

**CARL BOARD MEETING**  
**December 6<sup>th</sup> 2010**  
**Orange Coast Community College**

**Present:** Amy Wallace, Ned Fielden, Stephanie Brasley, Kathlene Hanson, Karin Griffin, Billy Pashaie, Liz Ginno, Les Kong, Eric Garcia, Kelly Janousek, Dominique Turnbow, Maryann Hight, Shana Higgins, Lise Snyder, Lynne Reasoner, Rand Boyd, Mira Foster, Alex Chappell, Hesper Wilson, Pam Howard, Melissa Browne (minutes)

**Absent:** Tracey Mayfield, Maryanne Mills, Christine Park

## **I. Welcome & Election Results**

The meeting was called to order at 10:01am.

Welcome and congratulations to the new elected Board members: Kathlene Hanson (Vice President North), Lise Snyder (UC Director at Large), Liz Ginno (CSU Director at Large) and Kelly Janousek (returning Membership Director).

## **II. Introductions**

All board members introduced themselves.

## **III. Approval of the Agenda**

Moved and seconded. Approved.

## **IV. Approval of the Minutes of September 13, 2010**

Moved and seconded. Approved.

## **V. Reports Question & Response Period**

### **Special Report: Research Award** (Chappell)

The Committee received two applications this year. The Chair processes the applications and serves as a non-voting member to ensure a blind review process. The committee recommends funding one proposal, that examines the impact of information visualization techniques on keyword searches. The recipients will have an automatic presentation slot at the 2012 CARL Conference.

Motion: Fund one proposal up to \$800. Seconded. Unanimously approved.

### **Special Report: Scholarship** (Park)

The committee received eight completed applications as of December 1. I compiled them all and emailed them off to the committee members to review. Will Breitbart created a rubric to score the candidates and I created a Google doc to keep track of our scores. We are aiming to complete the Google doc in early January and then meet (over a conference call) to select our final candidate the week of January 8<sup>th</sup> so that we will have our candidate for you by the 15<sup>th</sup>.

**Special Report: MOR Task Force** (Fielden)

Ned sent a draft mission statement:

**The CARL Mentoring Program**

As the regional chapter of ACRL (Association of College and Research Libraries), the main American organization for academic librarians, CARL has long recognized the value of mentoring, and that librarians-to-be in graduate school or newly emerged in a professional career would often like experienced counsel when navigating the hurdles of librarianship in an academic setting. These include the performance of primary assignment tasks (reference service, teaching, cataloging, or systems work, to name just a few areas of responsibility librarians often have in their portfolio), as well as issues of professional achievement and growth (conducting research, presenting conference papers, posters or other professional talks, writing and producing publications of various types) and service to campus and community.

The CARL Mentoring program seeks to match new California academic librarians with more experienced colleagues. To do this we invite new librarians to contact the Mentoring committee to set up initial contacts. The committee lists the Mentors on the CARL website, their contact information, areas of interest and brief professional biographical outlines. A few guidelines will assist the process.

One mentor per new librarian.

Official length of the formal relationship will be one year (obviously extended unofficially by mutual consent.)

In most cases, geographical proximity will help determine best matches although attention will be paid to other facets as well (librarian type or role, research or other interests.)

Sign up via the CARL Mentoring Form found at <url:xxx> and the Mentoring committee will match mentors with new librarians.

**Discussion Points:**

- Where and how should this documentation appear on the CARL website?
- Some mentors have expressed concerns about having their contact information included on a public website, and would prefer to keep it password protected. RegOnline is one possibility for password protected space, but are there other options? On the other hand, we want to make it as easy as possible for people to learn about and participate in the program.
  - Is it necessary to include public contact details if applicants are already filling out a form to submit?
  - A compromise would be to have mentors complete a form that would facilitate matching of professional interests, without publically sharing personal contact information.
  - Ned has worked with Hesper to mock up forms. A Screening Committee would be responsible for matching mentors with mentees.
  - A suggestion regarding the form is to ask potential mentees explicitly about their goals: What do you hope to get out of this mentor relationship? It is also important to gauge expectations about the time commitment from both sides (hopefully this will be self-negotiated at the start of the relationship).

- There seem to be many CSU librarians on the current mentor list. The list was started by Tracey Mayfield several years ago. The hope is that once the program is up and running, it will attract mentors from other institutions as well.
- How often will a call for participation go out? With RegOnline, emails that target specific groups of CARL members could be distributed. Another option would be to add a question about becoming a mentor or mentee to the CARL membership form.
- What defines a 'new' librarian? And what qualifies a librarian to serve as a mentor? It's possible that librarians within the profession who are considering changing their focus would also be interested in participating. It is fine to leave these definitions fluid for the moment. If it becomes necessary in the future we can readdress them. The mentor/mentee relationship may not necessarily translate into an older/younger relationship; it could focus on varying levels of familiarity with an area.

