

Minutes
CARL Executive Board Meeting
Teleconference Sites: CSU Stanislaus, CSU Hayward, UC Irvine, CSU Northridge

September 20, 2004

Attending: Ron Rodriguez - (President), Jean Purnell (Vice President from the North), 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), Aline Soules (Legislative Liaison),

Not Present: Suellen Cox – (Vice President from the South), Brian Lym (North/Campus Liaison Coordinator Community Colleges Director at Large), Elizabeth Ginno (Membership Director)

1. Introductions

CARL Board members introduced themselves.

2. Approval of minutes

The minutes from the previous CARL Board of Directors Meeting were approved.

3. Approval of agenda.

Action: Meeting agenda approved with 22 items.

4. President's report – Ron Rodriguez

Ron Rodriguez summarized his report that he disseminated via email. Highlights included a report on the April CARL Conference in Pasadena including an explanation of the unexpected cost overage of \$11,000. Ron also reported that the sCIL Interest Group completed their successful ACRL Regional Immersion program with an estimated cost overage of \$524.

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

Jean indicated that she had no new action items. Her announcements included that she and Suellen Cox were working on establishing a date for the North Regional meeting in 2005. She also reported that SJSU will be hosting a program on Dec 10, 2004.

6. Vice-President, South – Report – Suellen Cox (was not present due to sabbatical)

7. Secretary's report – Lynn Lampert

Action Item: Curiosity 04 password will be changed to something more typeable per request of Vicki Rosen. New password to be announced at December 6th meeting. Lynn reported on the status of the minutes and other documents to be found in the Yahoo! Briefcase account. She also mentioned that there may be a conflict with the projected date of the Southern Regional Meeting as sCIL has planned their sCIL works program for that same date.

8. Treasurer's report – Vicki Rosen

Vicki Rosen reported that CARL had a very busy quarter. As the April conference was expensive CARL had to transfer \$10,000 from the Money Market account. She also reported that taxes for CARL have been prepared. She plans to put expense account records in a Yahoo Briefcase account. She will present a short live demo of the accounting system ---at next live in person meeting – she is anticipating this will take place at the December 6th meeting at Chapman University.

Action Item: Vicki will upload the fall expenses into the Yahoo Account by the end of the week including the Conference Report through 2004

9. Membership Director's report – Liz Ginno

Elizabeth Ginno was ill and did not attend this meeting. However she did send out information on statistics for membership. (547 members, 80 renewals). According to her report CARL is doing well on memberships.

10. Website Coordinator's report – Bonnie Petry

Bonnie reported on the CARL domain name transfer is in progress
The site is down in the interim. She submitted her report via email.

11. Newsletter Editor's report – Christina Woo

Christina Woo reported to CARL on the status of the CARL newsletter which has fallen two issues behind. The June issue is almost done. The board recommended that the two missed issues be merged into one and highlight timely items for publication.
Recommendation to merge the issues to go towards the timely items

12. Interest Group Coordinator, North – Fred Batt

Fred Batt reported on the status of a request for the CARL Exec Board to consider placing the Online Archives of California on a link on the CARL web page.

Action Item: Fred will send out more information about the Online Archives of California for the next meeting

The project originated in the Treasures of the CSU

This is now an Action Item for December --- To Discuss the request for CARL posting of online archives.

13. Interest Group Coordinator, South – John Dobbins

John Dobbins provided the board with a detailed report of Southern Interest Group activities including information on the sCIL Immersion program and their planned January 21st, 2005 program. He also reported that DIAL and CARLDIG have met as well.

14. Campus Liaison Coordinator, North – Brian Lym

Brian Lym was not present at this meeting. He reported via email that he is contacting members in the North and working on the Research Awards committee and will announce more information to CARL.

15. Campus Liaison Coordinator, South – David Rios

David Rios provided a detailed report of this work with coordinators and campuses. He is working to increase output from the campus coordinators.

16. Legislative Liaison – Aline Soules (Not present due to schedule conflict)

Action item: Please read Aline's email to CARLEX dated August 26, 2004. She is reporting on her discussion with John McGinnis and the possibility of CARL getting active in Legislative Day which is sponsored by CLA and the California School Library Association.

17. Legislative Day - John McGinnis

John McGinnis addressed CARL's possible involvement in CA legislative day. He has worked on Legislation Day for CLA and reported that the Academic Library Community has not participated. He feels this may be a great opportunity for CARL. CLA does these days in April ---appointments and librarians meet with legislators.

