

Monday, May 18, 10AM-12PM (reserve to 12:30, if needed)
CALL IN meeting
-FINAL-

Attendees: Annette Marines, Lee Adams, Allie Carr, Brena Smith, Jacqui Grallo, David Drexler, Jordan Knight, Les Kong, Melissa Browne, Shana Higgins, April Cunningham, Cynthia McCarthy, Pearl Ly, Erika Montenegro, Debi Hoffmann (notes). Absent by notification: Annie Knight

Meeting started at 10:05am-- meeting was recorded

Relevant Documents, Review Before and Access During

- Members added quarterly reports: Appended at end of meeting notes
- [February 23, 2015 - Winter](#) Minutes
- [Letter Campus Liaisons](#)
- [CARL Budget Spreadsheet](#)
- Membership Software Review Charge (forthcoming)

Voting members (if vote called): President, VPs, Past President, Secretary, Treasurer, Membership Coordinator, Directors at Large, ACRL Chapter Council Delegate

Agenda

Hour 1

1. Call to Order- **Annette**
2. Approval of the [February 23, 2015](#) Minutes, pending updates. **Debi** emailed updated Feb 23rd minutes to CARL Board after Monday's E-Board meeting
3. Updates- Annette
 - a. Thank you **Allie** for updating IG Guidelines and sharing them with IGs
 - b. WASC ARC presentation completed
 - c. See [Member Reports - Spring](#)
4. Standing Items/Reports from:
 - i. **President- Annette**
 - ii. [Transition of Board](#)- complete. Transitioning Treasurer position almost fully transition from Pam to Jordan. Web Coordinator and Newsletter positions have successfully transitioned.
 - iii. [Campus Liaisons](#)- Form Letter Written (see link to letter above),
 - iii. [Membership Software Committee](#) - RegOnline contract has been renewed for one year; Membership Software Committee will investigate registration software alternatives
 - iv. [Other](#)
 1. Prof Dev Committee- see in *Discussion* (below)
 2. Member of the Quarter update- will continue for now, will need more information to see if the effort is sustainable
 3. Mentorship Committee update- **Kathlene** will downsize committee; would like committee to be made up of less CSU librarians/more UC librarians
 - v. *Still Pending: Roles Document/Administrative Calendar (CoO role); Letter to appointed members/letters to WASC ARC presenters, Election report*

b. VP South - 2016 Conference Report- Shana

Conference website is up. Keynote speaker: **Dr. Safiya Noble**; two invited speakers: **Cynthia Orozco** and **Will Breitbart**. Proposal submission deadline has been extended to May 29th, so far no submission for Pre-Conference. Pre-Conference day is always challenging to fill. Possible Suggestion: Lunch & Learn with vendors on that day.

Next steps: work on registration with **Melissa**; get contracts out to all three speakers. Conference budget is forthcoming.

c. Finance Council/Treasurer Report- Jordan

i. The contract with RegOnline has been renewed for one year; the contact with DreamHosts has been renewed for two years. A Wordpress domain has been purchased for the 2016 CARL Conference website. Treasurer activities: processed payments for two SCIL events; working with accountant regarding taxes; waiting to hear from accountant as to why Board members' SSNs are being requested. The transition from Pam to Jordan as Treasurer is nearly completed.

d. Membership Director Report- Melissa

Membership activities: membership has increased by 30+ new members since the last quarter; RegOnline has been extended through 3/31/16; coordinated registration for two SCIL events. There are currently three inactive IGs: ABLE, CDIG and TSIG. **Issue:** members self-enroll in these IGs, not knowing the groups are inactive. Should Board ask for these IGs to re-activate?

e. ACRL Chapter Council Delegate- Les

i. ACRL Council Meeting will take place at ALA: Sunday, June 28th, 8:30am-10am, SF Hilton Union Square- room Golden Gate #4. Work session follows, 10:30-12 in the Executive Board Room. ACRL's "Dine Around" lunch: 12pm Jasper's Corner Tap & Kitchen, 401 Taylor Street.

