

CARL Executive Board of Directors Meeting Minutes, June 14th, 2004

Teleconference Meeting Locations: CSU Stanislaus, CSU Hayward- Concord Campus, CSU Fullerton, CSU Northridge

Attending: Ron Rodriguez - (President), Jean Purnell (Vice President from the North), Suellen Cox – (Vice President from the South), Lynn Lampert (Secretary), Vicki Rosen (Treasurer), Carl Bengston, ACRL Chapters Council Delegate , Fred Batt (North/Interest Group Coordinator (CSU Director at Large), David Rios (South/Campus Liaison Coordinator UC Director at Large), John Dobbins (South/Interest Group Coordinator Private Institutions Director at Large); Christina Woo - (Newsletter Editor); Bonnie Petry (Website Coordinator), Soules (Legislative Liaison), Elizabeth Ginno (Membership Director); Lynne Reasoner (Archivist); Brian Lym (North/Campus Liaison Coordinator Community Colleges Director at Large), John McGinnis (Guest)

1. Introductions

CARL Board members introduced themselves from their teleconference locations.

2. Approval of minutes

Minutes of the March 8th Executive Board meeting were approved with corrections to item #6 noting the correct spelling of Kathlene Hanson in item #6 and #9.

3. Approval of agenda

The Meeting agenda was approved. Ron Rodriguez moved through the listing of the reports and agenda items. Including action items – no new items were added to the agenda.

4. President's report – Ron Rodriguez

Discussion: Ron noted that he had distributed his report via email to all on the Executive list serve (included in addendum to minutes). He asked for a clarification on the location of a meeting scheduled on June 22nd. CSULB was given as the correct meeting place. Per the request of Ron action items will be listed at the end of the minutes.

5. Vice-President, North – Report – Jean Purnell

No action items were reported. Jean noted that she had distributed her report via email to all on the Executive list serve (included an addendum to minutes).

6. Vice-President, South – Report – Suellen Cox

Suellen Cox reported that two Northern librarians, Mardi Chalmers and Kathlene Hanson, have been

asked to be a part of conference planning for 2006 acting as conference co-chairs. Suellen noted that she had distributed her report via email to all on the Executive list serve (included an addendum to minutes).

7. Secretary's report – Lynn Lampert

Discussion: Lynn Lampert inquired about how the Executive Board wanted to handle Treasurer Reports in the Yahoo Briefcase accounts. Vicki Rosen mentioned that – tax returns are possible records that should be archived.

Action Item: Vicki Rosen will open another Yahoo Briefcase account for tax returns and IRS compliance.

8. Treasurer's report – Vicki Rosen

Vicki Rosen summarized and answered questions about the Treasurer's report she had distributed via email. One correction that was noted included that the income expense summary read total income rather than total expense.

Vicki also noted that online banking access has been established with Citibank. Lynn Lampert requested that the addition of the wording Immersion/SCIL be added to the ACRL Deposit Item line in budget report to denote the SCIL regional Immersion deposits for future reference and records.

9. Membership Director's report – Liz Ginno

Liz Ginno noted that she had distributed her report via email to all on the Executive list serve (included in addendum to minutes).

Action items: Liz agreed to work with John McGinnis to improve the database with CARL new project to add to knowledgebase.

Discussion: Issues discussed included problem of CARL Membership renewals.

David Rios and Brian Lym discussed timing of terms of renewals. Discussion included whether we need to officially note if people renew in Jan. or Sept. Should membership be for that current year and after that for next year...if you join after drop-off what counts...should we set a date...? Discussion also included issues with library school students and if we are getting the word out –marketing. Lynn Lampert proposed consideration of a 2 year membership to help thwart drop out and lapses in membership.

Liz Ginno reported that she went to an older database to try and catch members who had not rejoined and inform them of the lapse.

Motion: Motion passed for allowing option for adding two year memberships. Motion introduced by Liz Ginno. Seconded by Suellen Cox. The creation of two year memberships adds retention and helps people in terms of easing calendar turnaround.

Action Item – Renewal solicitation: Ron and Liz will write letter soliciting membership renewals – add

a blue envelope color code. Option of two- year renewals will be included and mailed next week.

Discussion: The Board discussed how we currently detect membership renewals, and discussed better methods for determining and monitoring membership at the local arrangement and registration of events held by interest groups. Ron suggested producing a list and giving it to the person organizing the IG event

Christina Woo and Suellen Cox – also suggested addition of directions for how to check for membership of IG registrants to program planning manual for how CARL Membership DB can aid us.

