

**CARL Executive Board
September 10, 2007
Videoconference
10 AM – 3 PM
Minutes**

Present: Vicki Rosen, Tracey Mayfield, Fred Gertler, Julie Shen, Kelly Janousek, Les Kong, Wendy Diamond, Locke Morrisey, Judy Lee, Aline Soules, Lynne Reasoner, Don Page, Melissa Browne

Absent: Deborah Moore, Celia Bakke, Liz Ginno

1. Welcome

2. Approval of minutes for June 18, 2007

Moved and seconded. Approved.

3. Approval of Agenda

Moved and seconded. Approved.

4. Action items update, President

Action items from the March and June meetings were discussed. Any ongoing items will be incorporated into the September 2007 action items.

See APPENDIX 1

5. Conference updates

a. 2008 – Tracey Mayfield, VP South

The conference planning is moving along; the pre-conference deadline has already passed. The first pre-conference session will begin on Wednesday afternoon, April 2nd. There will be two sessions on Thursday, April 3rd, and the conference will start that evening.

Breakout proposals are due on September 28th and one application has been submitted so far. The call for posters will go out after the Breakout proposals close. Conference registration will start in early November for early-bird rates.

Almost all conference speakers have committed. The planning committee was inspired by the use of local speakers at the recent ACRL Conference. The Thursday night speaker will be Patrick Crispin, co-creator of the Internet Tourbus newsletter, <http://www.internettourbus.com/>. The newsletter is read internationally but based in Irvine, and includes topics ranging from refinancing a house to the top ten reasons not to own an iPhone.

The Friday morning plenary speaker will be a science fiction writer and Hugo award winner Dr. Gregory Benford. On Saturday morning, Barbara Ford, Patrick Sullivan and Gary Strong will moderate a panel of internationally-based librarians.

Issues related to the conference website have been straightened out. Tracey has also been working on editing the CARL Conference Planning Manual. Communication over the summer has been challenging because some members of the conference committee have 10 month contracts.

b. 2010 – Les Kong, Long-Range Conference Planning Committee Chair

During July, Vicki and Les exchanged emails and phone calls with the Holiday Inn Capitol Plaza, Sacramento. These efforts were successful: the conference dates will be April 6th-10th 2010.

The 2010 conference will be a bit more expensive than previous ones—rooms will cost \$129 per night (normally they run \$375), but the hotel has wireless access, and is only a short stroll to Old Sacramento. The Holiday Inn charges room rental fees, but they came down a bit in price. Planning ahead of time really helped with costs because the hotel was willing to negotiate.

Hopefully the membership will be excited about this conference location—it should provide an opportunity to pick up CARL membership in the Central Valley. Les has done an excellent planning job.

6. Elections update - Tracey Mayfield, VP South

One additional person is needed on the Elections Committee, and Locke has suggested Michelle Spomer from Azusa Pacific University. Current committee members are Florence Espiritu, Kelly Janousek, Ken Lyons, and Tracey.

Elections will open on October 15th and close on October 31st. People who agree to run need to fill out a form prior to the election. Open positions include Vice-President South, Secretary, Membership Director, Campus Liaison North and Campus Liaison South. Individuals have already agreed to run for Vice-President South, Secretary and Membership Director. A call for nominees will go out soon.

Kelly is working with John McGinnis to ensure the membership database will be accurate for the elections. John's expertise is important to make sure the elections go smoothly.

7. Committee on Organization Fred Gertler, VP North, Chair & committee members

Bylaws amendments

The Committee on Organization proposes three changes to the CARL Bylaws:

a. Directors at Large

Article VIII, Section 3. Directors-at-Large. *Directors-at-large shall be elected by the CARL membership from among the members of the Association and shall each serve a two-year term. To the greatest possible extent, it shall be the responsibility of the Nominating and Elections Committee to insure that those nominated and elected to serve as directors-at-large represent in equal proportions the northern and southern regions of the area served by CARL, and include a mix of public and private, academic and research institutions. ~~Once elected director-at-large, a Board member may not serve as an officer in any CARL interest group for the duration of his or her two-year term.~~ To avoid possible conflicts of interest, the Interest Group Coordinator cannot simultaneously serve as an officer in an Interest Group.*

