

CARL Executive Board Minutes
March 15, 2013

Present: Kathlene Hanson, Allison Carr, Annette Marines, Billy Pashaie, Brett Bodemer, Kelly Janousek, Les Kong, Matt Conner (minutes), Pam Howard, Shana Higgins, Nicole Allensworth, April Cunningham

Absent: Gayatri Singh, Stephanie Brasley

I. Collaborate Logistics

II. Call to Order 9:27am

III. Changes/Additions to Agenda

Les added information about free ACRL webinars to the agenda under New Business.

IV. Approval of Minutes – Approved.

V. Announcements - none

VI. Reports

a.2014 Conference Planning Update (Allie) – Allison referred people to conference planning reports that she had attached to email for the Executive Board. She reports that volunteers for the conference have been found, a series of articles about conference planning will appear in the CARL Newsletter, and a logo contest for the conference has been extended.

i.Registration fees (Allie) – The Board discussed the pros and cons of raising the pre-conference and the conference fee. Allison is concerned about going above \$300 and fears a revolt if the price goes over \$400. It was decided to approve a final amount through email and continue to send suggestions to Allison.

ACTION ITEM: Kelly will send Allie data about number of conference and pre-conference registrations for the last two conferences.

Discussion Points:

- There is a concern that the pre-conference prices are too low. Going above \$300 is fine since many people receive support from their campus and do not need to pay themselves.
- Perhaps the pre-conference fee could be raised to cover the price of a meal.
- There is a concern about exceeding the fees for ACRL conference of between \$380 and \$425 since many people attend CARL because it is cheaper than a national conference.

- The number of pre-conference registrations in 2010 exceeded those in 2012. Furthermore many pre-conference goers are locals who do not have CARL memberships, so this represents a chance at additional money.
- Higher conference prices can be justified as education and professional development, not just a chance to give a report.
- Consider an early bird \$100 fee for only the pre-conference.
- An online thread should be started on this topic since give and take through email takes too long.
- It's important to avoid confusion between fees for the conference and the pre-conference.
- Beware of the impact of raising the price of the pre-conference on students. Last year, there were 12-15 students.
- Allie has weekly meetings with Brena Smith and sometimes also Joseph about conference planning.

ii. Conference Proposal Deadline (Kathlene) – Based on an email by Billy, discussion was opened on the pros and cons of extending the conference deadline. A vote was taken that approved a compromise which would extend the deadline two weeks into mid to late April.

ACTION ITEM: When conference compromise finalized, post to CARLALL.

Discussion Points:

- Billy explained that the IGs would like to have the deadline for proposals pushed back because they do not have enough time. LOEX allows five and a half months from their call for proposals to their deadline. Fall is not so busy as to interfere with conference planning. The IGs would prefer to have their old timeline of January to April.
- Allison observed that ACRL puts out its call one year in advance. The fall seemed too busy to her especially with elections taking place. She is concerned about maintaining the quality of the conference. She has heard only one complaint and asked for reports of other objects.
- Pam and Kathlene report three complaints each about the early deadline. Perhaps complaints are not reaching Allie.
- Kathlene proposes reassignments to shift the workload for election to make time for conference preparation.
- Perhaps the issue is flexibility between the abstract and the final product and whether there is room for change.

- Every abstract accepted to the conference is returned for revision. Extending the deadline for two weeks might be a compromise solution for planners and conference attendees.
- Billy notes that this compromise wouldn't help the IGs who are complaining and adds that ACRL is not a comparable organization. It is important for CARL to keep the IGs happy.
- There is a difference of opinion for conference planning.
- Kathlene notes that vote might not resolve a difference of opinion. Historically, IGs have played a large role in CARL that is important to preserve. A compromise might be most appropriate at this stage that would not inhibit the flexibility of the planners. This issue should be put in the conference manual for future consideration.
- Allie notes that communication is open between the Board and conference planners and that earlier feedback about the registration deadline would have helped.
- Billy wants it understood that there is great appreciation for Allie's work and no personal criticism intended.

b. Mentoring Program (Kathlene) – Kathlene reappointed the old committee on mentoring. It is under consideration whether to change the committee from ad hoc to standing. Currently there are 30 mentors, 16 mentees, and 2 grad school students. A form will be created for mentors as well as mentees and documentation and guidelines will be expanded.

