel for our website. We also have a new Website Coordinator (Hesper Wilson) and a new web team, including CARL Job Listings Coordinator (Julian Prentice) and CARL Events Calendar Coordinator (Susie Quinn). Working the Web Team and the CARL Board, I hope to eliminate unnecessary committees, provide information that people can't seem to find, reduce redundant information, and make it easier to find information on our website. In addition, it seems prudent for CARL to develop a more systemic way to transfer electronic information from the website to the archives.

Cheers to a wonderful year for CARL! Send me an email. I take suggestions and complaints, and guarantee that I will put you to work 😊

VP North Report Ned Fielden

Jumpstarted the Outstanding Member committee, now in place and ready to work (much credit due to VP Stephanie Brasley). Some recruiting of committee members involved, as well as an attempted rewrite of criteria.

Consultations with President Amy, VP Stephanie and Finance council over various matters.

Provided a draft Codification of Vice Presidential duties to President and Vice President South.

VP South Report
Stephanie Brasley

--Familiarized myself with CARL organizational documents (e.g. bylaws, standing rules, Codification of VP duties, etc.)

--Worked with Ned Fielden, VP North, to get the CARL Outstanding Member Award committee initiated.

--Chairing CARL Outstanding Member Award committee.

To: CARL Executive Board
Subject: March 2010 Quarterly Report
From: Maryanne Mills, Campus Liaisons Coordinator, North

- Contacted and verified one new liaisons and several email changes at northern institutions.
- Collected and edited submissions for the March newsletter. Verified memberships of submitters.
- Answered questions from members wishing to only register for one day of the conference.

To: CARL Executive Board
Subject: March 2010 Quarterly Report
From: Shana Higgins, Campus Liaisons Coordinator, South

- Contacted liaisons at southern institutions in order to publicize CARL 2010 conference.
- Updated Campus Liaisons (South) contact list to reflect newly vacant positions and new email addresses for several liaisons.
- Submitted CARL newsletter items from a southern campus liaison.

To: CARL Executive Board
From: Melissa Browne, Secretary

1. Edited and distributed draft copies of the December Executive Board meeting minutes.
2. Verified the contact information for new board members. Updated the printable 2010 Board of Directors roster and sent to Hesper for posting on the CARL website.
3. Notified the ACRL Chapters Council of roster updates. Requested that new board members be added to the ACRL Chapters listserv.
4. Mailed letters and roster information on official CARL letterhead to CARL's accountant and insurance company
5. Transferred the 2010 Master Calendar to the Board's Google Site: <http://sites.google.com/site/carlboardonly/>. The Master Calendar can now be updated on a regular basis by any board member.

Community Colleges Director at Large Report—Quarterly Report (January-March 2010)
Billy Pashaie

1. Setting up possible meeting at Orange Coast College
2. Serving on the committee for the CARL Outstanding Member award

Maryann Hight
IG Coordinator- North

Northern IG Coordinator—Quarterly Report (January-March 2010)

- Updated the Interest Group North Website
- As noted by the Southern IG Coordinator—IT North and South have officially merged
- George Wrenn from Humboldt is trying to revive the TSIG listserv
- Several of the Northern Interest Groups are inactive: ABLE, CALM, CARLDIG, CCIG, DIAL, and GIPIG

At the moment, no one has contacted me to coordinate workshops or other activities for the Northern CSU Librarians.

Dominique Turnbow
IG Coordinator- South

Southern IG Coordinator – Quarterly Report (Jan-Mar 2010)

- Updated IG listserv with new IG leaders
- Contacted leaders for inactive groups to determine status
 - TSIG is dormant. Mark Braden, current contact, does not want to see group dissipate and has sent out a call to the list for others that would like to take leadership. No responses yet from TSIG members. He plans on trying to stimulate interest and activity at the CARL conference.
 - ABLE would like to officially be considered “inactive”. Penny Scott, current contact, is serving as the listserv administrator. She would like to keep information about the listserv on the CARL web page if possible.
 - IT North and South have officially merged: <http://www.carl-acrl.org/ig/carlit/>
- Collected and submitted UC contributions to Faces & Places for CARL Newsletter

Questions for the Board:

- Can ABLE keep their listserv information on the web page, even though they are officially inactive?
- Should IT leaders be added to the Southern IG list even though they are not only a southern group? (This list includes the group’s identified leader(s) and is the primary way I communicate information from Board meetings, etc. to the IGs).