Motion to approve. Seconded. Vote: All in favor. This item will be placed on the October ballot for a membership vote. No accompanying pro-con statements are necessary.

b. Elected Officers: Terms of Office

Article VI: Elected Officers. Section 2. Terms of Office. *The Northern and Southern Vice-Presidents shall be elected from the membership in alternate years and shall each serve a two-year term as Vice-President/President-Elect, a one-year term as President, and may agree to serve a one-year term as Past-President Ex-officio. ~~The Secretary shall be elected annually by the membership and shall serve a one-year term.~~ The Secretary shall be elected by the membership and shall serve a two-year term. The Treasurer, Membership Director and ACRL Chapters Council Delegate shall be elected by the membership in alternate years and shall each serve a three-year term.*

Motion to approve. Seconded. Vote: All in favor.

Question: Would this start in 2008?

Answer: If the change is approved on the ballot, it will be a two year term. If the change is not approved, the secretary's term will remain one year.

c. Appointed Officers: Appointment

Article VII: Section 2. Appointed Officers – Appointment: *The Interest Group Coordinators and Campus Liaison Coordinators shall be appointed by the Board of Directors from among those directors elected to the Board by the membership at large, or directly from the membership at large if the composition of the Board of Directors makes it impossible to achieve the regional representation guaranteed in these bylaws. If appointed from the membership at large, they serve as ex officio, non-voting members of the Board of Directors. ~~Appointed Interest Group Coordinators cannot serve as an Interest Group officer for the duration of their appointments.~~ The Newsletter Editor, Web Site Coordinator, Archivist, Legislative Liaison, and any other appointed officers shall be appointed as needed on an ad hoc basis by the President with the advice and consent of the Board of Directors and serve as ex officio, non-voting members of the Board of Directors.*

Motion to approve. Seconded. Vote: All in favor.

Action items: Fred will send the bylaw revisions to Article VIII, Section 3; Article VI, Section 2 (make sure to note this will go in to effect in 2008 if approved); and Article VII, Section 2 to Kelly.

8. Regional ARL/ACRL Institute on Scholarly Communication Fred Gertler, VP North

Background:

At the North Regional Meeting last February, attendees from Santa Clara University came prepared to discuss Scholarly Communication. This discussion morphed into a separate meeting at the University of the Pacific in May, where approximately 20 people representing half a dozen institutions attended. Several potential action items came out of this meeting, including the opportunity to host an institute on scholarly communication. Fred followed up with Julie Blixrud at ARL for details about what is entailed in hosting a Regional Institute on Scholarly Communication.

SEE APPENDIX 2

The bottom line is that it is complicated and expensive.

Questions:

1. Does CARL want to stick its oar in the water regarding Scholarly Communication?
2. Is devoting the time and resources to host a regional institute an enterprise we want to undertake?

Discussion points:

- Hosting the ACRL Regional Immersion Program several years ago took a lot of time and effort. The planners were a very small but mighty group who had to meet frequently in person (easily once or twice per month). ACRL provided the teaching faculty and the content; the planners were responsible for setting up rooms, identifying local attractions, etc.
 - It sounds like a local committee at one site would be necessary for an Institute on Scholarly Communication as well—does CARL have that critical mass?
- Scholarly Communication extends way beyond what libraries are doing. One approach could be to co-sponsor an institute to mitigate the time and cost factors:
 - With an organization such as UCOP
 - With provosts, faculty development officers and faculty on our campuses
- There is a \$41,000 flat fee that the host provides to ACRL, so CARL would need to ensure registration numbers cover the cost. At the Regional Immersion Program, registration numbers were difficult to meet, so return on investment would be a concern.
- It would be worthwhile to talk to other universities who have hosted institutes to find out more about their experiences. UCLA hosted a regional institute last year—is California a logical location to hold another institute? It could take place in Central or Northern California instead of the South this time.
- Another approach to Scholarly Communication would be to highlight this topic at regional meetings, pre-conference programs, etc. We do not necessarily need to work through ARL. It makes sense to explore more local and grassroots options. To reiterate Fred's questions: 1. Yes, 2. No.
- At this point, we don't know enough about our membership and their interest in Scholarly Communication to know if there is value to individuals and local institutions in hosting a regional institute.
- Scholarly Communication is an issue we want to keep alive and well in CARL.