Ned hopes to launch the program by early 2011.

#### **Special Report: Membership** (Janousek)

Kelly examined 10 years of data. The membership numbers have a cyclical up-down pattern tied to the CARL Conference schedule. Recently the numbers have dropped slightly, due primarily to retirements. However we are still gaining 'new to CARL' members. The numbers were higher on a January-December renewal schedule, as opposed to the current system of rolling renewals.

The membership form is dated and should be revised. When it is updated, we can add questions about the MOR program. Kelly is considering re-creating the membership database in January. This is a time-consuming job.

#### Discussion Points:

- Is it necessary to continue to include the entire list of Interest Groups (IGs) on the membership form? Some may no longer be active.
- If CARL were to revert to January-December renewals, how would this impact fees paid under the rolling renewal schedule? The costs could be pro-rated. Even with the recent dues increase, a pro-rate does not amount to much money.
- Rolling renewals make it hard to keep track of memberships and when it's time to renew. ALA uses a January-December schedule. CARL needs to figure out a schedule and stick to it. This would improve CARL's ability to manage its budgets and should be presented in this way to the membership.
- More than 50% of the CARL membership currently renews in March, April or May.

Action item: Draft a plan of action for a set annual renewal schedule, based on the data reflected in the membership database. This will help us establish a timeline and a plan to move forward. [Kelly]

Please let Kelly know if you experience problems with RegOnline. There was a recent issue with members who requested new passwords, but were then unable to log in. This problem should be fixed now.

#### **Special Report: Archives** (Reasoner, Boyd)

The CLA State University and Colleges Librarians Chapter/Roundtable materials in the collection will be transferred to the California Library Association (CLA). Lynne moved the remaining physical archives to Chapman University on Friday. Rand surveyed the materials and the collection will remain in isolation for a bit. He plans to do a formal accession and finding aid, and will provide the Executive Board with an update at the March meeting. He will have an intern to help, but funds will likely be needed to cover rehousing costs. Rand will let the Board know about costs prior to the March meeting, because they could

easily be approved via email. There may be changes in the plan moving forward. Amy will also be looking at moving some digital-only content to the archives.

Discussion Points:

- It would be helpful for the IGs to know what is included in the archives. Eventually there will be a finding aid on CARL's website and on the Online Archive of California (OAC).
- In the past, CARL has done a poor job of identifying what to collect in the archive, so groups have not submitted much content.
- The Administrative Calendar on CARL's Google Site (<http://sites.google.com/site/carlboardonly/>) could be updated to include reminders to submit content to the archives.
- It would be easy to ask IGs what they'd like to include. The Board can plan to talk more about what is important to include, as well as easy ways to send material to the archives, at its March meeting.

Thank you to Lynne and Rand!

## VI. Unresolved Action Items

### **CARL Documents and Info** (Wallace)

Finding current documents is still a challenge due to lack of versioning/dates, e.g. bylaws. Amy plans to continue work on this during her term as past-president. Another issue is duplicated content on CARL's PBWiki, old website, new website, and Google Site.

### **CARL Journal** (Pashaie)

This may be an item to move to next year and continue discussing.

### **IGs - Role, Bylaws, Procedures, etc.** (Turnbow, Hight)

There is a lot of variability among IGs. Which IGs are still active? There has been a major reduction in 'traditional' IGs due to a variety of reasons. What is the purpose of IGs? They offer a real opportunity to get new CARL members involved with the organization. Dominique and Maryann will continue looking at IG issues, and will be asking new IG officers to consider these questions as well.

Discussion Points:

- IG leaders would welcome support to help revitalize IGs. There has been a revival in interest in some IGs, e.g. CARLDIG-N. However, there are issues with the North/South model. Members in the north express interest, but there is not much activity due to time and geographic constraints—there is a reluctance to drive to programs or meetings. Other northern IGs are interested in merging, because they feel they would have more support that way. Dominique and Maryann's information gathering will help inform our exploration of alternatives to the traditional North/South structure, e.g. online meetings, listservs, merged groups.
- As one example, Mira signed up for a number of IGs when she joined CARL in 2006. However, she never received any IG emails or other communications and ended up feeling alienated. The variability in activity and communication channels among IGs makes it hard to understand them. This is a major issue with new members—they expect to get involved and then never hear anything. We want to avoid turning new members off because they never hear from IGs they think they've joined.
- The IGs are very different. The ideal structure would strike a balance between standardization to facilitate communication with CARL members and the Board, and flexibility.