Kelly Janousek
CARL Membership Director

CARL 2010 1st Quarter Membership Report – February 24, 2010

532 current members up 104 from last quarter.

Since December 1, there has been 30 new member.

There were 13 CARLALL messages posted this quarter.

I have almost completed the moving of members to the new CARLALL on carl.org site. Closing this listserve has made quite a few members realize they were not current CARL members.

I spent many hours help members register for the CARL conference.

173 registered for the full conference, 62 register for the engage sessions and worked with various vendors to make their donations via their credit cards.

Pam Howard
CARL Treasurer

I have spent most of my time finding and securing another CPA, that will meet our IRS requirements for filling, plus do the monthly maintenance of the books. I have spent the past quarter meeting with and preparing our financial statements for the 2009 taxes.

Below find the first quarter statement (January 1, 2010 to February 25, 2010). Once the financial statements are finished for the 2009 year, a proposed budget for this year can be produced.

CARL Income/Expenses January 1 - February 25, 2010		
Income		
Total 2010 Conference+	\$	8,655.00
Donations (general)	\$	1,800.00
Total Interest Groups +	\$	1,235.00
Total Member Regional Meetings	\$	10.00
Total Membership Income	\$	2,090.00
Total Income	\$	13,794.57
Expenses		
Total Banking	\$	20.00
Conference Scholarship	\$	1,000.00
Total Executive Board	\$	94.80
Member Awards - Research	\$	1,971.00
Total Member Awards	\$	1,971.00
Total Expenses	\$	3,120.80
Other Expense - RegOnline Fees	\$	747.25
Net Income	\$	9,926.52

**Newsletter Editor
Mira Foster**

Dear Carl Board,

My report as newsletter editor is as follows:

1. Announced deadline and received entries for the March newsletter
2. Learned I too was supposed to give a report to the Board.
3. Worked on newsletter, which is on its way.....

To: CARL Executive Board
Subject: March 2010 Quarterly Report
From: Hesper Wilson, Web Coordinator

Julie Shen, outgoing Web Coordinator, trained:

- Hesper Wilson
- Julian Prentice, CARL Job Listings Manager
- Susie Quinn, Events Calendar Manager

Hesper Wilson:

- learned about the various accounts and logins associated with the CARL web sites
- replaced roster files on web site as directed by coordinators
- made link changes to reflect merge of CARLIT North and South
- updated CARL homepage
- made draft of new Board photo roster

**Long Range Conference Planning Committee
Les Kong**

As the chair of this committee, I have:

*worked with Elaine Kady, ConferenceDirect, to initiate the process of soliciting proposals from Northern California hotels for the 2014 CARL Conference

*consulted with, and requested the assistance of this same person to help CARL negotiate further concessions (for the 2010 Conference) from the Holiday Inn Capitol Plaza (Sacramento) in recognition that some of our contract provisions have not been met satisfactorily.

*responding to requests/inquiries from hotels regarding future CARL conferences (ongoing!)

Minutes (Submitted by Les Kong, based upon notes by R.Best, Secretary)
ACRL Chapters Council
January 17, 2010

Present: Judith Pinnolis, President, New England Chapter; Mark Lenker, Vice-President / President –elect, Virginia Chapter; Laurie Swartwout, List Administrator, Wisconsin Chapter; Rickey Best, Secretary, Alabama Chapter; Rita Baladad, Minnesota Chapter; Melissa Behney, New England Chapter; Rachel Bridgewater, Oregon Chapter; Rubye Cross, Georgia Chapter; Cynthia Dudenhoffer, Missouri Chapter; Carrie Eastman, Greater Metro New York Chapter; Liz Evans, Western Pennsylvania / West Virginia; Jan Hartley, Washington Chapter; Brenda Hazzard, Eastern New York Chapter; Les Kong, California Chapter; Joan Lamborn, Colorado Chapter; Leonard Lawless, North Dakota / Manitoba Chapter; Jonathan Miller, Florida Chapter; Carole Myles,

New England Chapter; Joyce Neujahr, Nebraska Chapter; Pat Newland, Western Pennsylvania / West Virginia Chapter; Kathy Parsons, Iowa Chapter; Dan Stanton, Arizona Chapter; Suzanne Turner, Western New York Chapter; Tisha Zelner, Mississippi Chapter.

