

CARL BOARD MEETING
Monday March 7, 2011
Via Elluminate

Present: Ned Fielden, Kathlene Hanson, Billy Pashaie, Les Kong, Eric Garcia, Kelly Janousek, Dominique Turnbow, Shana Higgins, Mira Foster, Pam Howard, Liz Ginno, Hesper Wilson, Lise Snyder, Stephanie Brasley, Melissa Browne (minutes)

Absent: Rand Boyd, Amy Wallace

I. Welcome, Connection Troubleshooting/Fine-Tuning

The meeting was called to order at 9:32am.

Within the Elluminate virtual meeting interface, please raise your hand if you want to speak. If your connection does not include a microphone, type your comments and questions in the chat box.

II. Approval of the Agenda

Item VI. *Special Report: Mentoring* will be moved to Agenda Item VII. Item VII. *Progress* will become Item VI.

Motion to approve the revised agenda. Seconded. Approved.

III. Approval of the Minutes of December 6, 2010

Moved and seconded. Approved.

IV. Announcements

How many people will be attending the CARL Scholarship Dinner at ACRL? So far 3-4, but there is still time to sign up. If you would like to participate, please contact Ned.

Mira will be developing content for the April 1st CARL Newsletter. Board members who would like to contribute should contact Mira.

V. Conference News (Kong)

CARL has venues set for its 2012 (San Diego) and 2014 (San Jose) conferences. It is a large commitment of resources to put on a conference. How does the Board feel about committing past 2014? Should CARL consider scaling back on full-blown conferences every other year?

Discussion Points:

- At this point, committing past 2014 is not advisable. It may be possible for CARL to partner with other California library organizations to bring vibrancy to future conference venues.
- How far out has CARL's planning horizon extended in the past? It has typically been 4 years.
- We should discuss the economic feasibility of webinars at a future board meeting. This may be a relatively low-cost option worth exploring as an alternative to full conferences.
- We can also periodically revisit the issue of long-range conference planning. Our discussion will benefit from Stephanie's experiences coordinating the 2012 CARL Conference. She will provide an update on conference planning efforts later in the meeting.

VI. Progress

1. IGs - Role, Activities, etc. (Turnbow)

Dominique shared the results of the survey she sent to IG Leaders. The questions focused on how IG leaders feel CARL is supporting their activities: What do IGs perceive as their biggest existing constraint? What can CARL do about it? One theme that emerged was technology. IGs want support to be able to meet virtually. Another theme was time, although this one is difficult for CARL to address. IG leaders also requested faster access to membership reports and annual membership renewal notices (there was an issue during IG voting with expired memberships). In the north, geography remains a significant barrier. What should our next steps be?

Discussion Points:

- CARL can't afford an Elluminate subscription to support virtual meetings, but Hesper and Kathlene volunteered to test Skype as an alternative and share their recommendations at the June meeting. They will give this issue some thought and explore other low cost options for virtual meetings, e.g. Yugma, <https://www.yugma.com/>. There is a 5 person limit for Skype meetings, which could be a problem for larger IGs.

Action item: Test Skype and other low cost options for virtual meetings, and share recommendations at the June Executive Board meeting [Kathlene, Hesper]

- The CSU has unlimited seats for Elluminate. As long as IGs have access to a CSU member, it may be an option. Elluminate can handle multiple cameras, microphones, etc.
- Elluminate may be useful for business meetings, but what about programming? What could CARL use to host virtual programs?
- It is important that CARL has its own resources and does not rely on a CSU subscription. Organizations should support the type of work they expect their members to be doing!
- There was a request at the northern Regional Meeting last month to explore if that meeting could be hosted virtually in the future as well.
- RegOnline is supposed to be sending membership renewal notices, but it appears they are not being issued consistently. The best way to proceed may be to recreate the entire CARL membership database.
 - What is currently the best way for IGs to get membership reports? IG leaders can log into the CARL Membership Directory, but the information listed there may not be up to date. IG leaders can also contact Kelly directly to request a list. Dominique will share these options with the IGs. Kelly will provide an update on the status of providing the IGs with membership reports at the June meeting.