John informed the board that legislative day in the district will be Jan 28, as on Feb 4 legislators leave on Thurs and are back in their district on Friday ---librarians meet with legislators on Fridays to talk about their needs...they had to have a web site to arrange logistics appointments and districts and librarians who are constituents of a particular legislator creating contact and a list of who is attending.

Action Item: Aline Soules will work with John McGinnis on CARL's possible involvement with the CA Legislative Day.

18 . Electronic Voting – John McGinnis

John demonstrated what Electronic Voting would look like for CARL members from

his location at CSU Northridge. He believes that this process would work smoothly for CARL. John suggested that we Suggestion that we have practice run-through for CARL board members using the CSLA ballot.

Motion carried to use electronic voting for the upcoming election.

Thanks to John McGinnis for his efforts to enable his design for CSLA to work for CARL.

Action Item: Jean will work with John to design the CARL ballot.
Someone will email addresses of board for John to get our emails and passwords into database for the test.

19. *Archivist's report - Lynn Reasoner*

She received the conference materials for the archives.

20. ACRL Delegate's report - Carl Bengston

Carl reported that ACRL is looking for input from chapters on long-range plan covering the next 5 –10 yrs

What are the major issues?

List has been forwarded to the Board from Locke Morrisey (council chair)

Any concerns about ACRL? Anything to report back to chapters' council?

Activities? Structure? Focus on the future of academic libraries.

Fred Batt is on Sacramento State Library Committee:

6 compelling issues:

2-diversity

3&21-tech issues

6&8-physical space of libraries

7-info lit

11-academic library - future

13-recruiting

Carl will send ACRL list to CARLALL for comments.

20. Communications Taskforce Report

Ron is working on appointment of six members 12/01/04 so next president can make appointments (current members: David Rios, Christina Woo, Liz Ginno, Bonnie Petry)

21. Bylaws changes

Jean Purnell: Thanks to Vicki & Suellen for working on the bylaws changes.

- Implementing actions already approved by the board. No new discussion on changes, but on wording only.
- Article IX – Executive Board. After discussion, the board decided to drop this as a holdover from non-electronic days that was never invoked.

Motion approved to drop article IX – Executive Board

- Elections – split into elections and voting
- Mail and Electronic votes – check ACRL bylaws mail and/or electronic votes?
- Vicki will check. (Finding: ACRL Bylaw heading: Mail and electronic Votes. Text of bylaw: Mail and/or electronic votes.)
- Discussion: Make copy of new amendments – give members synopsis on ballot and vote to approve all.
- Have link from ballot to compare wording.
- Christina Woo brought up that other ballots ask members to vote on each bylaw change.
- Previously in August 1998 for the first bylaws approval the vote was on all or none. At that time everybody voted to accept them. A summary was published in the Newsletter
- Board now agreed to put out a pre-ballot CARLALL advance message.
- Approved the bylaws changes and to send them to the membership for a vote on all changes as a whole.

21. Standing Rules

These either parallel the bylaws or are moved from the bylaws.

Election sequence discussion:

- CSU/UC rotation question: Jean’s suggestion 2 from north, 2 from south at same time – creates new problem.
- Directors at large – do they have to alternate north/south – not in bylaws – nominating/elections committee “fair representative from regions” – identifying roles, regional representative
- David Rios: Not require alternating – what ‘s motivating us - membership number for UCs and CSUs
- Keep present rotation: problem CSU & UC in at the same time – no representational problem that Ron sees; is the north/south problem greater now?
- Jean – wants more flexibility from private, community, look to whole state, not lock director-at-large into being IG coordinator; could be 2 people from north, would this be a problem? Locked into tight set of repeating patterns.
- Judy - Wouldn’t people want to know what specific job they will do?
- Ron - Don’t directors-at-large represent a larger group as well?
- Carl – when director is nominated for a 2 yr term one year, is one year interest group coordinator, one year campus liaison?
- The two current directors like two years of one job