ii. f. Website Coordinator- David

iii. Web Coordinator activities: routine updates to the website. Website refresh will take place over summer: updating code, templates, graphics, etc., and reviewing site content. **Issue:** move to a content-management system? Currently, it's problematic for IGs to try to upload content to the website. Will formulate a plan for this over the summer; would like input from members as to what they'd like improved on the website.

e. Newsletter Coordinator- Cynthia

Newsletter activities: received all Newsletter content/access from Nicole, including Newsletter gmail account. May be using MailChimp (not Dreamweaver) to produce Newsletter.

f. IG Coordinator- Brena

IG Reports: **SEAL** is struggling as an IG, will not offer programming this year; SEAL would like to charge less for programming since science librarians often pay a lot to belong to professional organizations. **SCORE** is getting started with activities. **SCIL** had a great SCILWorks and spring program. **DIAL** is meeting at CSUN on May 22. **CARLDIG-S** hosted a field trip on May 1st; is currently planning its annual December workshop. **Ken Lyons** is trying to revive **CARLDIG-N** as an IG. Active IGs should be submitting CARL Conference proposals by June 1st. Inactive IGs: ABLE, Information Technology IG and CALM. Question: can CARL ever subsidize IGs with a small discretionary stipend?

Hour 2

5. Discussion:

a. CARL web youtube channel-style update and presentation- Annette

- i. Background: Formerly CARL did regional meetings (held in north last two years; not held in south). Additionally, there's documentation re: daylong event in conference off years. Also, Prof Development committee was exploring program opportunities. Let's rethink all of these and see if [CLA monthly web update](#) make sense for meeting all these needs. CARL Newsletter is the only outward communication to members.
- ii. Question to the board: Do you support shifting from the above to regular video streaming, likely quarterly? A test pilot could be launched for fall, followed by a review of how it sent, and if this is sustainable?

Comments:

- CLA has a streamlined structure for the web updates; InfoPeople coordinates putting these monthly updates on
- CARL should stream regional meetings, maybe 2 times a year.
- What about technology? infrastructure? cost? is this sustainable? For viewers, are there campus hosting issues? Who on campus would set up the technology for these meetings? Would these be actual meetings or mini-presentations? **Annette:** Presentations by Prof. Development committee, 10-min. updates from CARL Board.

Decided: Pilot this for fall to see if it is feasible

6. Presentation:

a. Budget Presentation- Jordan

See link to CARL Budget Spreadsheet at the beginning of these minutes.

Income

and expenses were discussed from the spreadsheet.

Questions: Why is SCIL generating income when other IGs are not? A: SCIL has a large membership base. Should IGs submit budget request for \$\$ from CARL or should each IG receive an annual budget? That way IGs won't have to do programming just to make \$\$ so that they can ie: make buttons for their members. Should Board detangle IG program \$\$ from CARL budget so that IG \$\$ are equalized to all IGs? A: something to consider, benefits and issues arise from this.

7. Discussion:

a. Charge for CARL IG participation- Annette

- i. Background: Not uncommon to charge. In looking at IG membership lists, it appears that there's a lot of overlap. While lists are large, very few members are active. Idea of signing up for one IG, and paying for additional IGs (ie \$5) received well by IG chairs. Particularly if this budget would go to IG activity.
- ii. Question: What are the Pros/Cons? How should we move forward in time for fall registration drive?

Positives: IGs would get some "traction" to gain ground with membership (seed money to get going); members are more likely to be active in an IG if they've paid \$5 to join. **Negatives:** large IGs would get all of the money; what is the goal here--embers might not join IGs if they have to pay to be members.

Decided: issue is tabled to later meeting

b. Newsletter Brainstorm- **Cynthia/Annette**

- i. Background: New coordinator, new ideas. MailChimp: [Newsletter](#) April 10, Website: Newsletter [Jan 15](#)
 - ii. Question to the board: What changes or additions would you like to see on the Newsletter? No questions at this time.
 - c. Elections- Shana
 - i. Elections Committee will need to be formed; will need a list of candidates
by September.
8. Adjourn at 11:51am

Tabled:

- Future conferences--polling the membership (Shana/Annette) - 2020 conference RFP coming up, but later than we thought. Discussion tabled for time being.
- Stipends for CARL members (Annette) - Stipends will continue 2015. Will revisit later in year to consider next steps. Stipended members will keep logs of workload.
- ACRL Info Lit Framework (April/Annette) - Discussion ongoing.