- Kelly has been working on establishing a single renewal date for all CARL members. Her goal is to have this set up by May 1st. Because this will be a transition year, individual memberships may shorten or lengthen. A single renewal date should help clarify the IG membership questions and issues.

Action item: Provide an update on the status of providing IGs with membership reports through RegOnline. Provide an update on establishing a single renewal date for all CARL members [Kelly]

- There are many IG issues left to consider. A face-to-face meeting would be a more appropriate venue to continue this discussion. Ned will add IGs as an item for the June agenda. In the meantime, please review the survey responses and consider what the Board's next steps should be.

2. Treasury Issues: 2011 Budget, Communications, Scholarship Funds (Howard)

Budget: Pam is working on the 2011 CARL budget.

Communications: When announcements about CARL awards (e.g. Research, Conference Scholarship) go out, please remember to include Pam in the loop to ensure recipients are paid in a timely manner.

Scholarship Funds: Several IGs are interested in setting up scholarships. They have proposed using extra funds to cover transportation and program registration fees, but they are still working out a formula for themselves.

Discussion Points:

- We need to be careful we don't violate ACRL policies. IG scholarship guidelines should reflect those of CARL's parent organization. At ACRL Chapter Meetings, there is always an emphasis on following ACRL guidelines.
- In order to reimburse an individual who received an IG scholarship, Pam needed documentation of email exchanges, mileage, etc. to submit a completed reimbursement form to ACRL. In the future, letting the IGs know they are expected to keep track of specific travel and program registration details should alleviate this problem.

Action item: Send Dominique a list of documentation needed for ACRL reimbursement [Pam]

- Another strategy to address these issues is to continue revising and updating the program planning handbook to ensure the content closely reflects ACRL guidelines. However, given that IGs are in flux, it may make more sense to wait on the handbook edits until these issues are resolved.
- CARL should consider coordinating an IG Retreat to discuss all the issues confronting IGs and identify possible solutions.

3. Regional Meetings (Brasley & Hanson)

Northern Regional (Hanson): Ned provided an excellent summary in the March Newsletter, <http://www.carl-acrl.org/newsletter/2011march.html>. Thank you to Liz for organizing the meeting location. 22 people attended—many were new librarians. Those who came were very motivated and the meeting went well, but it would have been nice to have higher attendance. Members expressed interest in CARL webinars. An issue with open source options is the time they take to set up, and cost is a concern with commercial products. There continues to be a need for in person gatherings, too!

Southern Regional (Brasley): Stephanie is in the process of re-subscribing to the CARLALL and CARLEX listservs with her new email account, brasleSL@lasc.edu. She is planning the regional meeting for the first week in April.

- The ACRL Conference is April 1st-4th. Is a virtual or in-person meeting during ACRL an option? It is a little late for planning this year, but a virtual meeting may be an option to explore for the future. There is also virtue in being able to see people face-to-face at the regional meeting, so people get to meet one another and talk. The regional meetings are useful for recruiting new IG members.

Conference Update: Stephanie has been reviewing all the conference-related documents Amy left her. She has identified a candidate for conference manager, and will be sending out a call for volunteers, including conference co-chairs. She is looking for broad input on the conference theme. Since the next conference will be in the south, southern executive board members are encouraged to get involved with the conference planning.

VII. Reports Question & Response Period

Special Report: Mentoring (Fielden): The Mentoring Program is really off and running. It has been a lot of fun so far and the response is very exciting. The webpage, <http://www.carl-acrl.org/committees/mor-committee.html>, has been live for just about a month. Ned and Hesper have discussed moving the content to the homepage to raise visibility.

A dozen members have signed up as mentees—many are library school students or recent graduates. About two dozen have volunteered to serve as mentors. There is still a need to establish ground rules and guidelines for mentors. Another issue that has come up is that some mentee sign-ups have mentors at their institutions. This could be beneficial in some situations, but in others, the mentee may prefer a mentor from another institution.

Discussion Points:

- Do people have to be a CARL member to have a mentor? Yes, this program is limited to members and the requirement applies to mentors and mentees.
- SCIL is considering a similar program, specifically focused on instruction. It is really difficult for students to get teaching experience, so they could benefit from working with instruction librarians. Would SCIL need to follow the policies set for the CARL mentorship program? Perhaps the Executive Board and SCIL could discuss this further and identify common solutions.
- There is no additional fee to join an IG. IG membership is part of CARL membership.