Action item: Fred will follow up with ARL: CARL is not interested in hosting a regional institute on scholarly communication at this time.

9. Surveys Wendy Diamond, IG Coordinator N, Vicki Rosen, President

Vicki sent an email describing the current surveys developed using SurveyMonkey:

1. On Voting (suggested by Locke)

Intro: CARL is holding elections in October for the open positions on the Executive Board.

If you've got a minute, please take a quick survey to help us improve voter turnout.

Thanks,

The CARL Nominating & Elections Committee

<http://tinyurl.com/yqumq5>

2. Membership drive

To ACRL members who don't belong to CARL (suggested by Locke)

<http://tinyurl.com/2ugpcp>

There is also a version for CARL members who don't belong to ACRL. Both need an intro and the logo added. Need emails for ACRL CA members who aren't in CARL.

3. CARL N Regions

This idea came out of the focus group meeting in 12/05 as a way for members to identify with mini-regions. The hope is that the mini-regions could get together more easily for meetings and programs. Test audience will be those attended the focus group and north campus liaisons. Many north IG chairs were part of the focus group.

In progress - needs a good description of the purpose.

<http://tinyurl.com/3ylxvm>

Locke has tested the CARL voting and ACRL membership surveys.

a. Voting

Discussion Points:

- Does the Executive Board want to send the Voting survey out now? We don't want to overwhelm the membership with surveys.
- What was the percentage of eligible voters that voted in the last election? According to John McGinnis, turnout for the last election was higher than usual. This could be because there was a glitch in the system and three election reminder notices were sent, rather than two. The election prior to that was lower. An average turnout is 30-35%.
- Members often say they forget to vote. Is there a better way than email to get people to participate?
- It would be nice to combine this survey with something else, because people will be less likely to fill out successive surveys. Email inbox clutter is a concern.
 - Vicki and Wendy are working on separate surveys for campus liaisons and interest group chairs. The Voting survey would be the only one that targets CARL-ALL.
- Another factor to consider is the extent to which the ballot has competitive positions. If there is only one candidate running for each position, there may be less motivation to vote. This fall, the proposed Bylaws changes may provide extra incentive.
- The decision to vote depends on what else people are doing--do they have time? This is impossible to control though.
- Another approach could be to incorporate the survey into the ballot this fall, to get input on why people decided to vote. Then that information could be used to target non-voters in the future.
- Reminders are probably more useful than a survey. Is it possible to send three election reminder notices (two to CARL-ALL and one to individuals' inboxes) again, to see if this impacts turnout? This time emails will be sent through RegOnline, rather than through the old system.
- We could do both: send reminders and ask users to complete a survey at the end of the ballot. Another option would be to send out a survey after the election. Keep the survey questions simple and plan to distribute the responses when the election results are announced.

MOTION: Include a survey at the end of the ballot: 'Thank you for voting. Do you have suggestions for making the voting process easier?' Not approved.

- o Why do this? To gather information about what motivated people to vote.
- o Would the survey questions be open-ended or closed questions?
- o It would be helpful to find out if they voted based on CARL-ALL messages.
- o We could also have a brief discussion (~15 minutes) at the CARL Conference to gather more information about voting practices. However, that may not be the best forum for gathering this type of information.
- o A survey at the end of the ballot is backwards. Why not wait until after the election and distribute a survey that asks: 'Did you vote in the last election? Yes or No. If no, why?'
- o The larger issue is participation in CARL as a whole. In many cases, participation ends when people fill out their membership checks. We need active members as well! How do we encourage more active participation in the organization? Why don't people participate? Maybe we haven't answered the 'what's in it for me' question. This issue is not limited to CARL—it's a problem for other organizations as well.
 - Ask the question: 'Are you currently an active member of CARL? If no, why?'
 - This puts the survey in a larger context, and may be more beneficial than a voting survey. Perhaps a survey sub-committee could be formed to help with this.