Pinnolis began by announcing a shortened program for the day's meeting. She identified the mission of the Council in communicating the concerns of the chapters to the National ACRL, to bring back news of new initiatives to the local chapters, and to promote membership in National ACRL to local members. Two representatives from the local chapters may attend the meetings of the council. She discussed the use of the ACRL listserv, along with the Chapters Topics newsletter, edited by Garrett Trott for communication, and she encouraged members to contribute information on activities to the newsletter. Listserv coordinator Swartwout requested that chapters notify her if there are changes in officers.

Following the conclusion of the orientation session, Pinnolis began the business portion of the meeting at 8:15 a.m. Following introductions, the first item was the approval of the minutes from Chicago. Lenker moved approval, seconded by Newland. The minutes were approved by acclamation.

Pinnolis then called on Swartwout to give a report on communications, and also on the Task Force for developing a form to guide in compiling annual reports. Swartwout reminded members to communicate changes in officers by e-mailing her or Megan Griffin at ACRL. She recommended placing the sender's name at the bottom of the message.

Swartwout next gave a report on the Task Force for SIG or Program Chairs Report Forms, consisting of Swartwout, Hartley and Neujahr. The new form will tie specifically to ACRL national strategic areas, goals, and objectives, and will make compiling the annual reports easier for the local chapters. The form can also be used for program proposals at the chapter level, which will tie in to the compilation of the annual report.

A discussion ensued regarding how many chapters were using forms for program proposals. Iowa utilizes a form to tie directly to the state plan. The form developed by the Task Force will be posted on ALA-Connect, and tips on using the form will be added. A question was asked how ACRL actually uses the form. Pinnolis did not know. Mark Emmons reported that ACRL uses the reports to show support for and to align chapter activities with the strategic plan. Swartwout will check and see what is being done with the reports received by ACRL, and noted that we will use ALA-Connect to share information regarding the forms.

Best presented a report from the Task Force on Funding (consisting of Best, Barbara Kenney, Kong, Lenker, and Swartwout). It developed a resolution calling for National to increase funding for the chapters from \$1.00 per national member to \$3.00 per national member over two years, and also advocated the use of unexpended funds be held as a pool to allow chapters to apply for up to \$500 in additional funding to support programmatic activities. Best distributed a copy of the resolution.

Best explained that currently, only 33% of the available chapter funds are being requested, and that an increase in funding had not occurred since 1999-2000. Efforts need to be undertaken to encourage reimbursement requests from the local chapters and that chapters need to expend the funds. Pinnolis pointed out that ACRL dues are \$55.00, and chapters are only being reimbursed \$1.00 per member. Reimbursement is based on membership.

Following discussion, Eastman and Hazzard moved adoption of the resolution. Miller moved to amend the resolution by splitting the resolution into two parts – one dealing with the increase in reimbursement per member and the second creating the pool of unexpended funds. Miller argued that because of the financial conditions affecting both ACRL and ALA, the resolution was unlikely to be approved and that by offering the resolution as two separate documents, it might be possible to get the resolution on establishing the pool of funds adopted. Miller's amended motion was seconded by Lamborn.

Best argued that the elements within the resolution were severable. The Board could address either option for increasing funding to the local chapters, or could address both. Lori Goetsch, President of ACRL, who had come in to the meeting stated that the combined resolution would be sufficient, and that the Board could choose to pass both elements of the resolution or only one, or they could reject the resolution entirely.

The Council voted on Miller's amended resolution. The vote was 1 in favor, 23 against. The council next voted on the Task Force's resolution for funding, which are approved 23 to 1. Best will prepare the resolution into the Board Action Form and submit it prior to the 6:30 p.m. meeting of the Board.

Pinnolis introduced ACRL President Lori Goetsch. Goetsch described ongoing work on the Value of Academic Libraries initiative. Megan Oakley is working on a Meta study for demonstrating the value of academic libraries on student success and retention. A study is also being undertaken to demonstrate the value of academic libraries in providing research value and support for the faculty.