- The Board needs to take down barriers that restrict people who are interested from participating. We need to decide how much time we want to invest in looking at this. In the past, more information was exchanged between the Board and IGs. Now there is a lot of uncertainty. If we want to revive the IGs, we need to simplify guidelines, especially for groups that don't have strong succession planning. CARL's documentation has become too complicated.
- There is a disconnect between the way CARL is doing things and the way some groups handle their listservs. Not all listservs were transferred when CARL changed its web hosting service. CARL has the capability to host IG listservs, but some groups prefer to keep their own.
- The Board could consider simplifying IG guidelines and compiling them in a handbook: If you want to set up a listserv... If you want to host a program...
- The IG Coordinators could survey IG chairs to ask them what they are currently doing, and what they would like to be doing. This would inform revisions to existing guidelines. For example, if groups are interested in hosting online meetings, perhaps CARL could consider purchasing web conferencing software. We also need to gather more information from other CARL members.
- The concept of IG membership lists shifted when CARLALL was created as a communication channel. Why do we have things if there isn't a purpose? Why have lists unless they are used? Maybe other IG communication channels would be more effective.
- What does life mean for IGs? Some are thriving, but still feel they are encountering roadblocks. In the north, if you sign up for an IG, it implies you're signing up to plan a program. It takes a lot to put on programs. This is very different than communicating with other librarians who are interested in a similar area. If you know an IG means something else, you can make informed decisions. The way CARL IGs are set up now is rigid and changes would require modifications to the bylaws.

Action item: Follow up with IGs to survey what they are currently doing and what they would like to do [Dominique and Maryann]

## VII. Progress

**CARL Archives** were discussed under **V. Reports Question & Response Period**.

### **Communicate Ability for IG to Accept Credit Cards for Program Registration**

Dominique sent an email to the IG leadership, but no groups have tried it yet. There is an extra \$5 built into the program cost to cover credit card charges. Dominique will redistribute her message via CARLALL, to make sure everyone knows this option is available.

### **Contract Signed for 2014 CARL Conference**

The 2012 CARL Conference will be in San Diego. The 2014 conference will be in San Jose.

### **Karin Duran recognized as CARL Outstanding Member**

Thank you to all the members who contributed messages for her family.

### **IG Program Guidelines and Scholarships**

SCIL asked about awarding a scholarship to one of their programs. This is fine as long as they recover their program costs. Pam will contribute a piece for the March Newsletter. ACRL reimburses CARL for these so it is very important to provide documentation to the treasurer.

## VIII. New Business

### **Meeting Dates, Locations, Online In-Person, for Next Year** (Fielden)

One question raised was the day of the week to hold meetings. The most realistic options are Mondays or Fridays. Are afternoons an option for virtual meetings? Yes.

The 2011 meeting schedule is:

- Monday, March 7<sup>th</sup> (virtual)
- Monday, June 6<sup>th</sup> (in-person)
- Friday, September 9<sup>th</sup> (virtual)
- Friday, December 9<sup>th</sup> (in-person)

Both in-person meetings will be held in the north, location to be determined.

### **Regional Meeting Plan** (Fielden with Brasley & Hanson)

The regional meetings are typically held in February. There is one meeting in the north and one in the south. They are planned by the Vice Presidents and the President attends. For the past several years, CARL has tried to host a third meeting in the middle of the state, but this has not worked out. Potential topics for the 2011 meeting include ebooks or mentoring/growing the profession.

### **Elections, Security, Balloting** (Fielden)

An issue that came up during the last election is that someone could have voted more than once. Are there different ways to approach balloting? It is possible to configure SurveyMonkey so that a link to the ballot is sent to specific email addresses. The administrator would be able to view the emails. Since CARL uses its SurveyMonkey account for other purposes, e.g. conference survey, it might be necessary to delete the addresses afterwards. Mira offered to write up brief instructions.

A concern is that some CARL members did not receive the first ballot announcement. The elections timeline and reminders to vote are very important—we are still having problems communicating with our membership. Notifications could be combined with a set renewal date, if renewals take place in April and elections are scheduled for October.

### **Appointments: Do you have someone that might be good for a CARL appointment?** (Wallace)

There are many positions available. If you know of people in your organization that you think would be interested, please follow up with Ned. It helps to have personal referrals. Appointments will happen after the 1st of the year. If you would like to continue on in your current appointed position, also let Ned know.

The list of appointed positions can be compiled by referencing the CARL Bylaws and the Standing Rules. There are Board appointments, e.g. Interest Group Coordinators, Campus Liaison Coordinators, Newsletter Editor, Webmaster, Archivist and Legislative Liaison, plus committee appointments.