Discussion Points:

- Kelly notes that CARL members in library schools could help the committee especially with publicity.
- Kathlene had thought of marketing library schools for mentees, but mentors from there would be interesting.
- Kelly asks to join the committee because the membership database might be useful. Agreed.

c. Website Upkeep Update (Kathlene) – Kathlene is revising old and outdated information on the website and will discuss more systematic upkeep and new business.

ACTION ITEM: Nicole will send an appreciation to Hesper for her work.

Discussion points:

- Some northern IGs were removed because they are no longer current. Billy agrees noting that IG programming is outdated. One contact listed left the organization five years ago.
- All are invited to send specific suggestions about the website as well as questions or comments.

d. Treasurer's Report (Pam) – The Treasurer's report is below. Pam notes that CARL started 2013 with a carryover of \$20,000

Income		Expenses	
ACRL Chapter Reimbursements	\$1,053.00		
Banking/Interest	43.91	Bank fees	42.00
		Conference - hotel	59,029.96
		Misc conference	4,441.77
2012 Conference registration	56,904.44	Total 2012 Conference	63,471.73
Interest Groups programs-reg	4,129.00	Interest Groups programs-expenses	3,021.10
		Executive Board	
		ACRL Chapters Council Meeting	1,265.26
		Misc. (software, supplies, etc)	666.70
		Refreshments	176.00
		Stipends	1,200.00
		Travel Reimbursement	1,476.46
		Retainers	3,031.00
Membership Income	28,019.95	RegOline FEES	4,796.59
		Member Regional Meeting	170.36
		Total Executive Board	12,782.37
Donations (general)	320.00		
		Total Member Awards	2,780.47
Total 2012 Income	90,470.30	Total 2012 Expenses	82,097.67

Carry Over, 2013	\$ 8,372.63	
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Current bank balance as of 3/4/2013 is \$18,556.87. We started the 2013 year with a carryover of \$20,448.33.

Discussion Points:

- It was clarified that the \$20,000 consisted of a \$12,000 balance from last year plus a “carryover” of \$8372 listed at the bottom of the report.

e. Membership Report (Kelly) – Member ship is up but not full. Everyone renewed. Membership is at 87% with 331 members. There have been retirements and new members.

Discussion Points:

- Is membership affected by the conference and renewal dates.
- Many people join just for the conference.
- There is a need to consider how to attract members between conference years.
- Would it be good to renew memberships on credit cards?
- Pam notes that this has been done and was painless and might cut down on Kelly’s work.
- Lifetime memberships are different from automatic renewal.
- Kelly notes that automation has been tried before, and it crashed the system. Individual records had to be checked to restore the database. This was not tried last year because it was a bad year.
- Questions about technology should be referred to New Business.

f. CARL Newsletter Update (Nicole) – The March newsletter has been published although a problem with the FTP transfer of files remains to be worked out. Kathlene is thanked for her letter and Allie for her series on conference planning. The series started with a piece on choosing the location. Subsequent installments will deal with registration fees, choice of program, and virtual technology. A call is sent out for more newsletter ideas. A series on behind-the-scenes CARL Leadership is under development. Kathlene will be interviewed in June.

ACTION ITEM: Nicole will contact Kathlene for the interview.

VII. In Progress/Old Business

a. Standing Rules/Bylaws/Charter (Kathlene) – Kathlene wants to reactivate the Committee on Organization to revise the Standing Rules, Bylaws, and Charter. The committee will consist of the Junior vice-president, the secretary, treasurer, and volunteers. It was asked whether members of the executive board should join. The board is willing to participate but it may be useful to have non-board members with experience in this work.

ACTION ITEM: The committee's composition will be discussed by email.

b. Finance Council review of conference rules (Kathlene) – There was a question about whether the review of finances for conferences is a separate document. The charter says that guidelines must be followed where applicable. Revisions need to go into by-laws because a vote by the executive board is required to set aside by-laws. The revision process “died in the water.” A question remains about whether to formulate a document of revision to be voted on or to revise by-laws and vote on them. Allie noted that this work was supposed to be done last year and was not so it should not be tabled again. Kathlene noted that it would be more effective for the Finance Council to resolve this matter on its own with the participation of the past president and with Annette sitting in. This procedure was approved by a vote of hands.