Action item: Vicki will begin developing survey questions that address CARL participation levels, and send them to the Executive Board for input.

b. Membership Drive

The idea behind this survey is to attract new members to CARL. Vicki met with Lynn Reasoner and Ruth Jackson, the University Librarian at UC Riverside, to discuss ways to generate more interest in CARL among library administrators. Many administrators are already involved in organizations at the national level.

This issue has also been brought up at ACRL Council Meetings. A mailing was sent to deans and university librarians in Florida. When CARL sent letters to upper level administrators last year, a common reaction was 'Why did I get this?' There is the perception that CARL is for front-line librarians, not administrators.

If Tyrone Cannon, the Library Dean at USF, becomes involved, he may be able to pull together a group of deans. It would be helpful to brainstorm with Tyrone to get ideas about what might make CARL more attractive to upper level administrators.

The reverse of this situation is that some CARL members don't belong to ACRL. Local chapters receive money when members join ACRL. We need to encourage ACRL members to join CARL, and CARL members to join ACRL.

Action item: Vicki will resend the Membership Drive survey url, and the Executive Board will vote via email.

c. CARL N Regions

Background

Several years ago, Judy Lee, Kris Johnson and Vicki discussed gathering information from CARL North members—there was the feeling that the North wasn't organized. In December 2005 they held a meeting to focus on ways to increase activity, and suggestions for compiling campus venues and nearby places of interest grew out of that meeting as a way to help with IG program planning.

Vicki and Wendy have continued discussions on polling CARL North members about their needs. One current IG chair has expressed interest in a list of potential program venues in the North. Vicki used SurveyMonkey to begin work on this project, and Wendy used the wiki that Julie set up to add questions about campus locations, room sizes, campus parking, catering, and technology options. Vicki suggested splitting the survey into two separate instruments, with one focusing on Campus Venue Information, and the other on Places of Interest near campuses.

Discussion Points:

- The Campus Venue survey is designed as an information-gathering instrument, not an opinion survey. What is the best way to pull in this information? The wiki provides a potential location for the information to reside, and would allow users to add comments. Should this survey be combined with a Regional Survey? Who should the survey go to—campus liaisons? northern members?
- Information on Places of Interest near campuses should at the minimum include a link to local Chambers of Commerce. This piece will be tabled for now.
- Another idea is to promote mini-region meetings. For example, Wendy in Chico and members from Humboldt State could get together for meetings, programs, etc. What would be the point of this? The survey could be tested with the northern campus liaisons to see if it has merit.
- It might also be a good idea to survey campus liaisons about what region they think they are in. People are willing to go to central locations—Sacramento and San Jose are good.
- It is surprising that librarians in the South go to social events in middle of the day and get release time. SEAL-S visited a winery and framed it in an educational context. Tenure-track librarians are able to use these events as professional development activities.
- Maybe we should start with a more conservative approach: why are we bringing people together? If you end up with database of locations and resources, that is good information to have. The points of interest that serve as event venues in the South spark additional program ideas—a concern is that a database of pre-determined locations would stifle this creativity.
- There are many locations in Northern California, but they require a three-to-four day time commitment. This is very different than in the South.
- If we send a survey to campus coordinators, we should ask if they would serve as local arrangements contacts. We need people at various locations who are willing to serve as local liaisons. The IG chairs could focus on programming, and the campus liaisons would be responsible for arrangements planning.
 - Having a database of available contacts would be useful. The South uses a network like this.
 - The campus liaisons would have to be part of the IG program committees to be effective.
 - Campus liaisons may not be enthusiastic about doing program planning activities. And this may be too restrictive—other CARL members on these campuses may be willing to get involved.
 - Going through one person per campus would be easiest, because planners would not have to sift through duplicate information.
 - The campus liaison would be an informational position, providing details about locations.
 - A concern is whether or not the campus liaison lists are up-to-date. This is a valid point—we have to commit to keeping lists up. In most cases, affiliation with a campus is necessary to book rooms, contact catering, etc. Policies vary from campus-to-campus.
 - We want to have some consistency so every time people plan a program they don't have to start from square one.
- Why not proceed with information gathering? Develop the survey and ask the Northern Liaisons the questions you think are relevant. We'll learn something about interest and availability, and it will give us something to respond to. We lose nothing by sending a survey out and hearing what the liaisons have to say.
- Sending a survey out shows CARL is responsive to the comments from the 2005 focus group. What is the best vehicle for sending it out?
- It would be a good idea to keep the various surveys separate (Part I: Campuses; Part II: Individual Rooms; Part III: Points of Interest). The Venues portion could be added to SurveyMonkey quickly and ready by early November.

