

## **CARL Board of Directors Meeting**

**June 13, 2005**

**Videoconference Sites: CSU-S-Stockton Center; CSU-East Bay, CSU-Northridge,  
CSU-Fullerton, CSU-Chico**

### **Minutes**

**Board Members present:** Jean Purnell (President), Suellen Cox (VP-South), Vicki Rosen (VP-North), Ann Hotta (Treasurer), Robin Imhof (Secretary), Kelly Janousek, (Membership Director), Kris Johnson (IG Coordinator-N), Judy Lee (Director at Large, UC and IG Coordinator-S ), Brian Lym (CC Director at Large and CLC-N), Liz Ginno (Newsletter Editor), John Dobbins (Private Director at Large and CLC-S), Carl Bengston (ACRL Chapters Council Delegate), Aline Soules (Legislative Liaison), Ron Rodriguez (Immediate Past President), Lynn Lampert (Director at Large, CSU), Lynne Reasoner (Archivist)

**Not present:** Bonnie Petry (Webmaster)

#### **1. Introduction:**

CARL Board President Jean Purnell convened the meeting at 10:00 a.m. and thanked the Board and technical staff for facilitating the videoconference meeting.

#### **2. Approval of Minutes:**

The minutes from March 7, 2005 were unanimously approved.

#### **3. Review of Follow-up Action Items from Previous Meeting:**

Jean distributed a checklist of action items. Most of the tasks assigned from the March 7, 2005 meeting have been accomplished. Clarification on procedure of sending "end of year reports": while archivist obtains Board reports electronically from the CARLEX list, a Board member finishing his/her service in a role at the end of the year may want to send any records to the archivist. Committee on Organization will create some parameters for who sends what to the archivist at the end of year.

#### **4. Approval of Agenda:**

The June 13, 2005 agenda was unanimously approved with #6a changed to an action item.

#### **5. President's Report, Jean Purnell:**

Jean reported that the majority of her work has been finalizing committee appointments. Will send out an updated committee roster shortly. ACRL/CARL letterhead and logos have been made available for Board use and are available in the Yahoo briefcase in a folder labeled "Logos." Should this be made available to any officer or CARL member to use for official purpose? What about customizing for IG's? Cmmt on Organization will decide if it is the Secretary's role or the IG Coordinator's role to make this info available to officers at the beginning of every year. Secretary in the meantime will "tweak" the letterhead as a template for IG group coordinator.

#### **6. Vice-President-South's Report, Suellen Cox**

Suellen brought forth a SCIL request for funding (via CARL sponsorship) to assist with hosting the 2007 LOEX conference in San Diego. She distributed a list of possible support opportunities and amounts. While the Board affirms the support (esp. since SCIL programs historically bring in \$\$ and it would be good visibility for CARL), the reality of the budget deficit made it problematic to commit to funding. The Board voted unanimously in favor of reviewing its own budget and the budget model from SCIL before taking action at a later date on this request for financial support. Suellen also gave the Board an update on CARL South "mini-conference." The co-chairs are Theresa Omidasaler and Lise Snyder. Responses from the CARLALL were disappointing, however, and they will extend the deadline for to mid-July. If they don't get further proposals they will cancel the conference. **(UPDATE: MINI-CONFERENCE IS ON!)**

#### **7. Vice-President-North's Report, Vicki Rosen**

Vicki renewed our General and Directors' and Officers' Liability policies. In the hopes of having regular meetings w/IG Chairs, and possibly campus liaisons, she would like to put together a meeting/program at the Mechanic's Institute Library in San Francisco with Brian Lym's and Kris Johnson's assistance.