VIII. New Business

1. Appointments and Volunteers Discussion (Fielden)

A number of students have contacted Ned about volunteer opportunities. If you have a project in mind, please check in with Ned—he is maintaining a list of names.

2. New business and action items from the Board

Given the number of issues surrounding IGs, an IG Retreat would be useful.

Discussion Points:

- In preparation for this possibility, the Executive Board should begin identifying pieces open for discussion. Which issues intersect with the CARL Bylaws? Any IG changes that impact the bylaws would require membership approval. The next election is coming up in October 2011.
- An ad hoc committee could begin compiling information in preparation for the June 6th Executive Board meeting. The committee will start by reviewing the IG Guidelines document, identifying IG-related bylaws content, and compiling recommendations for a possible retreat. Ad hoc committee volunteers: Dominique, Billy, Hesper, Kelly, Pam and Lise.

Action item: In preparation for a possible IG Retreat, begin reviewing the IG Guidelines and the CARL Bylaws, and compiling content recommendations. Be prepared to discuss at the June Executive Board meeting. [Ad hoc committee: Dominique, Billy, Hesper, Kelly, Pam and Lise]

Is there interest and support to pursue funding CARL promotional giveaways/free items?

Discussion Points:

- Does CARL have the budget to support this? Given current constraints, this seems to be a waste of money.
- One idea would be to provide attendees with flash drives loaded with program content. Another option might be to focus on an item for new members. CARL could explore a deal with DEMCO to help defray costs.
- How would CARL corral the items from one venue to the next? How would the organization approach inventory control, to ensure monies were used to purchase items that were distributed to members?

Given the mixed feelings on this issue, it will be added to the June meeting agenda for additional discussion.

IX. Next Meeting (Fielden)

The next Executive Board meeting will be Monday, June 6th from 10am-3pm at the Berkeley Public Library. For those who will be flying, arrivals at the Oakland Airport before 8:30am should allow for sufficient time. Ned will be providing more details about the meeting.

X. Adjourn

Motion to adjourn the meeting. Seconded. Approved. The meeting ended at 11:03am.

APPENDIX I: Action Items

March 2011

Item #	Description	Board Member(s)	Status
1	Test Skype and other low cost options for virtual meetings, and share recommendations at the June Executive Board meeting	Kathlene, Hesper	
2	Provide an update on the status of providing IGs with membership reports through RegOnline. Provide an update on establishing a single renewal date for all CARL members	Kelly	
3	Send Dominique a list of documentation IGs need to track for scholarship recipients, in order to submit ACRL reimbursement forms	Pam	
4	In preparation for a possible IG Retreat, begin reviewing the IG Guidelines and the CARL Bylaws, and compiling content recommendations. Be prepared to discuss at the June Executive Board meeting.	Ad hoc committee: Dominique, Billy, Hesper, Kelly, Pam and Lise	

APPENDIX II: Board Reports

President's Report Ned Fielden

1. Prepared Agenda for March meeting, arranged for online connectivity and virtual details of meeting, set up location for June meeting (Berkeley Public Library.)
 2. Wrote newsletter message, short notice of Locke Morrissey's passing for CARLALL.
 3. Got Mentoring program launched. Communicated with mentors (continuing to add), led steering committee to develop guidelines, matched mentees with mentors, handled publicity, outreach, details of every nature. Worked with webmistress to finalise form, place on website, resolve communication issues.
 4. Assisted VP North in arranging Northern regional meeting in February, schmoozed and spoke, provided photos and summary for newsletter.
 5. Sent out appointment letters.
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IG Coordinator South Dominique Turnbow

My activities this quarter included:

- Updated IG South Listserv with new IG leaders
 - Sent out a [survey](#) to IG South Leaders – received [seven responses](#)
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CARL Membership Director Kelly Janousek

CARL 2011 1st Quarter Membership Report – March 1, 2011

The chapter has 361 current members, 33 renewals for 1st quarter.

No new members this quarter.

There were 12 CARLALL messages posted this quarter.