Summary

- Proceed with the survey. Ask focus group participants (IG chairs) and campus liaisons to participate. If responses are available before the December Meeting, they can be discussed there.

Action item: Wendy and Vicki will send out a test Venues Survey to the Executive Board before distributing to participants.

10. Long-Range Conference Planning Committee composition and terms Research Committee composition and terms – Vicki Rosen, President

a. Long-Range Conference Planning Committee

Vicki and Les discussed this issue earlier, and agree that Long-Range Conference Planning Committee members should be chosen and begin work in the summer. Long-range planning really starts in July. Summer appointments would also make sense, but to a lesser extent, for the Research and Awards Committees. Les and Vicki are drafting wording to send to voting members of the Executive Board regarding the structure of the next long-range conference planning committee.

b. Research Committee

Vicki has appointed Carol Spector, Government Documents Librarian at USF, to reformulate the Research Committee based on recommendations from Jacqueline Borin, the previous Chair. One of the changes ensures that the research results are published in the newsletter or disseminated in some way at the CARL Conference.

There is a need to build more professional standards into the award process. It took previous recipients four-to-five years to spend their award money and conduct their research. In addition, some universities charge indirect costs, which subtract from the sum the recipients are able to spend. For example, the Office of Research for the CSUs takes 7%. This process can cause delays and disrupt grant timelines. However, procedures are in place now that should facilitate the awards process.

- Indirect costs vary from campus to campus.
- The Committee must build indirect costs into its guidelines.

MOTION: Postpone the Research Award until 2008. Moved and seconded. Approved. It is important to notify the membership of the reasons the award will be postponed. The message should be sent to CARLALL.

11. Methods of Communication

Which issues can be discussed over email and which should be discussed at the four Executive Board Meetings each year? Is it necessary to set parameters? Email discussions are not the same as face-to-face discussions.

- Julie has created a new listserv for voting members of the Board, called CARLEXVOTE, making it easier for the President to call for a vote when it's needed.
- The Executive Board does at times need to vote quickly on an issue (i.e. a bylaws change deadline required by the IRS) or on a recommendation that comes from a committee (i.e. approving the next conference city). In these cases, having the email vote option is very useful.
- If issues become too complex and time is not a restraint, it is better to recommend adding them to the Meeting agenda, or arranging a phone call between individuals.
- Sometimes it is hard to follow email threads, for example, the recent bylaws discussion. Let the Executive Board know if there are issues you don't feel comfortable discussing via email, and suggest that these issues be added to the agenda for the next meeting.
- Because there are only four Executive Board Meetings, there is not enough time to discuss everything—so resorting to email is necessary. In addition, there are time constraints on some issues,

so email becomes the most convenient option. Email also provides a record we can use to go back and review issues. We need to be judicious on who we copy on messages though.

- The reverse of this is that some of the fine details discussed during Executive Board Meetings could be handled via email or through smaller groups instead.
- There is a divide in institutional knowledge between newer and older Executive Board members. Sometimes it is necessary to provide background information for the benefit of newer members.
- It would be helpful to allot time at the Executive Board Meetings to review the Board Reports that are distributed ahead of time. In the past, individual reports were discussed, but they took up too much time, so the format was switched to written reports. Should reports be due one week before Executive Board Meetings, so the President has time to compile comments that can be discussed during the Meetings? This would be helpful.