#### **8. Treasurer's Report, Ann Hotta**

Ann Hotta and Vicki Rosen presented a preliminary budget analysis including an Income and Expense Report and a Balance sheet from 2000 to the present representing 5 years worth of data. Although the 2005 budget has a deficit, they are hopeful that the conference at Asilomar will make up the amount. Ann also noted that in the current Profit and Loss statement the amount listed under SCIL does not reflect the income received from the most recent program. Ann noted that our major expense was the conferences. A major concern is the inconsistency of membership dues income as it varies from year to year. At this point it is recommended that there should be **no** increase in membership dues. Emphasis should be on attracting and keeping members. A suggested target is \$10,000 in membership dues. A free-for-all discussion ensued on how to minimize expenses for this year. Jean recommended that we continue to monitor the budget for the next year to make sure we can operate in the black. The formation of a Finance Committee was suggested. The Committee on Organization will discuss this further. All supporting documentation on this report can be found under the "Board Documents 2005" folder Yahoo briefcase.

#### **9. Membership Director's Report, Kelly Janousek**

Kelly reported that as of June 7, we have 458 current members and lost 35 members due to retirements and relocation. 12-15 members are pending. Kelly returned to the proposal to upgrade the RegOnline's membership management database software. The upgrade would cost \$150 (one-time fee) for set up plus \$1.00 per member each year plus credit card fees. Advantages: it would allow automated renewals and confirmations; allow year membership not an annual membership; detailed reporting; allows us to collect IG information; automatic "new" member notification for follow-up; free email broadcasting for conference registration information or renewal information; reloads a members

information—so one does not need to type it in every year; and, allows creation of mailing labels. The membership database would allow for a two-year renewal cycle, if desired. Though this is a deficit budget year, the Board acknowledged the value of this upgrade and voted unanimously to approve. Kelly also brought to the Board's attention that the CARLALL list will soon be archived and searchable on Google unless the Board takes action otherwise. As CARLALL 's purpose is communication for CARL business, there was some concern about privacy issues but its value as a possible promotional tool overrode those concerns. Board advised that Kelly to communicate to the list managers that we will allow the CARLALL content to remain public. Membership recruitment: after discussing with Cynthia Jahns, Kelly's goal is to do a mass mailing to ACRL members in California who are not already CARL members to join CARL.

#### **10. Committee on Organization, Vicki Rosen**

Vicki presented the following report from the Committee on Organization:

The Standing Rules document (created by Suellen Cox) was brought forth to the Board for adoption . Vicki will draft some language to put in place procedure for amendments. Other minor revisions were proposed (including clarification about Interest Group chair travel reimbursements). The Committee on Org also proposed a travel reimbursement policy that will apply only to Board members and members of Board committees. This policy is nearly the same as the policy found on <http://www.carl-acrl.org/Archives/DocumentsArchive/Policies/miscpolicies.html>), section A.3. This policy will apply but this policy should be included in the new Standing Rules document. The difference between the proposed policy and the old policy is that the old policy states that the mileage rate is established each year by the Executive Board. This new proposed policy makes the mileage rate the IRS rate [<http://www.irs.gov>] for that year.

“Some Board members can obtain reimbursement from their institutions for travel to CARL Board/Board Committee meetings. If this is the case, reimbursement should be sought from the institution. Otherwise, travel reimbursement will be made for Board members to Board meetings. Reimbursable expenses include airfare, ground transportation to and from the airport, or airport parking, and automobile mileage to and from the meeting. Mileage will be reimbursed at the Standard Mileage Rate set by the Internal Revenue Service - search for “Standard Mileage Rate” along with the year (e.g., 2005)] for the year in which the travel occurred. Board members may also voluntarily choose to waive travel reimbursement.”

Based on info from SLA and CLA conference guidelines, Vicki created a Standing Conference Planning Committee proposal for the purpose of long range and conference planning. Discussion of whether or not the Chair needs to be appointed for a three-year term or just a year's term. It was decided that this committee should be appointed rather than elected. No action was taken as the Board wanted to review the guidelines before voting. This will be taken up at the Sept. meeting for approval. Because of the urgency to

begin exploring sites for 2008 conference, Jean suggested a that small group can be appointed for that purpose then it can be disbanded when the “official” conference planning committee is formed. Board voted unanimously in favor of that idea. Board also voted unanimously to maintain 5 years of minutes on the Yahoo briefcase. At the end of each term the Secretary will electronically send the prior year’s (6<sup>th</sup> year) minutes to the Archivist.