Web Coordinator Hesper Wilson

This quarter, I:

- updated website's Board photo roster page
- finished Mentoring Committee info page and sign-up form
- renewed accounts with web hosting service and domain registrar
- added and removed listerv members and Google site members
- wrote thank-you letters to Job Listing and Events coordinators
- consulted with Fielden about future projects

Secretary

Melissa Browne

- Sent the approved September 2010 minutes to Hesper for posting on the CARL website, <http://www.carl-acrl.org/Archives/DocumentsArchive/Minutes/>.
- Drafted and distributed copies of the December 2010 Executive Board meeting minutes.
- Verified the contact information for new board members and began updating the 2011 Board of Directors roster.
- Notified the ACRL Chapters Council of roster updates. Requested that new board members be added to the ACRL Chapters listserv.
- Set up the 2011 version of the Master Calendar on the Board's Google Site: <http://sites.google.com/site/carlboardonly/>. The Master Calendar can be updated by any board member.

ACRL Chapters Council Delegate

Les Kong

ACRL Chapters Council Meeting, ALA Midwinter, San Diego January 9, 2011

Present: Mark Lenker, Chair (Virginia); Rickey Best, Vice-Chair (Alabama); Danielle Whren Johnson, Secretary (Maryland); Les Kong (California); Kathy Parsons (Iowa); Cynthia Dudenhoffer (Missouri); Jennifer Nutefall (Oregon); Regina Beard (Kansas); Nancy Weiner (New Jersey); Amy Eklund (Georgia); Pat Newland (Delaware Valley); Rhonda Huisman (Indiana); Laurie Swartwout (Wisconsin); Carole Myles (New England)

Meeting called to order at 8:00 am by the Chair, Mark Lenker.

ACRL candidate for President, Steven Bell

Bell addressed the Chapters Council in regards to his candidacy and took questions from the members. He got his start in the Delaware Valley chapter and then got involved with ACRL National. He said that the work of chapters is vitally important to ACRL, and as president he hopes to better leverage the talent, energy, and enthusiasm you find at the chapter level. He often hears there is a disconnect between the chapters and national. In order to get people more engaged at national level he wants to not only promote the value of libraries, but also the value of librarians. As such he would propose an initiative, The Open Innovation Project, a national level effort that would engage members at the local level, as well as non-members. Bell indicated that there is declining membership in most of the sections and said that ACRL needs to turn that around and figure out how to make people see there is a value for them in becoming a member. ACRL needs to get people who have not had an opportunity to participate involved. He mentioned that there is a potential change in ACRL bylaws over dues. ACRL needs to rethink their dues structure so new members are paying less. Parsons asked about the additional recruitment money of \$10 per head of chapter members who join National. She indicated that it seems really hard to actually get that money and suggested that this is money that could just be allocated back to the chapters. Bell responded that perhaps this is not a program that is working to build the membership and it's one of the things we need to rethink. There are many things we need to rethink. ACRL needs to provide virtual memberships and the dues structure for that.

Kong shared that even though we try and hammer home that we are part of ACRL National, people don't actually connect that. Bell responded, again this is how we need to get over the disconnect between local and national. Perhaps there isn't a strong message about how this is important.

Online Communications Committee

A report was then given by the Online Communications Committee- Lenker, Parsons, and Whren Johnson. They have been meeting over DimDim, which is an online conferencing software. They have been exploring ways to expand communications among chapters. Lenker was looking through Chapters Topics for ideas and found there are lots of cool things going on at the chapters and it would be great to be able to share these ideas and get more information about them. He noted that it is not as easy to meet face-to-face anymore, so it would be nice to have an exchange available in an electronic venue. However, the real challenge is generating buy-in among our members to actually participate in some sort of online exchange. Lenker reviewed the Online Committee Report handout given out at the meeting indicating that based on their work the committee was looking into models found in other ACRL sections such as wikis and blogs. Huisman asked how many members send out the *Chapter Topics Newsletter* to their chapter members indicating that it allows more ideas to get used that way. Lenker noted that ALA Connect hasn't really caught on for use in Chapters Council and that the committee wanted to be intentional about what we wanted in an online venue. Best asked, what about a forum for discussion on something that might be of interest to a large group of people. It might require a webcast or something that we can post. Kong asked, what about posting a best practices section, i.e. things that have worked well for chapters regarding conferences or workshops. Beard pointed out that it is also a good idea to know what didn't work and that maintaining things will be an important part of this. We will need to make sure spam is not taking over forums, or making sure content is kept up-to-date and contributed to. Ideas for a blog were shared, and it was asked what would regular contributing mean? Certain chapters take certain months? Commitment to there being a post on specific days of the month? In addition to forums like blogs and wikis it was also suggested to try and have a virtual meeting at some point. The next step will probably be creating some type of survey for the membership. Lenker informed the group that there will be a work group meeting today at 4-5:30 for anyone who is interested in joining the committee to continue to work on these issues.