12. Roundtable updates

See APPENDIX 3 for Informational Reports from Board Members

President's Report, Vicki Rosen

Vice-President-South's Report, Tracey Mayfield

Vice-President-North's Report, Fred Gertler

- A 'Save the Date' notice for the Winter Program on December 3rd has been sent.
- The Committee on Organization has a lot of work to do.
- There have been some complaints that there have been too many calls for proposals. This is a good point, but we are already committed for this year. It may be a matter of how we structure our messages to control clutter, i.e. conference proposal call one week, mini-conference the next, etc.

Treasurer's Report, Vicki Rosen for Celia Bakke

- CARL is in the red this year (\$6000), and membership income seems a little low. We need more memberships and programming!
 - The new Expense Planner Form builds in 50% more for nonmembers and 50% less for students. The form should help with profits. A completed form will be required before a program can be held and sponsored by CARL. When will the forms be implemented? They are pretty much ready to go.
- Action item: Read the directions on the wiki, <http://carl-acrl.org/board/wiki>, and provide feedback
- The Research Award is included under expenses, and has already been paid.
 - Another thought is to consider raising membership dues. This will be on the table at the Finances Council meeting this Fall. This ties into the programming issue—programs are for members of the organization. It is perfectly appropriate to charge spouses premium price for attendance. While some members complain about this, others think nonmembers should be charged even more.
 - In addition to surveying members, we should be educating them about costs. Maybe the President's message in CARL Newsletter should focus on costs. CARL's expenses have gone up—the organization needed to hire a CPA. There is the expectation that CARL is very affordable, but prices for things we can't control have gone up. Maybe charging people more will lead them to value their memberships more. The Board could consider timing a dues increase to occur after the new website is launched.

Interest Group Coordinators' Reports

Judy Lee (S)

- Over the summer, Judy received a phone call from an Interest Group chair about setting up a listserv. With Julie's help, they will test a few IG listservs through Dreamhost. It would be a good idea to set up guidelines so the CARL webmaster isn't responsible for maintaining sites for IGs. Wasn't the Web Subcommittee charged with this? The Committee has been focusing on website redesign, and has not had the opportunity to develop guidelines yet. There have also been discussions about developing a template that the IGs can use. CARL is currently hosting two IG websites, and will have the opportunity to try Dreamhost with the new IG request.

Wendy Diamond (N)

- Fred and Wendy have been working on planning for the December 3rd Winter Program. There is also an ABL program in Sonoma scheduled for Dec. 13th. In addition to the Executive Board meeting on the 10th, there's a lot scheduled for early December!
- Two Northern Interest Groups are considering programs.

Membership Director's Report, Kelly Janousek

- There are still problems with people who have been charged for renewals. The RegOnline database is not working as expected. The other service will go down in December, so Julie and Kelly will talk to get the membership database moved over.
- There may be a problem generating membership reports for the election—currently the numbers appear to be off. RegOnline support is helpful though, so hopefully this issue can be worked out.

Website Coordinator's Report, Julie Shen

All links on the website are live. There is a live wiki (the test wiki has been deleted) and a Briefcase. Any Board Members can store files without worrying about space.

- The CARLEXVOTE mailing list has been set up.
- Bree DeMoss sent Julie a proposal, which includes separate estimates for the website and logo redesign. Dreamhost now offers Moodle, an open-source course management system. If CARL would like to offer online workshops, it would be a good idea to test Moodle out.
- The 2008 Conference website has now been moved to the new website.

Campus Liaison Coordinator's Reports

Deborah Moore (S)

Locke Morrisey (N)

- A job for the new Campus Liaison Coordinator will be finding liaisons for campuses that don't have one. Another future project is to go through the CARL Newsletters from the last several years and contact liaisons who have not submitted items, and encourage them to submit information or find a replacement liaison. Would it be helpful to define categories of appropriate content to encourage submissions?
- In the last Newsletter, Liz separated out CARL and non-CARL member news. Does the Executive Board have any comments about this strategy? It made it a lot clearer. It would make sense to contact people in the non-CARL category to encourage them to join.

Secretary's Report, Melissa Browne

- The June Minutes and Board Reports are available in the Yahoo Briefcase.