CARL may want to revisit the organization of its Google Site, <http://sites.google.com/site/carlboardonly/>. A major problem is that relevant information does not reside in a single place, and the Bylaws do not provide a sufficient level of detail about positions. The Administrative Calendar on the Google Site is helpful because it breaks down responsibilities month-to-month. Hesper will be taking down outdated information on CARL's public website, and Kelly can provide membership lists to help with appointments.

Stephanie is in charge of the 2012 CARL Conference in San Diego. She can appoint a conference chair (who would get a stipend) and other individuals to read proposals or solicit sponsorships. Key planning documents include CARL's conference planning manual and the contract with hotel. The themes and details tend to vary from conference-to-conference, which allows a degree of flexibility.

**What are the Criteria for Getting the Student Rate at a CARL Program?** (Pashaie)

This question came up at the last CARLDIG program planning meeting. Do the student rates apply only to CARL members, or all students? Defining students broadly can only benefit CARL. We can ask students to show their IDs when they come to a program. This should be incorporated into revisions to the IG Guidelines. We need to be clear in our communications about this.

**Newsletter Timeline** (Foster)

Mira sent proposed revisions to the newsletter calendar (See Appendix II). Seconded. Approved. She will post them to the Administrative Calendar on the Google Site. Thank you Mira, for all your work on the newsletter!

**New Business and Action Items from the Board**

No new business or action items were proposed.

**IX. Next Meeting**

The Executive Board will meet online on March 7<sup>th</sup>, 2011.

**X. Announcements**

There were no announcements.

**XI. Adjourn**

The meeting was adjourned at 2:40pm

**APPENDIX I: Action Items**

**December 2010**

<b>Item #</b>	<b>Description</b>	<b>Board Member(s)</b>	<b>Status</b>
1	Draft a plan of action for a set annual membership renewal schedule, based on the data reflected in the membership database.	Kelly	
2	Follow up with IGs to survey what they are currently doing and what they would like to do	Dominique, Maryann	

## APPENDIX II: Board Reports

### President

#### Amy Wallace

Here is what I have been up to since September:

- Talked to Rand (Chapman) about the board decision to bring our archives to Chapman and Lynne about developing a plan for the physical archive move. Lynne will also be contacting CLA about materials that might be better for them and making recommendations to get the collection in shape before the big move.
- Helped the election committee twist arms
- Worked with Ned on considerations and timelines
- Talked with the new Dean of the SJSU SLIS program, Sandy Hirsh, about ways to partner.
- Pondered IG support and how to revive them in this age shrinking membership, technology, etc.
- Wrote my last President's Column ([See attached, a bit more serious than past ones. Don't know what is happening to me](#)).
- Trying to be presidential and reviewing things brought to me by the board and members...policies, proceedings, etc.
- Continued to be amazed by the doc soup CARL has, and how I keep finding and using the wrong version of thing

### President's Message

The music has begun to play and the hook will no doubt be employed to pull me off the stage. So ends my five minutes of fame. Alas, all my campaign promises did not become reality, but then again I ran unopposed so there were not all that many anyway. Seriously, there were a number of things that I hoped to accomplish while I was President. CARL made tremendous headway in a number of areas due to the strong commitment of its board and members. We worked to get people involved in CARL activities. As a result, we had actual races for board offices, over 40 volunteers help with the CARL conference, and even people contacting us about getting more involved. We streamlined content and focused board discussions, which resulted in two online and two in-person board meetings that were well attended and productive. Products included a means for interest groups to accept credit cards for program registration, a new home for our physical archives at Chapman University, a signed hotel contract for the 2014 CARL Conference, and possible new configurations for interest groups to flourish. We even tried some new things that were well received at the conference, including an evening poster and exhibit session to kick off the conference, accepting more sessions that encouraged activities and discussion, and hosting the annual business meeting within the conference to encourage broader attendance.

Unfortunately, we still have a tremendous way to go. For a group of librarians, our use and preservation of information is appalling. CARL has information and documents on the CARL Website, Board Only Site, and a Board Wiki. As mentioned in my first column, there is a ton of redundancy and information noise. Twice this year I thought that I had the most recent document and began revising and planning; only to find out that it was not the most current version and my and others' work was all for not. As Past President, I promise to work to improve our information preservation and devise systems and tools that will aid transition from one board to another. This process has already begun with revision to key documents by various board members, most notably Pam Howard (Treasurer) and Ned Fielden (Northern Vice President). Melissa Browne (Secretary), Mira Foster (Newsletter Editor), and Hesper Wilson (Webmaster) have also helped tremendously by updating and communicating board, committee, award, and scholarship information. However, this is a huge project and required much more time than I had as President and CARL Conference Chair. Therefore, I promise to continue working on this daunting, but beneficial, project as your past president.