- When elected, directors would have to pick whichever role they want. They might pick the role the incumbent has so that person would have to switch. Would the electorate have to decide which one person is best for both positions?
- Christina - Candidates statements would have to represent both job qualifications. She does not like to tie one job to one type of institution.
- Jean- Directors have to double-up. Should board appoint more directors? There would be more flexibility if board could appoint one more.
- David – trying to get 3 variables: north/south; institution types; 2 jobs
- Should there be four liaison coordinators? Interest Group Coordinator north & south.
- Ron – helpful to tell people exacting what they're doing and how long; this would make things as easy as possible for incoming people
- Vicki – change article VII? Delete campus liaisons –?
- Carl – directors-at-large/north & south/one IG/one campus liaisons
- Jean – elect them then appoint them; worst case- 4 other people ex officio
- David – up to 2 liaisons, up to 2 IG coordinators
- Jean - Bylaws allows to appointments, standing rules – insure adequate regional coverage
- Ron- still question of what role people will have once nominated.
- Jean - can tell people who are asked to run what role they will have, in concert with incumbents.
- Christina – could someone be elected without a role to play?
- Jean – president can appoint them to perform a role
- Christina – somebody running for office, elected, then appointed their role
- Jean – two tasks/director at large/and appointment; more formalized
Elect two each year, upon election will then be determined IG or campus liaison.
- Carl – table Standing rules action until Dec. after bylaws vote. Directors-at-large to be discussed.

ARTICLE VII: remove north/south language wording: passed

Ron indicated his appreciation on behalf of the board for the work done by the Committee on Organization.

22. Participation in LISSEN

Agreed that Ron will attend, pay the \$10 fee plus the additional \$10 to participate. Invitation to participate in the San Jose State University School of Library and Information Science Professional Associations Day sponsored by the student group, Library and Information Science Students to Encourage Networking (LISSTEN).

Next meeting Dec. 6, 10 AM –1 PM Chapman University

Lunch will be provided by Chapman and Ron can arrange for pick-up from John Wayne Airport.

Meeting adjourned at 1:30 PM.

Addendum to minutes – Reports submitted electronically via email prior to Sept 20th Board Meeting as well as 9-20-04 meeting Action Items.

a) Treasurer's Report – Vicki Rosen

It's been a busy quarter:

Conference checks and deposits

Immersion checks and deposits

Tax returns prepared & mailed

Banking: transferred funds from Money Market to cover conference expenses & transferred SCIL savings to Immersion expenses; got more familiar with online banking; considering whether to add a business account credit card & some kind of overdraft protection.

Yahoo Briefcase: set up a separate Treasurer's file: carltreasurer
But I'm having trouble with the password. Will let everyone know when it's working. In the meantime I've loaded my reports in the "carlexecutive" folder

Attached is the year to date summary. The full detailed report will be in Yahoo.

b) Director North -- Fred Batt--

The major item I will report is the activity of CARLDIG-North. They met at Hayward on August 20. They plan on sponsoring a two-hour program to take place on the same day (the afternoon) of the CARL-North regional meeting. They would appreciate if we could set that date as soon as possible. The program will focus on publishing. Can we place the determination of this date on the Board meeting agenda?

Should we also put the Simone Yu item on the agenda? This refers to the Special Collection project.

c) Webmaster (Report) Petry

Hello, All!

As of right now (1:34 p.m. on Friday), the CARL domain name transfer is still in process. If it is not functioning normally by Monday, I will pursue the matter with Digital Forest's technical support.

I'm getting spotty reports of some access to the site and I believe this may be due to browsers using previously cached copies.

Alas, I will not be able to make this meeting due to a doctor's appointment.

Think good e-thoughts for me all weekend!!!

Action Items from 9-20-04 Meeting

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Action Item 2) Vicki will upload the fall expenses into the Yahoo Account by the end of the week including the Conference Report through 2004

Action Item 3) Fred will send out more information about the Online Archives of California for the next meeting

Action item 4) Please read Aline's email to CARLEX dated August 26, 2004. She is reporting on her discussion with John McGinnis and the possibility of CARL getting active in Legislative Day which is sponsored by CLA and the California School Library Association.

Action Item 5) Aline Soules will work with John McGinnis on CARL's possible involvement with the CA Legislative Day.

Action Item 6) Jean will work with John to design the CARL ballot. Someone will email addresses of board for John to get our emails and passwords into database for the test.

Action Item 7) Ron is working on appointment of six members to the Communications Taskforce 12/01/04 so next president can make appointments (current members: David Rios, Christina Woo, Liz Ginno, Bonnie Petry)

9-20-04 Minutes of CARLEX meeting
Respectfully Submitted,

Lynn Lampert, CARL '04 Secretary