Action Item: Liz Ginno work with IG coordinators for how to smooth the process of online renewal.

Future Agenda Item: The issue of how to remind members about their passwords to the database was tabled for the Communications Task Force to examine and report back to the Board on their findings.

10. Website Coordinator's report – Bonnie Petry

Discussion: Bonnie Petry reported that we had moved the web site to Digital Forest and that she hopes that people want the PPT mounted from conference that she made and showed during the Awards Luncheon.

Action Item: Bonnie Petry also plans to archive the Conference Website from 2004.

11. Newsletter Editor's report – Christina Woo

No New Action Item

12. Interest Group Coordinator, North – Fred Batt

No Action Items were introduced. DIAL North Introductory Meeting announced.

13. Interest Group Coordinator, South – John Dobbins

No Action Items were introduced. (Report included an addendum to minutes).

14. Campus Liaison Coordinator, North – Brian Lym

No Action Items were introduced.

15. Campus Liaison Coordinator, South – David Rios

Discussion: Modification on Letter that Liz and Ron are planning to author on membership renewals. They will also contact liaisons who are not members as this has also been an issue.

16. Legislative Liaison – Soules

No Action Items were introduced. (Report included an addendum to minutes).

17. Archivist – Lynne Reasoner

No Action Items were introduced.

18. ACRL Chapters Council Delegate – Carl Bengston

Action Item: Carl Bengston reported that it was time to send out a report to ACRL. Ron Rodriguez will work on writing the annual report to send ACRL.

19. Pending Work from Committee on Organization – meeting on June 18, 2004

Discussion:

a. Priorities – Ron notes that committee should look at report from earlier committee work.

Motion H in last report recommended the formation an ad hoc committee to update and streamline a conference manual to the publications and put it on the web. Ad Hoc Conference Manual was also recommended to be updated.

Action item: Ron will appoint a subcommittee to work on a conference manual that will eventually be available online. Prospective members of that subcommittee include: Kelly Janosek, Deborah Schaeffer, and Ann Hotta. Ron will ask all of them if they are interesting in serving on this committee.

20. Communications Task Force

Discussion: Discussion included currently membership. David Rios and Christina Woo are currently members. Liz is thinking about joining.

Action Item: Ron needs to write letters for the CTF and confirm meeting times for the summer. The Communications Task Force will report to the Executive Board.

21. Nomination and Election Committee

Discussion: Jean noted that we need to appoint two more members to the committee
Current Membership includes: Locke Morissey, K. Hansen, Jean Purnell, need two others

Action Item: Ron will try to get two more members for the Nomination and Election Committee

As far as the next election goes it will be in October after the Sept Board Meeting.

Discussion of Bylaws and rotation of CSU and UC occurred. It was noted that we are moving towards synchronization.

Action Items COO and Elect need a firm understanding how we gain nominees and how we will move them and share with representations

22. Electronic voting

Electronic Voting (Ron Rodriguez and John McGinnis)

Discussion: Ron Rodriguez asked the board to consider where we stand on electronic voting. Former CARL President John McGinnis led the discussion as a guest with background knowledge on implementing electronic voting. He noted that the California School Library Association has already done this.

It was noted that this would require a bylaws change. An in-depth discussion of privacy, cost of credit

card transactions followed

Action Item: It was decided that we will conduct a trial run of an online voting process in September. Jean is chairing the nomination committee and stated that she would like to be active in the creation of the ballot

Action Item: John McGinnis requested that we discuss the CLA Legislation Day where we bring library legislative issues to representatives. He urged CARL to participate in Day in the District – to highlight the CSU and UC budget issues. Aline Soules will speak with John McGinnis about getting involved in this initiative and it will be added to the next meeting's agenda

23. Official Role for Outgoing CARL President

Discussion: It is important for the Immediate Past CARL President to remain active Ron wants to suggest that Outgoing Pres become an Ex Officio officer and thereby offered travel for events. The roles of the Immediate Past President of CARL were discussed. It was noted that the move to an Ex Officio status would require a bylaws change.