The good news is that as I am yanked kicking and screaming off the stage, there is a President with an expansive vision and a razor sharp wit to take the stage. His name is Ned Fielden, and his returning cast

includes Stephanie Brasley (Southern Vice-President), Pam Howard (Treasurer), Melissa Browne (Secretary), Kelly Janousek (Membership Director ), Les Kong (ACRL Chapters Council Delegate), Shana Higgins (Private Institutions Director-at-Large), and Billy Pashaie (Community Colleges Director-at-Large). They will be joined by Kathlene Hanson (Northern Vice-President), Lise Snyder (Director at large UC), and Liz Ginno (Director at large CSU). With Ned's passion for mentoring students and new professionals, outreach commitment to potential CARL members, and creative program ideas, I see many rave reviews in CARL's future.

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### **Vice President-North Ned Fielden**

1. Elections committee  
Handled Elections committee duties, which included: recruiting committee members, recruiting potential officers, explaining duties and responsibilities, planting future seeds-of-office-desire, handling election organisation, timing, announcements, delegation of duties, conducted election, notified winners and losers, announced results to excom, then carlall.
  2. Mentoring program  
Recruited members, drafted and redrafted mission statement, formulated guidelines, formed subgroup to act as steering committee. Researched other mentoring programs.
  3. Passed on information about VP duties to new VP.
  4. Attended various librarian based functions around the state: Internet Librarian conference, Sonoma State's 10 yr anniversary.
  5. Reviewed and signed contract for San Jose conference.
  6. Consulted with assorted officers (President, VP South, Treasurer, Newsletter editor, amongst others) on various matters.
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### **Vice President-South Stephanie Brasley**

- Worked with Amy and Pam to get the 2010 Honorary Outstanding Member award completed for Karin Duran
  - Attended a SCIL Meeting
  - Served on the SCIL Works proposal review committee
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### **Membership Director Kelly Janousek**

CARL 2010 4<sup>th</sup> Quarter Membership Report – December 1, 2010

The chapter has 406 current members.

Since June there have been 38 new members.

There were 25 CARLALL messages posted this quarter.

**Web Coordinator  
Hesper Wilson**

This quarter, I:

- helped members with Listserv problems
- upgraded (again) the CARL website's version of Wordpress (used for job postings)
- put election info on home page
- mocked up a mentee information collection form for MOR
- found needed documents

**Community College Director-at-Large  
Billy Pashaie**

1. Served on the election committee
2. Nominated a couple of people for the elections

**Treasurer  
Pam Howard**

Treasurer's report for December 2010

1. Wrote checks and made deposits
2. Wrote a Treasurer's note for the newsletter (see below)
3. Consulted with many about internal event scholarships
4. Hassled and received ACRL membership reimbursement
5. generally behaved as a penny pinching rat

Quickbooks, plus end year deposits and estimated expenses

<b>Income</b>	
Bank interest	\$ 44.83
Conference 2010	
Registration	\$45,917.50
Vendor Donation	\$ 5,400.00
Interest Group programs	\$ 2,765.00
Membership Income	
Direct payment	\$ 320.00
RegOnline payment	\$ 6,547.40
Misc.	\$ 448.15
ACRL reimbursement	\$ 1,062.00
<b>Total Income</b>	<b>\$62,504.88</b>

<b>Expenses</b>		
Banking		\$ 35.00
Conference		\$42,017.50
Executive Board		\$ 1,515.99
Stipends		\$ 1,200.00
Interest Group Programs		\$ 2,146.90
Awards/Scholarships		\$ 3,102.33
Operating costs		
Accountant, CPA	\$2,025.00	
Insurance	\$1,760.00	
QuickBooks	\$ 358.80	
SurveyMonkey	\$ 300.00	
		\$ 4,443.80
RegOnline Fees		\$ 3,557.70
<b>Total Expense</b>		<b>\$58,019.22</b>
<b>NET INCOME</b>		<b>\$ 4,485.66</b>

CARL is solvent! We have reduced the 2010 Executive board costs by adopting virtual meetings for 2 of our yearly meetings. Note that the donations at the 2010 conference to support awards and scholarships were a whopping \$5,400.00. These awards/scholarships funds are brought in *once every two years* to support awards and scholarships every year. That begs the question of where are we picking up the extra for awards/scholarships in 2011?

CARL's operating expenses to support all activities of CARL (accountant, insurance, etc) are a little over \$4000.00 per year. Stipends to CARL officeholders (Web master, Newsletter editor, Treasurer and Membership coordinator) are \$300.00 each; for an outlay of \$1,200/year. Summing these two yearly expenses (\$4,000.00 + \$1,200.00= \$5,200.00) illustrates why CARL raised the membership dues last year and why special interest programs that have a positive income balance for a program contribute to the overall well-being of CARL.