#### **11. Conference Planning Committee, Suellen Cox**

Suellen presented the Board a draft of a policy on conference speakers. Discussion about whether or not to have a one-day rate. Concern was expressed that a shorter conference duration could diminish the importance of the conference. Emphasize that CARL members who want to participate in the conference must actually register for the conference and one day rates are intended for speakers only. Suellen will make minor revisions to the document so as to provide a template to govern the next conference (2006). She will send to Jean for review upon which Jean will send to the Board for approval via email. It was requested that the document contain some sort of chart for the different levels and rates for participants. As for the CARL Interest Group Planning Manual, this document has been revised and corrected and the changes have been sent to the Webmaster.

#### **12. Guidelines for Interest Groups, Judy Lee and Kris Johnson**

Kris and Judy have had extended email conversations with each other, Suellen, Jean and Vicki to address the inconsistencies of Interest Group duties. According to their findings. Some IGs are overly structured and some have no structure at all. Kris and Judy proposed setting up guidelines for Interest Groups. The Board unanimously agreed it was a good idea to establish these guidelines. Judy and Kris along with the Committee on Organization will work to draft this document and bring back to the Board at either the Sept (preferably) or the Dec. meeting.

*The following Information -only reports were distributed electronically. There was no discussion of these reports due to time constraints. A summary of the reports is listed below and the complete reports are available for the Board under “Board Reports” in the Yahoo briefcase:*

#### **13. Website Coordinator’s Report, Bonnie Petry**

Bonnie reported that she is working on the disappearing link problem and will let the Board know when this has been accomplished. As for the IG web-hosting discussion, thus far the individual sites have been very small, ready-made by someone else, and rarely need updating. Should demand grow, one of the current Web Committee members could easily take over that responsibility. If a particular IG feels strongly about having complete control, they are free to make their own arrangements.

#### **14. Interest Group Coordinators’ Reports, Kris Johnson, Judy Lee**

Kris (North IG) reported on her recent activities. Among them were verifying Northern IG leadership; soliciting CARL members for IGs; sending reminders to IG chairs about 2006 CARL pre-conference proposal deadline. She is currently working with Vicki

Rosen to organize a July northern IG officer meeting at the Mechanics Institute library in San Francisco; Kris also updated the Board on the upcoming programs the IGs are presenting.

Judy reported on her recent activities which consisted of communicating with various Board Members via email on a variety of issues; responded to and communicating with various IG representatives; sending email reminders to various IG officers regarding their current CARL membership. Judy also included in her report upcoming Southern Interest Group Activities. Complete information on these programs (as well as the North programs) are listed under "Board Reports" on the Yahoo briefcase.

#### **15. Campus Liaison Coordinator's Reports, Brian Lym, John Dobbins**

Brian (CLC-North) reported on his recent activities. His efforts have been focused on member recruitment. He has sent out renewal reminders to liaisons who have not yet renewed; recruiting new liaisons at campuses where incumbent liaisons are not renewing; working on liaison recruitment at campuses with members but without designated liaisons; targeted and sent membership recruitment letters to more than 20 campuses which have no members. He will be sending a version of above recruitment letter to non-members mentioned in "People Making News" of the CARL newsletter.

John (CLC-South) reported on his recent activities. Like Brian, his efforts are also focused on recruiting. Among his activities were: continuing recruitment of new liaisons; following up on campus liaisons who need to renew / join CARL; responding to queries from Campus Liaisons; soliciting items for the June newsletter; collecting and forwarding newsletter items to Liz, coordinating deadline / extension requests.

#### **16. Nominating and Elections Committee: Elections Procedures, Jean Purnell**

Jean drafted procedures to be followed by the CARL Nominating and Elections Committee in preparing and conducting membership voting.