ACTION ITEM: Kathlene will send out a Doodle poll for the Finance Council to meet.

c. Research Award (Pam) – This year the Research Award Committee did not give out an award which drew a complaint. We need to develop a procedure if not enough applicants are received or if the applications do not qualify. Guidelines need to be amended so that the award may not be given. As a second issue, the Research Award Committee needs to take the names of those in the review process. There was discussion about dispensing a grant instead of a research award to eliminate red tape and processing difficulties. And there were speculations about why there were insufficient applications for the award. The award will not be given until these issues are resolved.

ACTION ITEM: Kathlene will discuss matters with the Research Award Committee and Pam and Les and return with the results to the Board.

Discussion Points:

- Why are there only two applicants for 300 odd members? There should be tons of applications.
- New member Kali Davis at San Francisco State University has experience with grants and says that the award amount is so small that it should be given as a grant to avoid processing cost and expense.
- Consider a requirement to report the results of work done with the award.
- The award used to be called a Research Grant and was dispensed directly to recipients as a check. There may have been a requirement for a newsletter report and a conference paper.
- One reason for the few applicants for the award is that there is no systematic marketing outside of the newsletter and Facebook.
- The award should be expanded to a larger audience.

d. Membership Survey (Kathlene) – Hesper reported that there has been no recent survey of the membership, and it was decided that it is time for one. A work group was formed consisting of Kelly, Billy, Annette, Brett, and perhaps Nicole.

ACTION ITEM: Kelly will convene the committee in a week and a half from the Board meeting date and expects to accomplish things for the next Board meeting.

Discussion Points:

- There has been no membership drive since Kelly has been Membership Director for the last nine years.
- The survey should ask membership about the desirability of different membership options.
- There should be information about how to grow the membership.

e. Online payment options for IG programs (Kathlene) –

An online payment option was proposed by Gayatri that would allow all people to register for the conference with credit cards. Some issues were discussed about expense, options, and the importance of satisfying the IGs.

Discussion Points:

- Billy was at the SCIL meeting where the issue was raised. The IGs want easier ways to register. Checks sent to Pam were delayed for two months causing problems with home institution. There is agreement on the need to keep IGs happy.
- Pam has looked into Event Rite and PayPal for online options. Both charge the same amount so neither offers a savings over the other. Integration of this technology with the membership database is problematic. Delays in processing checks are not caused by Pam who deposits checks the same day. The delays come from the home institutions.
- Kelly cites additional expenses for Regonline. It may be possible to address the concerns about fees and links to the membership databases. But there are other concerns with waitlisting and payment times. PayPal charges an additional 3-4% for its services.
- There was a question about whether a change to online payment would require Board approval. It was decided that Board approval is not required.
- One reason that previous efforts at online payment did not work with SCIL is that their registrar did not communicate. Improved guidelines are needed to avoid miscommunication.

f. Unemployed member category (Kathlene) – After some discussion it was voted not to approve the creation of a new membership category for unemployed members.

ACTION ITEM: Kelly will consult with Allie and Brena about special cases and copy Kathlene into discussions.

Discussion Points:

- The category was based on one person's request. Was this person informed about the \$40 fee? How is "unemployed" defined. We would need records for such a category so that people don't keep renewing.
- There was no specific implementation of the category. Stephanie was going to contact the person who requested it.
- There were "cynical" responses to the unemployed category. Students are limited to 2 years for their membership. There would be many requests for an unemployed category that could start to affect finances.
- Kelly can work one-on-one with individuals but not in volume. 9 people are currently in an under-employed category, and retirees attend the conference. They can stay.
- You have to be extremely poor not to be able to join CARL, and you don't need to be a CARL member to join IGs.
- This will need to be a continuing agenda item for when Kelly is not the Membership Director.
- Thanks to Billy and Kelly for their contributions.

VIII. New Business

a. Committee on Organization (Kathlene) – Already discussed. There are no at-large members now. Liz will be considered for her history but suggestions are welcome.

ACTION ITEM: Kathlene will correspond with the committee about additional non-board members.

b. Membership Committee (Kathlene) – The membership committee is constituted. There was a question about who is going to lead the finance council review.

ACTION ITEM: Kathlene will convene this committee and will call Annette as a next step.

c. 2013 Administrative Calendar (Kathlene) – The url for the CARL Administrative calendar was sent. It exists on Google on the Board section only. The Board is asked to look at the url for items relevant to them and check them for accuracy. Appointments may be added to the calendar.