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**Newsletter Editor**  
**Mira Foster**

I am attaching a PROPOSED CARL Newsletter Content Calendar going forward. Please read it, as it may pertain to you as a CARL officer, elected or appointed. If it is approved I can update the administrative calendar for 2011. The 2010 calendar is at <https://sites.google.com/site/carlboardonly/Home/2010-administrative-calendar>.

- I have pushed back the newsletter "publishing" date to accommodate reports from the CARLDIG event (taking place December 3rd) among others. Shall I also wait to publish until December 13th when I can include the SCIL Works scholarship announcement?

Other activities:

- Forwarded relevant email announcements to [carlnewsletter@gmail.com](mailto:carlnewsletter@gmail.com) as submissions and managed the Google account.

- Discussed how the June 2011 award winner's report would look with the CARL Research Award committee. It is a requirement for recipients in the odd years who do not present their findings during the year of the CARL Conference.

- Corresponded and solicited article submissions for SEAL-South event, CARLDIG event, CLA Conference and CA Snapshot report, Treasurer and Membership reports, Duran gift report, SCIL award announcements

- Corresponded with a similar newsletter editor about how to go html (answer: have an awesome web coordinator).

- Worked on December newsletter.

**TO: CARL Board**  
**FROM: Mira Foster, Newsletter Editor**  
**DATE: November 29, 2010**  
**RE: PROPOSED CARL Newsletter Content Calendar**

The following is a list of newsletter items for each quarterly issue based on the organization's administrative calendar and previous newsletters. It can inform CARL officers and coordinators of deadlines and responsibilities. Content can duplicate listserv announcements and CARL Board reports, and is intended to document CARL activities for posterity in addition to sharing news with current and prospective members. Submissions are due the 15<sup>th</sup> of the month before the newsletter.

## March

### CARL Business

- President's message
- Winter program report (delegated from VP)
- Legislative Liaison Report (Analysis is recommended but links to important articles for CARL members is essential)

### Awards

- Announcement of CARL Research Award Winners
- Announcement of Ilene F. Rockman Conference Scholarship Winner(s)

### Possible IG News (will depend on IG activities and programs)

- SEAL-S spring event announcement
- SCIL Works event report
- CARLDIG-S program report (if not in December)

### Special

- Conference year: Conference program information

### People and Places News

## June

### CARL Business

- President's message
- Treasurer's report
- Membership director's report (usually more complicated during a conference year, but can be as simple as number of CARL Members)

### Awards

- Conference Year: Announcement of CARL Member of the Year
- Call for proposals for the CARL Research Award

### Possible IG News

- SEAL-S spring event report

### Special

- Conference year: Conference report
- Nonconference Year: Report from CARL Research Award winner

### People and Places News

- Often includes a lot from spring conferences

## September

### CARL Business

- President's message
- Elections: Call for nominations from VP
- Legislative Liaison Report (before elections in November, analysis is recommended but links to important articles for CARL members is essential)
- Winter program announcement

### Awards

- Call for submissions for the Ilene F. Rockman Conference Scholarship
- Second Call for proposals for the CARL Research Award

### Possible IG News

- SEAL program announcement
- CARLDIG-S program announcement

### People and Places News

- Often includes appointments from the summer

### December

#### CARL Business

- President's message
- Elections: Election results (Written by VP, include bylaws changes in newsletter if there are any)
- Treasurer's report
- Membership Director's report (can be as simple as number of current members)
- Nonconference years (optional): Call for nominations for Outstanding CARL Member Award (due Jan. 15<sup>th</sup>)

### Possible IG News

- SCIL winter program announcement
- SEAL-S Fall program report
- CARLDIG-S program report (if early enough)

### People and Places News

- Can include ALA Emerging Leaders winners who are CARL members

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### Secretary

#### Melissa Browne

- Sent the approved June 2010 minutes to Hester for posting on the CARL website, <http://www.carl-acrl.org/Archives/DocumentsArchive/Minutes/>.
- Drafted and distributed copies of the September 2010 Executive Board meeting minutes.
- Contributed a nomination for the 2010 CARL Election slate

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### Interest Group Coordinator-North

#### Maryann Hight

Here is my very short report for this quarter:

My main activity has been to maintain contact with the active IG leaders to foster discussions for improving communication and discussions within the groups.

Also, I have been reviewing the Northern IG websites to assess which groups need updates.