24. Future Items for Future Agendas:

The 2006 2008 conference planning committee
COO will make a recommendation Jean and Vicki to the future of conference planning

The Next Meeting will be held via teleconference on Sept 20th from 10-1.
Checking on UCI and CSUN Northridge for site availability

Meeting Adjourned: 12:55pm

Action Items

1. Action Item: Vicki Rosen will open another Yahoo Briefcase account for tax returns and IRS compliance.
2. Action items: Liz Ginno agreed to work with John McGinnis to improve the database with CARL new project to add to knowledgebase.
3. Action Item – Renewal solicitation: Ron and Liz will write letter soliciting membership renewals – add a blue envelope color code. Option of two- year renewals will be included and mailed next week.
4. Action Item: Liz Ginno will work with IG coordinators for how to smooth the process of online renewal.
5. Action Item: Bonnie Petry also plans to archive the Conference Website from 2004.
6. Action Item: Ron Rodriguez will work on writing the annual report to send ACRL.

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10. Action item: Ron will appoint a subcommittee to work on a conference manual that will eventually be available online. Prospective members of that subcommittee include: Kelly Janosek, Deborah Schaeffer, and Ann Hotta. Ron will ask all of them if they are interesting in serving on this committee.

11. Action Items COO and Elect need a firm understanding how we gain nominees and how we will move them and share with representations

Addendum Items:

Officer Reports submitted via email.

1. President's Report
June 2004

The CARL Conference has occurred and by most accounts it was a resounding success. It has been said that the conference had the highest attendance ever for a CARL conference. The major members of the Programming and Local Arrangements Committee's were going to meet on Friday, June 11, 2004 but the funeral of President Reagan caused changes. Cal State Los Angeles closed. Some of the group met on June 11, 2004 at Occidental College and another meeting will be held on June 22 with input from that meeting to come to general closure and findings.

The final bill from the Westin was just sent to Deborah Schaeffer today (June 11, 2004). I am hoping to see it very soon and Vicki Rosen will too. I generally expect that expenses will exceed income. I will provide more details as soon as I can.

Another issue related to the conference is that of individuals who are presenters and should they have to register for the conference. I will review that aspect on June 22 with other conference organizers and see if we can reach consensus. I had promised members at both Regional Meetings that I would reply via CARLALL.

I thank all on the Board for your strong support of our Conference. I believe our members were very satisfied with conference and I look forward to reading a summary of the evaluation findings.

Now that the summer is upon us, it is the perfect time to return to issues raised by the Committee on Organization and dealing with the notion of electronic voting.

I believe our next meeting is scheduled for September 20, 2004.

Respectfully submitted,

Ron Rodriguez
President, CARL
2004

2. Report from the CARL VP - North

1. Awards Committee. The VP-North convened the Awards Committee, made up of Lise Snyder (previous award recipient), Sue Ellen Cox, and Jean Purnell. Ron Rodriguez also participated in committee deliberations. A call for nominations for the Outstanding Member Award was sent to CARLALL. The committee reviewed submitted nominations and selected Bonnie Gratch-Lindauer and Cynthia Jahns as co-recipients of the Outstanding Member Award. The awards were presented at the CARL Conference in Pasadena. The text of nominations is now on the CARL Website.

2. The VP North met informally with CARL members at the Conference in Pasadena to further discuss the possibility of a regional mini-conference in fall 2004. Considerable interest exists to plan a centrally managed program which would eliminate some of the program planning tasks for interest groups and other individuals that are interested in developing programs in the North. A call for preliminary proposals for programs to be scheduled at this conference has been developed and has been sent to CARLALL for general distribution (as of June 11 I don't believe the notice had gone out).

3. Committee on Elections. The VP-North is presently working on identifying members for this committee, which will be convened in late summer 2004.

Jean Purnell
CARL VP, North
University of the Pacific
June 11, 2004

carlex mailing list
carlex@library.ucsc.edu
<http://library.ucsc.edu/mailman/listinfo/carlex>

3. Treasurer's Report 6/10/04 – Vicki Rosen

Three items of note:

1. CARL now has insurance. Thanks to the initial efforts of past president John McGinnis, I was able to continue the application process with McDowall & Keeney Insurance Associates, who obtained a policy for us with Philadelphia Insurance Companies. The cost is \$1,786.00 per year. We immediately put this to use by obtaining a Certificate of Liability for the Westin Pasadena. Recently we obtained another Certificate for Claremont McKenna College/Claremont University Consortium for the upcoming Immersion conference.

