

CARL Executive Board
September 5, 9-10:30am
Conference Call

Attendees: Allie Carr, Shana Higgins, Annette Marines, Pam Howard, Melissa Browne, Brett Bodemer, Erika Montenegro, Annie Knight, Gayatri Singh, Kathlene Hanson, Billy Pashaie, Nicole Allensworth, Hesper Wilson, April Cunningham.

1. Call to order: 9:06am
2. Changes to the agenda

Discussion 3 (Standing Rules revision) is postponed. We will schedule a separate meeting.

Next meeting—when and where

3. Approval of minutes
Minutes were approved.
4. Officer reports/Quarterly self-reports (attached)
5. Announcements/Updates:
 1. Next meeting
Pam will host us on December 12th at San Francisco State University. It will probably be from 10am – 3pm. Ask your organization if you can get reimbursed. If not, then CARL will reimburse you. Allie might be able to set up a teleconferencing option.
 2. Billy is going to step down from Interest Group Coordinator at the end of the year. Those are big shoes to fill, but he claims he will be able to find someone to fill them!
 3. Allie needs a volunteer to “blind” the Research Grant applications before the Committee reviews them.
Action Item: Hesper will do it.
 4. Member of the Quarter (Annie)
Emily Woolery from Mt. Sac was selected as our first Member of the Quarter. The Committee (Annie, Hesper, Nicole) is in the process of getting more information so they can get do a write up for the website and newsletter.
Action Item: Annie will send Allie information so Allie can notify Emily.
 5. Membership Renewal (Melissa)
We started the Membership Renewal cycle. There have been a few glitches, but Melissa is on top of it!
 6. Newsletter (Nicole)
Nicole will put out a call for content for the next newsletter. Big thanks to Annie, Billy and Erika for amazing content and editorial work.

7. Mentoring Update (Kathleen)

The Committee is working on revamping the application. They are also creating documentation for mentors and mentees to help clarify the duties/roles. Currently we have 14 mentees. We're not sure if 3 are active because it's been more than 1 year. WE have 33 mentors. The Committee hasn't advertised the mid-career piece. We have a few mid-career mentees, and Kathleen was able to place them with mentors. Requests picked up a little when it was mentioned in the newsletter. Maybe it can be a regular posting? Or the Committee can write up editorial pieces on Mentoring?

6. Discussion items

1. Membership Form (Experts Directory) (Melissa) [see attachment]

Per earlier discussion, Melissa drafted options for Areas of Expertise and Areas of Interest to add to the Membership form. The Executive Board approved the changes. It will be incorporated by next week, so anyone renewing or signing up after that will see the new sections. Anyone who has already renewed won't fill out those sections until they renew next year.

We have slightly different form for student members and retired members. These sections will be added to the forms for students and retired members. We need separate forms because the membership rates are different.

Action Item: Melissa will add new sections to all membership forms.

2. Journal Exploration (Billy, et al) [see attachments]

The Executive Board reviewed the report, but there were some more questions related to:

Monetary Cost: Do we need money to help pay for server space? Tech folks to help get it online?

People Cost/Time Commitment: Is a volunteer model sustainable? An alternative model is to have rotating editors for specific issues.

Hosting: If we use an open source tool like SCALAR (USC created an open source tool for born digital objects to help with scholarly publishing-- <http://scalar.usc.edu/>), is it ok that it lives on their server? CARL has DreamHost server space, but the Committee would need to investigate if it can host the journal. Or if there is an institution that would host for CARL?

Editorial board/process: Why do librarians publish in journals? If they're doing it for tenure and promotion, it would help to have a "peer-review" process in place. We can have multiple types of content (creative and scholarly).

Time frame: From conversations with other folks involved with starting a journal, we should have multiple issues ready to publish, otherwise it takes too long to put one issue together and people are left waiting. Do we need to publish issues? Maybe follow

example of In the Library with a Lead Pipe, and publish content as soon as it's ready to go.