**Interest Group Coordinator-South  
Dominique Turnbow**

**CARL INTEREST GROUP SOUTH COORDINATOR: END-OF-THE-YEAR REPORT**

**Program Highlights**

During this period (July – December 2010), two programs were hosted by Southern IG's:

- “How Do I Assess That?” (CARLDIG – South)
- “The ABCs of Data Curation & Scholarly Communication” (SEAL – South)

**Questions/Issues**

**• From CARL-DIG South**

Support for reviving CARLDIG-N by some members in the Northern part of our state. A fair number of librarians in the North were interested in CARLDIG-South's 2010 Fall Program. There may be some opportunity to support a centralized recording and webcasting of IG events for a broader distribution to our members.

**• From SCIL**

- o In order to contact people interested in joining SCIL, we would like to see the CARL Interest Group Lists updated more regularly.
- o SCIL would like to use CARL's online registration system for future SCIL programs.
- o SCIL would like ACRL to revise info lit standards; SCIL Vice-Chair/Chair-Elect, Allie Carr will be drafting a letter to ACRL with this request, to be endorsed by SCIL members.

**IG Coordinator Questions for the Executive Board**

- The ongoing discussion about the future organization and management of the Interest Groups.
- Active interest groups do not always submit mid-year or end-of-the year reports. Is it part of the IG Coordinator's duties to enforce this requirement? It is discussed on pages three and four of the [IG Guidelines document](#).

**Reports**

CARLDIG – South .....	2
SEAL – South .....	4
SCIL .....	5

No reports were received from the following groups:

- ABLE – South
- CARL IT – South
- SEAL – South
- TSIG – South

**Summary of activities**

## Business meetings:

- Sept. 9, 2010 – Steering Committee Meeting via conference call hosted by Lise Snyder (UCLA)
- Oct. 22, 2010 – Conference call with Fall Program presenters hosted by Michael Yonezawa (UC Riverside)

**Changes**

Leadership: There were no changes in leadership during this period; however the 2011 Officers were elected.

- Elected Officers
  - o Chair: Debi Hoffmann (CSU Channel Islands)
  - o Vice-Chair/Chair-Elect: Adolfo Prieto (CSU Fullerton)
  - o Secretary: Janet Pinkley (CSU Channel Islands)

## • Appointed Positions

- o Webmasters/Publicity Officer(s): TBD

- Past-Chair: Michael Yonezawa (UC Riverside) – Ex Officio

Operational procedures: No changes.

Online communication: Regularly use CARLDIG-South Website, Facebook page, CARLALL-Listserv, e-mail communication between Steering Committee Members.

Other: None.

**Programs**

Title – “How Do I Assess That?”

Where – Loyola Marymount University - William H. Hannon Library

When – December 3, 2010

Attendance – 45 + (3 presenters)

Income/Expense balance (estimated or actual): \$712.00/\$700.81 estimated

**Current plans/ideas**

2011 Spring Program

Date/Time/Location: Mid-April / TBD

“Road Trip” to the Automobile Club of Southern California Archives. (Tentative program title)

This program will be of interest to all reference academic librarians, special collections librarians, curators, and archivists. The holding of the ACSC Archives is ideal for local historians and students at both the undergraduate and graduate levels of study. “[T]he holdings of the Automobile Club of Southern California Archives ... provide[s] [researchers] with a distinctive picture of life in the region during the twentieth century. The documents and visual materials in the Auto Club’s archives include maps, tour books, magazine editorial art, traffic and recreational travel photos, and other regional memorabilia. The collection relates not only to the Auto Club’s history but also to local and regional architecture, infrastructure, public policy-making, and cultural and recreational history.”

A confirmation e-mail message from an ACSC Archives principle expressed a willingness to host CARLDIG-S sometime in spring 2011.

### **Questions/suggestions/concerns**

Support for reviving CARLDIG-N by some members in the Northern part of our state. A fair number of librarians in the North were interested in CARLDIG-South's 2010 Fall Program. There may be some opportunity to support a centralized recording and webcasting of IG events for a broader distribution to our members.

Submitted November 10, 2009  
Michael Yonezawa  
Chair, CARLDIG-South (2010)

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### **SEAL – South**

**July 1– December 31, 2010**

#### **Summary of Activities**

Business meetings

- July 7, 2010
- August 3, 2010

\*Minutes available at: <http://www.carl-acrl.org/ig/seals/minutes.html>

#### **Changes**

Leadership. 2011 officers are:

- *President:* Christina Mayberry, California State University, Northridge, 18111 Nordhoff Street, Northridge, CA 91330-8328, (818) 677-4130, [christina.mayberry@csun.edu](mailto:christina.mayberry@csun.edu)
- *Secretary and ListServ manager:* Kristen LaBonte, John Spoor Broome Library, CSU Channel Islands, (805) 437-3256, [Kristen.LaBonte@csuci.edu](mailto:Kristen.LaBonte@csuci.edu)
- *Membership Chair / Webmaster:* Danielle Skaggs, California State University, Northridge, 18111 Nordhoff Street, Northridge, CA 91330-8327, (818) 677-6808. [danielle.skaggs@csun.edu](mailto:danielle.skaggs@csun.edu)
- *Past President:* Jeanine Scaramozzino, Robert E. Kennedy Library, California Polytechnic State University, San Luis Obispo, CA 93407, (805) 756-5677, [jscaramo@calpoly.edu](mailto:jscaramo@calpoly.edu)

\*Note: Vice President/President Elect (Program Chair) will be elected at the November 30, 2010 business meeting.