IX. Discussion

a. One IG Coordinator for North and South (Kathlene) – The North IGs are dormant and Billy volunteered to the overall North/South IG coordinator. Approved by vote. Billy notes that since the North IGs do not know him, this will may cause communication problems. Kathlene stated that Billy’s appointment is a temporary measure.

b. Ways to utilize Google site more effectively (Kathlene) – Tabled.

c. Website accuracy (Kathlene) – An ongoing conversation. Kathlene agrees with Les on the need to reach a younger audience. The question is how to leverage our tools to market ourselves. Currently the website is being made more accurate. There was a suggestion to reach library school professors as well as students. Kelly has information about membership that may be useful.

d. The future of the position of Legislative Liaison (Kathlene) – Tabled. Eric Garcia was appointed to this position by Amy and is still needed. It is necessary to talk to Eric.

ACTION ITEM: Emails are invited about the need for this position.

Discussion Points:

- Five people have occupied this position but have not lasted. Perhaps the position should be discontinued if there is no real interest.
- Kathy has discussed with Billy the importance of advocacy. But there is a need for a motivated person and we should be wary of creating positions without a need. Positions should also not be created around one person’s interest.
- It was suggested to use Google for a threaded discussion.
- Google groups requires a gmail account. Everyone needs to be comfortable with this. The option will be explored.

e. Free ACRL seminars (Les) – Les notes that ACRL offers two free webinars annually and wondered whether we should take advantage of this.

ACTION ITEM: Les will send a link about the ACRL webinars.

X. Next meeting

a. June 14, 2013 virtual

b. Time – not discussed

XI. Adjournment – 12:31pm adjourned.

1st Quarter Reports

ACRL Chapters Council Delegate Report

Hi all,

My report:

*Coordinated and lined up four speakers for a panel presentation on information literacy for the WASC Academic Resource Conference, on April 10, in San Diego. Speakers are: Henri Mondschein (Cal Lutheran), Katy French (Palomar College), and Elisa Slater Acosta and Susan Gardner Archambault (Loyola Marymount).

*Attended ALA Midwinter (Seattle) and ACRL Chapters Council meetings (draft minutes attached). Hosted ACRL Chapters DineAround dinner. Volunteered to work on mentoring program for ACRL Chapter representatives (alluded to in draft minutes).

Les

CSU Director-at-Large Report

Hello, Everyone,

Here is my quarterly report.

The first item is simply to say that I am on the CSU Council of Library Director's Assessment Team (CAT) which is trying to formulate assessment strategies that might be applied at multiple campuses. We have an in person meeting at LAX with some statisticians from Fullerton on March 11. At some point, depending on the eventual outcomes, I trust there might be some link to the larger CARL community with this, but that would definitely be some distance off.

My second item is rather merged with a suggestion for an agenda item, which also melds with one of our in-person discussion topics of last December, namely, trying to increase CARL membership.

In trying to wrap my head around my position as Director-at-large (CSU) it strikes me that I have no way to communicate "at large" to CSU CARL members.

Even more interestingly, it dawned on me that there is no way for CSU librarians to communicate as a whole. My experience of CARL is that it has traditionally steered toward the somewhat natural boundaries of Interest Groups, with dedicated mail-lists, and of course, only including CARL members. This is of course very practical, and makes sense from the angle of maintaining streamlined and manageable activities.

But what IF - and this is a big IF (and maybe what I am thinking about was once proposed or already exists or is impracticable for any number of very valid reasons ...)

But what if CARL tried to manage lists for the major contingents of librarians (i.e., CSU, UC, Private Institutions) that would be open on a voluntary basis to librarians, whether CARL members or not?

Might providing such discussion lists be a way a) for CARL members of one "type" or "system" to communicate with each other, but, possibly more importantly b) a way for CARL to be a presence to non-members; and hopefully, to show value to non-members who might then see fit at some point to join?

If possible, I'd like to see this as a brief agenda item, and hear what others might have to say about whether this would be feasible or even desirable, or what sort of useful communication might be enabled thereby.

Best to all,

Brett

Secretary's Report

My quarterly report is that I submitted the minutes of the December meeting with attached email business for the last quarter under the new timeline.

Matt

Southern Interest Group Coordinator

Dear everyone,

This quarter I did the following:

1. Reminded the IG leaders that they need to change programming overhead from 10% to 15%.
2. Came up with an ADA statement for IGs to add to their program registrations.
3. Saw that one of the IGs did not add any ADA statement to their registration form, so I worked with them to get that added.
4. Suggested some kind of CARL internship program, or at least having a CARL presence at internship fairs.
5. Stirred up some conversation on the SCIL listserv.