Billy brought up the topic with the Scholarly Communication Interest Group for ideas.

Pam suggested looking at this—Roy Rosenzweig Center for History and New Media <http://chnm.gmu.edu/>

Overall the scope is good. The format is what will make it unique. We need more information on monetary costs. The Committee needs to choose a platform, and answer questions specific to server space, where it would be hosted, does it need an editorial board (what it would look like). It might help to talk to people who put out journals recently, like Communication and Information Literacy, to get a better sense of start up issues.

Action Item: The Committee will choose a platform/format and answer some of the above questions about start up issues. We can vote on next steps at the December meeting.

3. Standing Rules revisions (Annette, Shana & Pam) (**postponed; will have separate meeting**)
 - Summary of the work <http://tinyurl.com/pykp6m7>
 - Changes (side by side comparison) <http://tinyurl.com/ngkjtq5>
 - Previously approved changes <http://tinyurl.com/p36cfpk>

7. Meeting adjourned 10:04am

Appendix

Quarterly Self-Reports, Jun-Aug 2014 (p 5)

CARL Journal Committee Report, August 2014 (p 10)

Membership Report, June 7th – August 7th 2014 (p 12)

Quarterly Self-Reports: Jun-Aug 2014

Annie Knight, Private Colleges & Universities Director-at-Large

Past quarter activities:

- Worked with the Member of the Quarter Committee to develop content for the award's submission form and web page on the CARL site
- Worked with the Professional Development Committee by submitting a call for programming ideas to the private college and university membership and proposing my own programming ideas
- Assisted Nicole with editing the People and Places News submissions for the July issue of the CARL newsletter

Plans for next quarter:

- Will continue working with the Member of the Quarter and Professional Development Committees
- Assist Nicole with newsletter editing duties as needed

Brett Bodemer, CSU Director-at-Large

Past quarter activities:

- Worked on the Journal Exploration Committee, investigating the publishing landscape for the proposed CARL journal, finding, among other items, another ACRL chapter that has an online journal
- Worked on the newly formed Professional Development Committee
- Sent an email to the CSU membership list soliciting suggestions for programming possibilities

Plans for next quarter:

- Continue to work with the Professional Development Committee

Shana Higgins, Southern Vice President

Past quarter activities:

- Worked with the Committee on Organization on revising several sections of the Standing Rules

Plans for next quarter:

- Will continue to work with the CoO on finalizing revisions to Standing Rules, revising the Bylaws as needed,
- Other duties for which the junior VP is responsible
- Compose conference planning committee for CARL 2016
- Begin planning CARL 2016: budget, timeline, theme, etc. (report @ December meeting)

Erika Montenegro, Director-at-Large, Community College Libraries

Past quarter activities:

- Developed a plan with Kathleen, Penny, Kelly, Deborah, and Susan to update the Mentor program. I'm specifically responsible for updating the mentee form. We'll be meeting again in mid September
- Provided an essay for the CARL newsletter.
- Updated Alison on Mentor program activity for the CARL newsletter
- Worked with the PD committee and solicited feedback from the CC constituency

Plans for next quarter:

- I'll be continuing with the Mentor "committee" (I'm not sure if we're an official committee but that's what I'm calling it.)
- Continuing with the PD committee
- I'd also like to help Nicole with future newsletters in whatever capacity she needs

Hesper Wilson, Web Coordinator

Past quarter activities:

- Posted SCORE bylaws
- Created SCORE draft web page and Listserv
- Served on Member of the Quarter Committee
- Made Member of the Quarter web page
- Consulted a bit on Professional Development Committee
- Consulted on Journal Committee
- Created new mentor email address
- Edited Research Grant web pages and created email account
<http://www.carl-acrl.org/research-grant/research-grant-application.html>

Plans for next quarter:

- Update other pages and docs as needed, including making Board Google Docs public as appropriate
- Serve on the Member of the Quarter Committee
- Consult on the Journal Committee
- Consult on the Professional Development Committee