#### **17. Research Award Committee, Brian Lym**

Brian reported that the Research Award Committee met on May 31 via conference call and decided that no award should be given, since none of the 4 submissions sufficiently met the award criteria. A follow-up letter will be drafted and sent to all applicants informing them of the decision. The Committee recommends another call for award applications next year (2006). The members of the committee (Brent Singleton, Jackie Borin, Shahla Bahavar, Brian Lym, Ann Hubble) have agreed to remain on the committee if this decision is approved.

#### **18. Secretary's Report, Robin Imhof**

Robin wrote up the minutes of the March 2005 meeting and made revisions as suggested; met with the Committee on Organization to discuss Interest Group issues, new Board committees (Finance and Conference Planning), and organization of the documentation on the Yahoo briefcase. She also made revisions to the Administrative Calendar and organized folders and documents on briefcase per the Org Committee's recommendations.

### **19. Newsletter Editor's Report, Liz Ginno**

The June CARL newsletter will be distributed shortly.

### **20. Legislative Liaison's Report, Aline Soules**

Aline's report is published in full in the June 2005 CARL newsletter. During ALA Midwinter 2005, the ACRL Board of Directors endorsed the *Library Related Principles for the International Development of the World Intellectual Property Organization*. The principles were prepared for use in discussions at the WIPO concerning the impact of intellectual property protection on economic development and the significance of copyright exceptions for libraries, educational institutions and for persons with disabilities. The principles are as follows:

Goal 1: A robust and growing public domain to provide new opportunities for creativity, research, and scholarship.

Goal 2: Effective library programs and services as a means of advancing knowledge.

Goal 3: High levels of creativity and technological progress resulting from individual research and study.

Goal 4: Harmonization of copyright.

### **21. Archivist's Report, Lynne Reasoner**

Lynne had no report at this time.

### **22. ACRL Chapter Council Delegate's Report, Carl Bengston**

Carl reported to ACRL council that CARL began the year with a new slate of officers and an annual meeting in each region of the state, north and south. These annual meetings allow CARL/ACRL members to get together locally, meet with the current officers of their association, discuss issues of common concern, and work on plans for future meetings and programs. Topics discussed at this year's regional meetings included enhancing communication through e-mail and the CARL website, the role of the CARL Newsletter and various listservs, and the effectiveness of the CARL organizational structure and its standing committees. He also described the regional programs offered, noted members who received special honors and mentioned the planning underway for the 2006 biennial conference at Asilomar.

### 23. Action Items

1.	Define process for making the CARL logo/letterhead available to IG coordinators each year.	Committee on Org
2.	Review structure of Conference Planning Committee Proposal at Sept. meeting.	Board
3.	Fix the "white out" effect on website	Bonnie
4.	Discussion about Website redesign/update	Communications Task Force
5.	Consider ways to promote stature of CARL to Library Directors. Discuss ways to promote CARL member contributions (i.e. once-a-month electronic notification )	Jean /Communications Task Force
6.	Recommendation to establish a Finance Committee	Committee on Org
7.	Create "Guidelines for Interest Groups"	Kris, Judy, Committee on Org.
8.	Write to California ACRL members (who are not CARL members already) and encourage them to join CARL	Kelly J.
9.	Make minor revisions as discussed to Standing Rules document (how to amend, election sequence, etc.) for Board to review and approve.	Suellen, Vicki/ Board
10.	Form Communications Task Force and appoint Chair	Jean
11.	Make minor revisions to Policy on Conference Speakers to address the needs of the 2006 conference. Review and approve via email.	Suellen, Jean/ Board
12.	Create a process for putting CARL conference papers on website	Communications Task Force
13.	Appoint small group to work on preliminary steps for 2008 conference	Jean
14.	Create parameters for end of the year reports to Archives	Committee on Org

The next meeting will be a Videoconference on Monday, September 19, 2005.  
Location TBA.

Submitted by Robin Imhof, CARL Secretary for 2005.