2. I shifted \$10,000 from the Money Market account to Checking to help with the anticipated expenses from the Conference 2004. This was profit from the 2002 Asilomar conference.

3. On Suellen Cox's request, I sent a \$6000 deposit to Asilomar for the 2006 conference.

Also, I will be out of town on vacation 6/19 - 7/2. I'll have checks with me. My cell is 415 312-0110. If you need me, please leave a message.

Vicki Rosen
CARL Treasurer

CARL Income/Expense Report Summary Jan 1 – June 11, 2004

INCOME

ACRL Immersion	44,000.00
Conference 2004 ...	39,561.35
Interest Groups +	1,105.00
Membership Dues	5,010.00
Regional meetings	100.00
RegOnline	229.31
Reimbursements	209.70
Savings account	56.28
Scholarship fund	100.00
TOTAL INCOME	90,371.64

EXPENSE

ACRL Immersion	25,727.00
Attorney	294.90

Awards	1,672.26
Banking	59.27
Conference 2004 ...	6,143.81
Conference 2006	4,000.00
Executive Board	2,189.38
Insurance	1,788.00
Interest Groups -	606.50
Membership	494.75
Newsletter	840.31
Regional meeting-N	471.95
Regional meeting-S	278.84
TOTAL INCOME	44,566.97
 NET INCOME	 45,804.67

Account balances as of 6/10/04

Checking	95,575.80
Savings (Money Market)	18,954.96
(\$10,000 shifted to Checking)	

4. Report Interest Group Coordinator – John Dobbins

Below are the activities of which I am aware. We may learn of others shortly when the newsletter comes out.

ABLE presented “The Angle of Repose: Balancing Physical Space, Technology, and Learning” as a preconference program.

CARLDIG presented “Assessment: The Bogus Bandwagon” as a conference breakout session. CARLDIG is planning a meeting late in July to plan their fall program.

DIAL presented “Blueprints for Ethnic Studies: Research and Collection Building” as a conference breakout session.

DIAL held a business meeting at Mount St. Mary’s College on May 14th.

DIAL is planning a business meeting on 6/18 at CSULB in order plan a summer program possibly at the Southern California Library for Social Studies and Research. They will also explore creating a listserv for DIAL south.

SCIL presented “The Angle of Repose: Balancing Physical Space, Technology, and Learning” as well as “Connecting with the Net Generation: Research & Practice” as a preconference program. SCIL will be hosting an ACRL/IIL Regional Immersion program in Claremont on July 22-27, 2004.

SEAL held a business meeting on April 13 (I believe) at UCLA and presented the program “Science & Crime: Intersections & New Paths for Investigations” at UC Irvine on May 11.

TSIG just completed elections unanimously choosing Louise Ratliff as chair, Jue Wang as Vice-chair, and Laura Smart as Secretary.

John Dobbins

5. CARL Southern Campus Liaison Coordinator's Report – David Rios

Newsletter

While approximately the same number of pages of information were submitted to the Newsletter Editor for the columns People Making News and Places Making News, those institutions reporting items actually declined. Reports came from 12 institutions (4 privates; 1 community college, 5 CSUs and 2 UCs). A trend that I am starting to see is that besides the official campus liaison sending items for the newsletter, the library pr person is also starting to send items as well. The items submitted this quarter tended to be longer in length than before.

Membership

While I was somewhat overwhelmed by the 216 non-renewed "members" in the South, perhaps it is significant that 17 of the campus liaisons are in this category. I will be working them the campus liaisons to reduce this number.

Action items for this coming quarter:

- Review the web list with the membership directory list of southern campus liaisons and attempt to reconcile them.
- Work with the southern campus liaisons to encourage "former" members to renew their membership.

Respectfully submitted,

David Rios
Southern Campus Liaison Coordinator
2003-2004

6. Legislative Liaison

Since our last meeting, I have continued to send messages with legislative information over calibaca-l (with a hiatus for a vacation). In addition, I had the opportunity to attend a "town hall" meeting on the state budget that was held on the CSU, Hayward campus. The speakers included State Treasurer Phil Angelides, California Regent George Marcus, three celebrities, and a graduating student. This group is pro-education, including higher education, and opposes further budget

cuts. For details about their stance, go to
<http://www.standingupforcalifornia.com/> I will notify calibaca-l about
this event and web site in my next message.


Respectfully Submitted,

Lynn Lampert

7/6/04