Goetsch also mentioned ALA President Camila Alire's Advocacy Institute and encouraged members to attend. The ACRL Leadership Council held a meeting to discuss a new strategic plan, which will be discussed at the annual meeting in Washington. Goetsch also reported that she had facilitated discussion on the ALA strategic plan and had received feedback on revising the ACRL plan. ACRL's next conference will be 2011 in Philadelphia. Registration will be opened soon, and the payment of the registration fee may be spread over two years.

Lenker was introduced and spoke about the need to nominate candidates for the positions of Secretary (one-year term) and Vice Chair / Chair-elect (a three year commitment). Lenker encouraged self-nominations and asked the members to contact him if interested in running for office.

Pinnolis introduced Mark Emmons from the University of New Mexico. Emmons, a past chair of Chapters Council, is a candidate for a member at-large position on the ACRL Board, and asked members for their support.

Pinnolis reminded members to submit information on chapter activities (with photos) for the Chapters Topics newsletter. Submissions should be made to Garrett Trott (gtrott@corban.edu). Pinnolis reported she had submitted eight questions for the ACRL Presidential Candidates, who will be presenting from 10:30 to Noon in the Marriott Grand Ball Room.

Lynne Reasoner
Archivist

CARL Archives Long-Term Maintenance and Housing

Part of the reason I have been CARL Archivist for such a long period is the issue of storage space and the cost of transferring archives from one location to another.

In the mid-1990s to about 2000 it was the desire of some on the CARL Executive Board to create a paid CARL office staff position and secure a permanent mail address (or physical office!) for CARL business and CARL business records. A paid office staff position was never instituted because of the concern that CARL's revenues could not support such a position for more than a few years.

When it was clear that there would be no permanent CARL office, I was asked if UC Riverside Library could be the permanent location for CARL Archives and also the permanent mailing address for CARL corporate records. The UC Riverside University Librarian definitely rejected this request. And, I think this proposition would be rejected by any library director. The UC Riverside University Librarian at the time was Venita Jorgensen, a former CARL President.

According to Bill Whitson, former CARL President, CARL presidents maintained the CARL records and passed them onto the next President. The CARL records (archives) took much less space than they do now. Bill, who was the main proponent for a CARL office position to assist the CARL President, thought that archives should remain a responsibility of the President. His reasons were: the President would receive most of the materials

that should be retained and could, then, ensure that materials were included in Archives; the President would have immediate access to materials in the archives.

It is, as Bill feared, sometimes difficult to obtain CARL materials for archives. There have been presidents and other CARL officers who have not responded to repeated requests for materials.

Some have stated that there are, or will be (in the case of my asking for materials before a conference, for example) no materials to send. But, some CARL Presidents prior to the institution of the Archivist position did not keep records, either; two of these presidents sent materials to CARL Archives a decade after their Presidency..

CARL needs to look at issues of collection of archival materials and housing of materials.

Housing Issue

(1) Storage space for CARL Archives

Need to find an Archivist that has office space to store the materials

(2) Cost of transferring 25+ linear feet of CARL archives materials from Archivist to Archivist.

This is not a negligible cost, particularly if the Archivist changes frequently.

Collection issues

Should CARL records, at least the most recent records, be in the possession of the CARL President? With perhaps some semi-permanent storage of older records elsewhere?

Two years ago, signed Executive Board minutes and California incorporation certificates were transferred to CARL Archives.

Financial records (bank statements, IRS filings, insurance policies, contracts, etc.) are not part of CARL Archives except for **old** records that have been transferred from Treasurer to Archives.

CARL Archives consist of tangible materials; typed materials; print materials; print-outs of electronic reports, web pages, e-mail messages; small number of video tapes (one set from one one CARL conference) and audio tapes. The only electronic archives are what are on the CARL web sites.

CARL Archives contain:

- 1) Executive board minutes and reports
- 2) Policy statements
- 3) CARL conference materials
- 4) Correspondence as deemed appropriate by CARL presidents, vice-presidents, etc.
- 5) Membership data
- 6) Interest group and CARL program materials
- 7) CARL committee reports

E-mail messages of the CARL Exec Board are not printed and saved, except in the few cases where these messages transmit policy and procedure decisions. CARL Exec Board in the mid-1990s decided they did not want e-mail messages saved in Archives as they thought this would hinder their free discussion of issues.