CARL Executive Board Quarterly Reports

Time period: February 22, 2015 - May 17, 2015

Annette Marines- President

Communication by phone and email w/officers and appointees:

- Shana-VP, to discuss various items, including conference.
- Jordan-Treasurer to discuss budget presentation at spring meeting
- David-Web Coordinator, to discuss Website plan
- Cynthia-Newsletter, to discuss transition issues
- Annie-Chair Member of the quarter, to discuss that award
- Erika-DAL/Prof Dev member, to discuss PD committee
- Kathlene Hanson-Chair Mentorship committee to discuss committee activity

-Participated in IG chairs meeting

-Facilitated conversation with Finance council and Membership coordinator re: Membership software.

- Contract signed for 1 year
- Task force will be formed to evaluate alternative vendors for competitive pricing and service.

-2016 Conference Sponsorships

- Email discussion with Shana and Adolfo-2014 Sponsor Chair
- Met with Julie Mason, Sponsor team member, to strategize
- Research and analyzed sponsorship activity of other conferences
- Updated Materials shared by Adolfo

-Wrote Newsletter Entry, President's Message

-Coordinated WASC ARC CARL sponsored IG

- Worked with Les Kong and WASC contact
- Solicited 3 speakers, served as 4th speaker
- Facilitated panel prep conference calls and talk outlines for cohesive program
- Revised evaluation form

- Wrote letter re: Campus Liaisons action item
- Provided corrections to meeting minutes
- Coordinated Spring Ex Bd meeting

Shana Higgins- Vice President-South

- Meeting: December 11, 2015 @ Santa Ana College's Nealley Library. Thanks to Annie Knight!
- Consulted Finance Council regarding CARL 2016 website platform
- Provided feedback on Finance Council decisions

CARL 2016 Conference Planning:

- Sponsorship Team formed: Annette Marines and Julie Mason
- Website Team formed: Jeffrey Sabol (lead), Jessica Harris, Mary-Michelle Moore, and Crystal Goldman
- Website up: <http://conf2016.carl-acrl.org/> (Thanks to Jeffrey Sabol)
- Program Review Committees formed
- Local Information Team formed
- With Joseph Aubele, Conference Site Manager:
 - Hotel booking site set up
 - Making decisions about opening reception space (in consultation with Sponsorship Team)
- Secured keynote speaker: Dr. Safiya Noble, UCLA
- Secured invited speakers: Cynthia Mari Orozco and Will Breitbach
- Consulted with Brena Smith regarding IG Sessions
- Proposal submission deadline extended: now May 29, 2015

Near future goals:

- Solicit volunteers for Election Nominations Committee and find a slate of candidates for fall election (VP-South, Secretary, CC and Private Directors at Large)
- Need recommendations for transporting heavy filebox of DIAL archive material from Los Angeles Trade Technical College (Judith Samuel) to Chapman University, where our CARL Archivist resides.

Pearl Ly- Vice President-North

- Responded to emails as needed
- Provided feedback for CARL Conference Planning and Finance Council
- Encouraged community college librarians to submit CARL Conference proposals.

Debi Hoffmann- Secretary

- Took notes/compiled quarterly reports for the 2/23/15 Executive Board Meeting
- Wrote E-Board meeting summary for Newsletter
- Responded to emails as needed

Jordan Nielsen- Treasurer

- Processed payments for various purposes--registration cancellation reimbursements, student scholarship reimbursement, speaker travel/accommodation reimbursement, vendor payments for IG events (SCIL Works), etc.
- Communicated with CARL accounting firm to provide information needed for tax filing purposes
- Deposited CARL membership renewal checks
- Prepared quarterly budget presentation
- Participated in a discussion about CARL's registration software with Finance Council, signed 1 year contract for software
- Participated in a discussion about the CARL 2016 Conference Website, including a discussion about the purchase of a website theme
- Regularly responded to emails about IG event budgets, questions about reimbursements, etc.
- Met with past treasurer (Pamela Howard) to discuss procedures for reimbursements, tax filing, etc.