Nicole Allensworth, Newsletter Editor

Past quarter activities:

- Solicited content for July newsletter via the CARL-ALL list as well as through direct conversations with officers and selected members
- Editing, copy-editing, image editing and HTML for July edition of newsletter
- Worked with Annie Knight and Hesper Wilson on Member of the Quarter activities

Plans for next quarter:

- Solicit content for October newsletter and begin work on it (editing, copy-editing, image editing, HTML)
- Work with Member of the Quarter and Journal Exploration Committees

Les Kong, ACRL Chapters Delegate

Past quarter activities:

- Finalized contract review and details, and submitted contract to CARL President for signature, concerning the CARL using the Sofitel San Francisco Bay Hotel as its venue for its 2018 conference
- Attended ALA Annual in Las Vegas, presiding over two meetings of ACRL Chapters Council, and completing my one-year term as Chair of ACRL Chapters Council
- Attended ACRL Leadership Council meeting in Las Vegas
- Advised CARL mentee on career strategies and job searches
- Served on committee to revise CARL Research Grant

Plans for next quarter:

- Serve as Past Chair (one-year term), ACRL Chapters Council
- I am working on a committee to develop special themes for the Chapter Topics Newsletter
- Will also be participating in planning the agendas for meetings at ALA MidWinter in Chicago
- Serve as a mentor to another ACRL Chapter leader

Pam Howard, Treasurer

Past quarter activities:

- Compiled the January-July 2014 books
- Completed the 2013 federal & state taxes completed the registry of charity with the state
- Worked on the organization committee
- Submitted and received the ACRL reimbursement
- Deposited checks, wrote checks
- Submitted the direct billing information for the 2018 conference

Plans for next quarter:

Melissa Browne, Membership Director

Past quarter activities:

- Compiled Jun-Aug membership report

- At our June meeting, we talked about modifying the online form that members fill out when they join/renew to include new fields for 'area of expertise' and 'area of interest.' I've updated the draft based on your input (see pages 2-3 of the Jun-Aug membership report)

Plans for next quarter:

- Send renewal notices for 2014-2015 (September 1st 2014-August 31st 2015) to all CARL members.
- Share updated IG membership information with Billy and the IG Chairs, so they can update their listservs and reach out to new members.
- Share updated membership information with Ben Amata, manager of CALIBACA, to ensure that all CARL members are also subscribed to CALIBACA.
- Investigate adding a 'donation' option to the CARL membership form.

Billy Pashaie, IG Coordinator

Past quarter activities:

- Scholarly Communication IG (SCORE) is fully functional. I made a logo for them which they'll vote to accept or reject in their next meeting
- DIAL is well on its way to reactivation. We have a pro tem chair, and at least 11 people who have responded to her CARLALL posting. We will post another message in the fall when everyone's back from summer break, but in the meantime she and I are working on revising the bylaws
- Professional Development committee has received 10 or so ideas for programming
- The CARL Journal committee had really great discussions regarding the action item from the Board's June meeting. I will send you report on the committee's work
- I can't remember what this one was 😊
- Wrote a poem for the newsletter (only 22 clicks, five or six of which were myself--so sad!)

Plans for next quarter:

- Make sure DIAL is active by the end of 2014
- Work on professional development programming
- Work on the CARL Journal project

Debi Hoffmann, Secretary

Past quarter activities:

- Took minutes/compiled quarterly reports for the June 13 , 2014 E-Board phone meeting
- Compiled quarterly reports in advance of Sept 5, 2014 phone meeting

Plans for next quarter:

- Read and respond to CARL emails, as appropriate

- Assist with E-Board tasks, as appropriate

Kathlene Hanson, Past President

Past quarter activities:

- Met with Mentoring Committee (June 10, 2014). The committee is currently working on updating the Mentoring Program web page, creating more specific questions for the mentee interest form, creating a new interest form for mentors, creating a mentee/mentor agreement document.
- Will be meeting in August or September to check status of these items and to talk about marketing strategies for the program. We currently have 9 mentees, with a 10th pending match to a mentor.
- Worked with Research Grant Committee to finalize new web page and documents for the Research Grant. Hesper is working on posting these now. Look for a posting to CARLALL from the Research Grant Committee soliciting applications for the grant, once the documents are available on the website. FYI, deadline for submission is the last business day of September. Recipients, if any, will be notified by mid December

Plans for next quarter:

- Send renewal notices for 2014-2015 (September 1st 2014-August 31st 2015) to all CARL members.
- Share updated IG membership information with Billy and the IG Chairs, so they can update their listservs and reach out to new members.
- Share updated membership information with Ben Amata, manager of CALIBACA, to ensure that all CARL members are also subscribed to CALIBACA.
- Investigate adding a 'donation' option to the CARL membership form.

Gayatri Singh, UC Director-at-Large

Past quarter activities:

- Joined the newly formed Professional Development Committee
- Sent LAUC (to share by campus) an email soliciting suggestions for programming possibilities

Plans for next quarter:

- Will continue working with the Professional Development Committee

CARL Journal Committee Report August 2014

This excerpt is from the [June 2014 Exec Board meeting's minutes](#): "Questions/Concerns: who is the audience? what is the scope? what will make this journal different from other journals? The group needs more information on: costs, what type of journal members would be interested, how to sustain an innovative quality product, what other journals are already out there, what is CARL's commitment to this?" The answers to these statements are listed below. The committee engaged in discussions that went beyond the extent of the Board's questions, and you can see the [Google Doc](#) we used for details of the conversation.

"What is the scope?"

The *CARL Journal* will be the official publication of CARL. It will be a refereed academic journal focusing on theory, research, pedagogy, educational policy, and other matters related to libraries, librarians, and library users. Articles may focus on any type of library, from any geographical area, and on projects that are not necessarily library-centered but that in some way appertain to library and information science. Creative projects are strongly encouraged.

"What other journals are already out there?"

There is at least one precedent for an ACRL chapter journal, [Codex: The Journal of the Louisiana Chapter of the ACRL](#). CARL, as a separate legal entity from ACRL, does not need any ACRL permissions or guidelines to start a publication.

"What will make this journal different from other journals?"

Without any disrespect to *Codex*, a look at their content reveals articles presented using doc or pdf formats (a 2014 article on social media and new platforms is, ironically, a static pdf file!). This committee, however, does not have a definitive unanimous answer for the Exec Board. The discussions can be summarized into two points of view, both of which are valid:

1. *CARL Journal* should stay with the traditional format, publishing articles as pdf files (at least until the journal has been established). The reasons for this preference are that other formats might not be seen as serious or rigorous enough by tenure review committees, and that it might be difficult to attract authors who can't imagine their work in other than traditional formats.
2. *CARL Journal* should use a multi-modal, multi-media platform for publication. Disciplines in the sciences have already started using this format for scholarly publications (for example, see the [Feb. 2014 issue of Structural Chemistry](#)), but the humanities and social sciences are lagging. While it's unfortunate that some tenure review committees try to regulate discourse using quantitative factors like the relative prestige of journals, CARL should challenge such practice because constraining individuals to measure themselves against quantitative standards only forces individuals to objectify themselves.

"Information on: costs, what type of journal members would be interested, how to sustain an innovative quality product."

It's difficult to estimate the cost until the journal goes through at least one cycle of publication, but the consensus is that cost will be not be significant. The committee looked at publishing, workflows, and

archiving options, most of which can either be freely downloaded (but would require time and technical expertise) or hosted and supported by their respective companies quite cheaply for our needs. Sustaining a quality product requires a time commitment. This would almost certainly require a bigger Exec Board with members whose only duty would be journal-related tasks.

In respect to the type of journal members would be interested in, we are not sure about the Board's definition of "types," but believe the issue might have been answered in the scope of the journal.