As far as agenda items:

1. CARL internship or at least a stronger presence at universities with MLIS programs.
2. Do we still want to talk about a CARL journal, or are we done with that?
3. Do we want to talk about the unemployed librarian yearly rate, or are we done with that?
4. Can we talk about the CARL website and why we have some very outdated materials on it? I've heard from people that it's a very confusing website. Are we using the website to its full potential?

Finally, Brett, I think it's an interesting idea to have listservs according to the type of institution that librarians work at. Regarding your question about reaching non-members, at some point in the past I suggested to the Board that when people stop being CARL members, that we don't drop them from the CARLALL listserv because even if they aren't members, they might still be interested in programs and conferences. That idea, however, was rejected because others thought CALIBACA was good enough for that purpose (though I don't know that all IGs post their programs on CALIBACA).

Anyway, that's all I have.

Billy

Treasurer's Report

Treasurer's report see the below for the numbers.

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Carry Over, 2013			\$ 8,372.63	

Current bank balance as of 3/4/2013 is \$18,556.87. We started the 2013 year with a carryover of \$20,448.33.

The final accounting is done and we get to carry over almost \$8400.00 from 2012 to 2013. Income for 2012 was \$90,470, while expenses for 2012 were \$82,097. Executive board expenses approximate \$12,800. CARL executive board expenses in this range is average.

In addition to the final accounting for tax 2012 purposes, I deposited and wrote checks.

Pam Howard
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Southern Vice-President

Hi everyone,

This quarter, I did a look of conference planning (I'll have an update for you during the meeting). I'm also working on putting together a virtual membership meeting for the south (I'll have more details later).

Thanks,
Allie

Archivist's Report

Nothing to report.

Rand Boyd, MLIS, CA

Special Collections & Archives Librarian

Frank Mt. Pleasant Library of Special Collections & Archives

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Newsletter Editor's Report

Here is a summary of my activities this quarter:

- Solicited content for March newsletter via the CARL-ALL list as well as through direct requests to officers and selected members
- Worked on future newsletter series (interviews with CARL leadership) and secured first interview, to be run in June issue
- Editing, copy-editing and image editing for March newsletter
- The March newsletter is in process and will be published by 3/15

See you all (virtually) at our meeting next week!

Best,
Nicole

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Nicole Allensworth, MLIS

Assistant Librarian

Law | Journalism | Communication Studies | Broadcast & Electronic Communication Arts

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Private Institutions Director-at-Large

Other than engaging in CARLEX business discussion and decision-making over email, I don't recall conducting other CARLEX business this quarter. (What a slacker!)

"See" you next week. I'm looking forward to discussion of agenda items brought forward by Brett, Billie, and others.

Thanks,

Shana

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President's Report

First quarter:

- reviewing administrative calendar
- co-facilitated North regional meeting (including focus group)
- responded to a number of queries from membership related to IGs, website information, CARLALL postings
- reviewing website and asking Hesper to update
- considering reviving Committee on Organization
- looking at revisions to Standing Rules and Bylaws
- appointed Ad Hoc Mentoring Committee members
- holding Mentoring Committee meeting on 3/11
- surveyed Board about Google and Google+
- planning for March Board meeting (including agenda)
- reviewed minutes from last meeting
- promoted CARL, particularly ITIG
- reviewed material related to Research Award (we need to address this at Board meeting)

Kathlene

Web-Coordinator's Report

CARL Web Coordinator Quarterly Report, March 2013

This quarter I:

- created web space/account for the 2014 Conference web site
- updated home page and events calendar for conference announcements
- updated various web pages as directed (work in progress)
- updated Minutes files
- made small changes for two IG web sites while they find new webmasters

Northern Vice-President's Report

CARL Northern VP

Quarterly Report

March 2013

- Welcomed new members with email letter
- Proposed to Kathlene a new idea to handle welcoming new members
- Volunteered to assist Adolfo Prieto with CARL conference sponsorship
- Assisted with North regional meeting:
- Set up registration via CARL exec surveymonkey account
- Drafted/sent email announcement
- Invited speakers and co-liaising with them on tech requirements
- Started a Google Drive document to track meeting plans
- Brainstormed on agenda items
- Co-facilitated the focus group at the meeting

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Annette Marines,
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Director-at-Large for Community Colleges
CARL Director at Large for Community Colleges

I don't have any activity to report this quarter.