Melissa Browne- Membership Director

Membership Report – Feb 18th – May 11th 2015

I. Membership Breakdown:

Total Confirmed Members

429

CARL Members	389 (91%)
Student Members	24 (6%)
Retired members	16 (4%)

By Region

Northern CA	134 (31%)
Southern CA	295 (69%)

By Institution

Community College	85 (20%)
California State University	122 (28%)
Private College/University	130 (30%)
University of California	51 (12%)
Not specified	16 (4%)
Other	14 (3%)
Research Institution	7 (2%)
Consortium	2
Public Library	2

Interest Groups

ABLE (inactive)	51
CARLDIG	281
CARLIT	167
CALM	104
CDIG (inactive)	128
DIAL	112
SCIL	220
SCORE	90
SEAL	90
TSIG (inactive)	62

Mentoring Program

Mentors	47
Mentees	50

II. Activities (weekly average 1-3 hours)

RegOnline Contract:

§ Communicated with the sales representative from RegOnline, as well as CARL Board members, to discuss options for renewing CARL's contract with RegOnline.

§ Served as the point-person to facilitate the signing of a one-year contract with RegOnline (in effect through 3.31.16).

SCIL Spring Program Registration:

§ Drafted and activated an online registration form for SCIL's Spring Program.

§ Communicated frequently with SCIL leadership throughout April, to provide registration troubleshooting and support, weekly updates and the final event roster.

Membership Renewals

§ Continued to receive and follow up with questions about CARL memberships.

§ Shared updated IG membership information with Brena in early April, to distribute to the IG Chairs.

Listservs

§ Continued to update the (inactive) IG lists managed by the Membership Director (CDIG, ABLE, TSIG).

§ Managed the CARLALL list and facilitated the posting of 11 official CARL messages.

§ Shared updated membership information with the manager of the CALIBACA list, to ensure that all CARL members are also subscribed to CALIBACA.

Plans for Next Quarter:

§ Share membership updates with the IG Coordinator and the IG chairs in early June so they can update their rosters.

§ Gear up for the new membership renewal cycle - all members are due to renew on September 1st 2015.

Les Kong- ACRL Chapters Council Delegate

- Served as liaison between CARL and WASC regarding CARL's participation at WASC's 2015 Conference.
- Consulted by Annette Marines re ARC presentation.
- Participated in ACRL Leadership Forum.
- Participated in ACRL Chapters Council Executive Committee meeting.
- Located and secured venue for ACRL DineAround lunch event at ALA Annual in San Francisco.
- Scheduled to attend ACRL Chapters Council meetings at ALA Annual in San Francisco.

Erika Montenegro- Director at Large, Community Colleges

- Currently serving on mentoring committee and continues to represent the CARL board in developing outreach strategies to get a more diverse committee.
- Added content to newsletter
- Disseminated conference news, call for proposals, member of the quarter, etc to CC constituency.
- Answered various email questions from community college constituency regarding CARL business like newsletter, conferences, and Member of the Quarter.

Annie Knight- Director at Large, Private Colleges and Universities

- Coordinated Member of the Quarter Award Committee activities, including the review of nominations, selection of the winner, and the newsletter writeup.
- Sent conference call for proposals to private college and university members

Lee Adams- Director at Large, UC

- Participated on the Member of the Quarter Award Committee.
- Communicated with Conference Proposal Reviewers.
- Sent conference call for proposals to UCB librarians and BayNet. Working on the ability to communicate with all UC librarians.

Jacqui Grallo- Director at Large, CSU

- Assisted Shana with conference Code of Conduct
- Responded to emails as appropriate

Cynthia McCarthy- Newsletter Editor

- Created newsletter in MailChimp and sent out to CARLALL-April 29
- Participated on the Member of the Quarter Award Committee.

David Drexler- Web Coordinator

- Received account info from Hesper.
- Migrated DIAL-South listserv to DIAL.
- Initial WordPress setup for Conference web site team.
- Applied web site menu changes from front page to entire site.
- Routine web site content updates.

April Cunningham- Advocacy Liaison

- Wrote the CARL Advocacy Liaison Report in the CARL Newsletter