ACRL funding to local chapters

Best then addressed a resolution to increase ACRL Funding to local chapters. He indicated that ACRL is looking at ways to change their dues structure. He placed a call for volunteers to work with him to draft a resolution to move forward on getting reimbursements to local chapters that is commensurate with national dues increases. Kong and Lenker volunteered to help draft the resolution.

Remarks from Lisa Hinchliffe, ACRL President

The Value Report is an important part of ACRL's current focus. A membership survey said that this is the main thing they need help going forward with at the moment. ACRL is currently drafting a new strategic plan--The Plan for Excellence. The value of academic libraries, research and scholarly communication, and student learning are the three areas focused on in the new plan. The Spring ballot will include items for bylaws for which the Board of Directors is encouraging a yes vote. Currently a dues increase requires a vote of the full membership. In a more viable model as found in other professional associations, the Board of Directors would have the authority to make an annual adjustment in dues no greater than the change in the Higher Education Price Index.

Remarks from Mary Ellen Davis, ACRL Executive Director

She encouraged everyone to attend the ACRL Conference in Philadelphia, March 30-April 2, 2011. She suggested that if you can't attend face-to-face, take advantage of the virtual conference. Registration for the virtual conference opens February 8. The face-to-face conference has a group registration rate for 10 people or more. She also shared that the volunteer form is up for committee appointments and will remain open until February 15. They will potentially be looking for vice-chairs. If you don't know what you want to do, there is an option to say I want to help put me where you need me most. Davis explained the officers speakers program. ACRL National funds six officer visits to chapters per year. You can make a request for a specific officer, but may not get them. The real foundation of the program is for people to know what is going on in National, but also each officer has their own expertise so can speak to those as well.

Nominations for the ACRL Board of Directors

Best explained that Chapters Council gets to nominate two members for the ACRL Board of Directors as Directors-at-Large and placed a call for nominations. Nominations were received for Judith Pinnolis and Laurie Swartwout.

Chapter Topics Newsletter Editor

Lenker indicated that a new editor is needed for the Chapters Topics newsletter. Based on feedback from the current editor he explained that it requires 70-80 minutes per semester putting together the newsletter.

Nominations for Chapters Council positions

Lenker also put out a call for nominations for vice-chair and secretary. Nominations should be sent to Rickey Best. Elections will be at Annual.

ACRL draft Plan for Excellence

Lenker next asked for feedback regarding the ACRL draft Plan for Excellence. Feedback included the following: Commendation was provided for the briefness of the strategic plan. It was asked if anyone knows what methods they are going to use for assessment? Objective 3 of Value of Academic Libraries should also mention at the local and state level rather than just the national level to emphasize that this is not just the ACRL office pushing stuff. Objective 3 of Value of Academic Libraries also has awkward phrasing or a typo. It seems like it needs an "and" between conversations and activities. It was also indicated that ACRL is going to need to include some sort of best practices link somewhere. They need to have a consistent process throughout higher education to document what each institution is doing to promote the goals. It was also pointed out that there are no action steps in the strategic plan. Is there another document somewhere else that tells us how to actually carry out the goals and objectives? Student Learning Objective 4 should not necessarily just focus on graduate students. It was pointed out that many future educators are not necessarily graduate students, therefore the objective should be focused on future educators and not specify graduate students. Lenker encouraged members to also feel free to provide feedback as individuals.

Meeting adjourned at 10:00.

Submitted by Les Kong, ACRL Chapters Council Delegate, California & Academic Research Libraries, based upon notes taken by Chapters Council Secretary, Danielle Whren Johnson.