Take care,
April

Membership Director's Report

CARL 2014 1st Quarter Membership Report – March 14, 2013

Post membership drive, I am starting to remove (or turn off) CARLALL which should bring out more members – even though they have had renewal notices – they tend to drag their feet until they realize they are not getting CARL information.

Membership stands at 331 or 81% of goal of 400 (73 new or renewals this quarter)

Of this 299 are regular members and 11 retired and 21 student members.

There were 22 new to CARL this quarter (interestingly same number as last quarter, almost exclusively in the South).



There were 22 CARLALL messages posted this quarter.

Membership Breakdown:

By Region

Northern CA	99	30%	(+24)
Southern CA	232	71%	(+49)

By Institution

Community College	56	17%	(+12)
California State University	81	24%	(+18)
Private College/University	100	30%	(+22)
University of California	48	15%	(+9)
Consultant/Self Employed	1	0%	
K-12 School	1	0%	
Public Library	1	0%	
Research Institution	3	1%	(+1)
Other	8	2%	(+3)

Mentor Now have 37 who are willing to part of the mentor program.

Interest Groups Members:

ABLE	50	(+15)
CALM	86	(+13)
CARLDIG	199	(+42)
CARLIT	124	(+26)
CDIG	82	(+21)
DIAL	70	(+19)
SCIL	164	(+35)
SEAL	59	(+10)
TSIG	45	(+5)

Submitted by: Kelly Janousek CARL Membership Director

Email Discussion and Business 12/14/12 – 3/15/13

Transfer of IG document to new IG Coordinator (12/18/12)

Dominique as her last act as IG coordinator combined the IG Planning Manual and the Program Planning Manual. She transferred the document to Billy for final revisions.

CARL Online journal (12/20 – 12/21/12)

Brett shares notes about this issue from a conversation with Marisa Ramirez at Cal Poly who is one of the editors-in-chief of the online journal Journal of Librarianship and Scholarly Communication. Kathlene may chat with colleague at CSUMB with knowledge about the same issue. Ned warns of the danger of the “ferocious amount of work” based on the experience of colleagues in history who publish a journal. Lise agrees with Ned’s assessment of the huge workload and doesn’t believe that it is the best use of time.

Rockman Scholarship Award Winner (1/17/13 – 2/25/13)

Kathlene announces Brittany Austin as winner of the Rockman Scholarship Award and calls for a vote of approval by the Board by 1/23. Kathlene also invites requests to attend the Award dinner at ACRL. Six votes to approve with some reservations about a “generic” quality to the winner’s application and her status as a library assistant rather than a librarian. Kathlene notifies Adolfo Prieto that the winner of the Rockman Award is approved. Adolfo thanks the Board for their approval and promises to forward contact information for a person who can process requests to attend the award dinner at ACRL. Information is shared by Kathlene. She clarifies that CARL pays for dinner for the award recipient only.

CARL Board Meeting Schedule (1/18/13 - 1/24/13)

Kathlene sends out the yearly schedule of Board meetings to include three virtual and one in-person. In the absence of objections, the schedule is made official.

Google Questionnaire (1/18/13)

Kathlene sends out questionnaire of people’s access to Google Docs for possible future use of this technology by the Board.

Minutes Posted (1/27/13 - 1/30/13)

Matt posts the minutes of the 12/14/12 meeting. Billy asks for more information about the decision to create an unemployed category. Matt responds with a summary of the discussion and the issues raised. Billy acknowledges the summary and suggests the need to discuss a policy for this case.

Website updates for leadership (1/28/13)

Hesper reports that the leadership roster on the CARL website has been updated to reflect the most recent election.

ABLE Listserve (1/30/13)

Kelly reports that the approvers for the listserv for the ABLE group are no longer active and that she does not have the password for the listserv. She calls for ideas. Kathlene suggests Les and Penny Scott from UCSF. Hesper sends the password to Kelly.

Georgia Copyright Case (2/4/13)

Pam reports that briefs have been filed in an appeal for a copyright case involving Georgia. She asks Les what ACRL is doing about this.

ADA Accommodation Statement (2/6/13 - 2/11/13)

Billy notes that Gayatri has asked whether CARL has an ADA accommodation statement on registration forms. We don't, so Billy offers a draft statement for feedback. He notes that the name of the IG organizer or registrar should be filled in where appropriate. Approval is universal with grammatical tweaks and other minor suggestions. Billy sends a revised version to IGs.