#### **Programs**

Title - Fall Program: 2010: The ABCs of Data Curation & Scholarly Communication. Cal Poly Pomona

Date - October 15, 2010

Where - Cal Poly, Pomona, CA

Attendance 23

Income/Expense balance (estimated or actual): \$83.14/\$726.86

#### **Outreach Activities:**

- Open Member Reception, SEAL-S lunch, Coordinator, CARL Conference, Sacramento, CA. Apr 2010
- Open Member Reception, SEAL-S happy hour, Co-Coordinator, AAAS Conference, San Diego, CA. Feb 2010

#### **Current Plans/Ideas for Year Ahead:**

- Spring Program, Date TBD, Possible Location: Griffith Observatory, Los Angeles, CA (<http://www.griffithobs.org/>)
- Fall Program, October 2011, Topic and Location TBD  
Submitted on November 09, 2010

Jeanine Scaramozzino, Chair, SEAL – South

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## SCIL

**July 1 – December 31, 2009**

### Summary of Activities

Business Meetings:

- Friday, September 17, 2010 (CSU Fullerton)
- Friday, October 29, 2010 (CSU Northridge) with teleconference option
- Friday, December 3, 2010 (LMU, combined with CARLDIG program)

### Changes

**Leadership** – SCIL Elections closed 11/12, results will be announced shortly. Ballot included change to By-Laws regarding chairing of Election Committee; Talitha Maltin became SCIL Publicist in February 2010, replacing Eric Garcia

**Operational procedures** – See note above regarding change to By-Laws

**Online communication** – SCIL converted its webpages to the CARL CMS in May 2010

**Other:** N/A

### Programs:

The Summer social was cancelled.

### Current plans/ideas:

SCIL Works 2011: Keeping it Real, Keeping it New: Pushing Boundaries in Challenging Times is planned for Friday, January 7, 2011 at National University and will follow ALA Midwinter.

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

- In order to contact people interested in joining SCIL, we would like to see the CARL Interest Group Lists updated more regularly.
- SCIL would like to use CARL's online registration system for future SCIL programs.
- SCIL would like ACRL to revise info lit standards; SCIL Vice-Chair/Chair-Elect, Allie Carr will be drafting a letter to ACRL with this request, to be endorsed by SCIL members.  
Submitted on November 15, 2010  
Marsha Schnirring, Chair, SCIL

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### Campus Liaison Coordinator-South Shana Higgins

My one activity this quarter--

1. Worked with Ned Fielden, Hesper Wilson, and elections committee to set up Survey Monkey for CARL Election, and report results.

**ACRL Chapters Council Delegate  
Long Range Planning Committee  
Les Kong**

Here are my reports:

ACRL Chapters Council Delegate -

- 1) registered to attend ALA Midwinter, and attend Chapters Council meeting in San Diego
- 2) will be submitting CARL news items for ACRL Chapter Topics December newsletter

Long Range Planning Committee -

- 1) coordinated site visits to hotels in San Jose/Santa Clara w/committee & E.Kady in June
- 2) worked with E.Kady (ConferenceDirect) regarding hotel RFPs
- 3) committee decided to recommend Dolce Hayes Mansion (San Jose) for 2014 conference
- 4) recommendation approved by Board
- 5) worked through contract issues with E.Kady & Dolce Hayes Mansion representatives
- 6) contract signed off by N. Fielden, in October

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**Archivist  
Lynne Reasoner**

Archives activities report

December 6, 2010 CARL Executive Board meeting

1. CLA State University and Colleges Librarians Chapter/Roundtable materials in CARL Archives

I contacted Natalie Cole of the California Library Association offering about the materials to CLA. Natalie accepted the offer, and has given me mailing instructions. I'll ship the boxes via UPS by December 15.

The State University and Colleges Librarians chapter/roundtable was a CLA chapter before CARL separated from CLA. Almost 4 linear feet of chapter materials were forwarded to CARL Archives by a former Chapter and CARL officer.

2. Move of CARL Archives to Chapman University

I am delivering the Archives to Rand Boyd at Chapman University on Friday afternoon, December 3, 2010. The boxes should all fit in the Honda CRV I'll drive to Chapman. But, I'll make an additional trip in January should it prove necessary.