Membership Report – June 7th – August 7th 2014

Membership Breakdown:

Total Members		414	
CARL Members		370	(89%)
Student Members	31	(7%)	
Retired members		13	(3%)

By Region			
Northern CA		147	(36%)
Southern CA		266	(64%)
Outside CA	1		

By Institution			
Community College		76	(18%)
California State University		115	(28%)
Private College/University	126	(30%)	
University of California		54	(13%)
Other		17	(4%)
Research Institution		6	(1%)
Consortium	2		
Vendor		2	
Public Library		2	

Interest Groups			
ABLE		47	
CARLDIG		242	
CARLIT		151	
CALM		97	
CDIG		110	
DIAL		92	
SCIL		195	
SEAL		77	
TSIG		52	

Mentoring Program			
Mentors		40	
Mentees		29	

Activities

Interest Groups:

- Updated the IG lists that the Membership Director manages (CDIG, ABLE, TSIG, DIAL). Worked with Billy to share the most current membership details with IGs who manage their own lists (CALM, SCIL, CARLDIG, CARLIT, SEAL).

Question: The new coordinator for DIAL (Jennie Quinonez-Skinner) will begin managing the DIAL list. Are the coordinators for CDIG, ABLE and TSIG also interested in managing their own listservs?

Directors-at-Large:

- Generated membership lists by institution type. Billy shared these with Erika, Brett, Gayatri and Annie to help them reach out and get input on professional development needs.

Registration Form

- Added SCORE (Scholarly Communication and Open Resources for Education) to the IG options on the membership registration form.
- Created a Google document for Board Members to add their suggestions for possible new categories, 'area of expertise' and 'area of interest' on the CARL membership form (<https://docs.google.com/a/ucdavis.edu/document/d/18vMhcHjXabUCmGXq3Fpfs4ChIWqpkvqKpMVuS6pnAFg/edit?pli=1>). See the updated mock-up, which incorporates your suggestions on p.3.

Questions:

- Should this content be added to the registration form before September 1st (our new annual renewal date)?
- If yes:
 - Do you have additional content or wording suggestions?
 - Should these options appear on the registration forms for CARL Members and Retirees only (not the Student form)?
 - What will be done with all the data that is collected?

CARLALL

- Subscribed new members. Posted 5 messages to the CARLALL list.

Plans for Next Quarter:

- Send renewal notices for 2014-2015 (September 1st 2014-August 31st 2015) to all CARL members.
- Share updated IG membership information with Billy and the IG Chairs, so they can update their listservs and reach out to new members.
- Share updated membership information with Ben Amata, manager of CALIBACA, to ensure that all CARL members are also subscribed to CALIBACA.
- Investigate adding a 'donation' option to the CARL membership form.

Submitted by: Melissa Browne, CARL Membership Director (8.7.14)

Registration Template Draft #2:

Possible New fields for Expertise and Area of Interest

* Email:

* First Name:

Middle Name:

* Last Name:

Job Title:

* Company/Organization:

* Address Line 1:

Address Line 2:

* City:

* U

Passwo

Other In

* Which

* What type of Library or Institution

What is your primary area of expertise? [Details](#)

What is your primary area of interest? [Details](#)

I agree to be contacted regarding my area of interest/expertise. This information is accessible to current CARL members only. I prefer to be contacted by:

I would like to be contacted by email

I would like to be contacted by phone

Expertise/Interest drop-down options:

- reference
- IT/systems
- collection development
- archives/special collections
- cataloging
- acquisitions
- copyright/licensing/DRM
- open access
- electronic resources
- data management
- administration/management
- outreach
- educational technology
- information literacy
- pedagogy
- scholarly communication
- access services
- resource sharing

Contact drop-down options:

- email
- phone

Details: 'Expertise refers to your primary specialty.'

Details: 'Interest refers to an area in which you would like to expand your knowledge/skills.'