Career Fair (2/7/13)

Billy advises a presence at career/internship affairs such as those at UCLA and San Jose to target library school students. He wonders how to present a table since CARL has no internship program. Pam suggests creating an internship. Billy and Kathlene agree. Kathlene suggests looking for models in ACRL through the Chapters Council.

WASC SIG Gathering Information Literacy (2/28/13)

Les posts line-up of speakers at WASC ARC conference in San Diego April 10.

Communication with UC and CSU library staff (3/3/13 - 3/4/13)

Brett points out that as Director-at-Large he has no way to communicate with CSU CARL members. He notes that current lists are organized around IGs and suggests larger lists for whole systems such as UC and CSU to encourage wider communication. Kathlene responds that the IG discussion lists are used very little and wonders if there would be more activity for larger lists. She also wonders whether setting up lists that do not correspond directly the CARL structure is outside our mission and whether other existing lists do not fit that purpose. This item will be placed on the meeting agenda for 3/15. She invites more discussion by email and asks whether

anyone would want to use Google sites for this purpose. Gayatri agrees with Brett about the barriers to communication. She suggests sending items to LAUC for dispensing to UC or contacting interested individual and organizations directly. She also suggests compiling all of the mailing lists relevant to CARL for reference. Billy suggests communicating through CARL campus liaisons and attaches a list to email. Brett thanks everyone for the information and suggestions. Kathlene approves of Billy's suggestion about campus liaisons. Billy notes that the Southern list of liaisons is current while the Northern one may not be. He suggests maintenance/update of the lists as an agenda item. Shana notes that she maintains the southern liaison list, but communicating through the liaisons is an "uneven" list and believes this issue should be explored more. Kathlene adds the communication issue to the agenda.

Question about webinar (3/4/13 – 3/5/13)

Kathlene describes a project coming out of the North regional meeting where an individual wanted to sponsor a webinar on ILS for professional development. Kathlene would like to encourage this sort of initiative but wonders if CARL has to be involved by setting up a committee or through some other means first. Asks for opinions. Pam, Billie, Shana and Matt approve of the project. Billie suggests advertising to promote the webinar. Kathlene wonders whether it is better to consolidate advertising on one tool rather than dividing among several like Facebook and Google Docs. Les applauds initiative but wonders why the person is not working with a Northern IG on this project. Kathlene responds that there are no IGs active up North. Les suggests that Northern IGs are a larger organizational issue to consider. Kathlene has given approval to the webinar organizer and offered to help find someone in CARL knowledgeable about the tools she needs.

Call for Proposals – CARL 2014 (3/4/13 - 3/12/13)

Billy forwards a question from the IGs about why the call for proposals for the 2014 conference is so much earlier than for the last one. The DIG December meeting usually contributes to proposals and the new deadline may not leave enough time for this process. Billy asks for reasons for the new deadline. Kathlene mentions hearing similar concerns. Since Allie is in Japan at the moment, Kathlene advises waiting until the meeting on 3/15 to talk to her directly. Since the 15th is close, Billy doesn't mind waiting until then. Kathlene posts an excerpt from the minutes of the 12/14/12 meeting announcing the new timeline for proposals. Kathlene still advises waiting to discuss this with Allie at the 3/15/13 meeting.

Allie, having read the email conversation, provides some background for the new deadline. The conference is imitating similar timelines for ACRL and LOEX of the West. The "front loading" that results from an earlier deadline allows extra time for presenters to register, allows people to see the conference program more in advance, allows time to extend deadlines as has been necessary in the past and takes some burden of the fall with its extra busyness. Feedback on the new deadline will be used for designing the 2016 conference.

Billy thanks Allie for her explanations but would like more discussion at the Board meeting before making the deadline final. Allie is open to discussion and sends relevant reports and documents in advance to prepare.

CALM By-Laws (3/7/13)

Billy raises issue mentioned by Dominique about whether the Board needs to approve changes to IG by-laws. Asks for responses by 6pm or will tell CALM to put their changes to a vote. Kathlene doesn't believe there is a need to approve.

Meeting Agenda (3/8/13 - 3/13/13)

Kathlene announces meeting agenda will be sent shortly. She reminds everyone about the System requirements for Collaborate and asks for a co-moderator for the meeting. The agenda is sent.

Membership Report (3/14/13)

Kelly sends the membership report.