Action item: Melissa will contact Julie and Vicki about testing the Briefcase on the new website.

Newsletter Editor's Report, Liz Ginno

Legislative Liaison's Report, Aline Soules

- Don Page from CSU Pomona will be working with Aline on legislative issues. Don and Aline plan to alternate sending legislative messages to the group.

ACRL Chapter Council Delegate's Report, Les Kong

- ACRL is offering funds to chapters in order to sponsor programming regarding outreach and advocacy at the campus level (thus far only two chapters, Kansas and New England, have expressed interest). ACRL is trying to develop programs at the regional level, to coordinate messages on individual campuses regarding the value of libraries. The deadline for this funding has been extended indefinitely. August 2008 is the current end of the ACRL fiscal year. Chapters can use the money to pay for speakers who are not part of the library profession, but have influence at the local level. Is this something Fred and the IG Coordinators would like to consider? It would be helpful to find out more about the requirements for who we are eligible to invite. There is certainly potential there, especially if funding is provided.

Action item: Fred will check in with Les for more information about ACRL Chapter funding.

Archivist's Report, Lynne Reasoner

- Lynne and Vicki had good visit. Vicki: Lynne is doing a great job!

Next meeting: December 10, 2007: Santa Clara University

This meeting will include new Board Members.

APPENDIX 1: Action Items September 2007

#	Description	Names or Groups	Done?
1	Add copies of the certified Articles of Incorporation, amendments and certificates of nonprofit status to the Briefcase. Send originals to the CARL Archives	Vicki R.	
2	Review recommendations submitted by the Communications Task Force and come up with a charge.	Committee on Organization [CoO]	
3	Review the position descriptions included in the Standing Rules for accuracy. Discuss adding reimbursement for the ACRL delegate to the Standing Rules	CoO	
4	Review the Yahoo Briefcase and make recommendations to the Executive Board regarding organization and content	CoO	
5	Explore design options for gathering venue information for the North via a wiki	Vicki R.	In progress
6	Review draft SurveyMonkey survey with North board members and run pilot test.	Vicki R., Wendy D., Locke M., Fred G.	In progress
7	Send Tracey information that would be helpful for new board members in an orientation packet. Deadline: January 2008	Julie S., Fred G., Wendy D., Melissa B.	
8	Contact the CCLI leadership to gauge interest in a collaborative relationship to provide instruction programming in the North	Vicki R. to confer with Fred G. and Wendy D.	
9	Contact vendors about support for the 2008 CARL Conference [Suellen has contact information from the last conference]	Locke M.	In progress
10	Provide Locke with vendor contact information for the CSUs and Community Colleges	Kelly J.	
11	Meet with John McGinnis to discuss election process	Kelly J.	In progress
12	Update IG forms	Finances Council [Vicki]	In progress
13	Convene meeting with MOR, DIAL-N, DIAL-S and Executive Board about diversity issues	Fred G.	In progress
14	Include savings figures in future Treasurer reports	Celia B.	
15	Test new travel form and send comments to Vicki	All	In progress
16	Compile list of new CARL members and share with Fred, Tracey and Liz	Kelly J.	
17	Create agenda for Regional Meetings	Fred G. and Tracey M.	
18	Develop welcome email/letter for new members. Strategize about the best time to distribute the message.	Fred G. and Tracey M.	
19	Include names of new members in the CARL Newsletter	Liz G.	
20	Distribute 'Tips on Program Planning' to northern and southern IGs, include in the CARL newsletter and on the CARL website.	Judy L., Liz G., Julie S.	
21	Check wiki pages and add/edit content as needed: http://carl-acrl.org/board/wiki	All	
22	Send bylaw revisions to Article VIII, Section 3; Article VI, Section 2 (make sure to note this will go in to effect in 2008 if approved); and Article VII, Section 2 to Kelly.	Fred G.	
23	Follow up with ARL: CARL is not interested in hosting a regional institute on scholarly communication at this time.	Fred G.	
24	Begin developing survey questions that address CARL participation levels, and send them to the Executive Board for input.	Vicki R.	
25	Resend the Membership Drive survey url, and the Executive Board will vote via email.	Vicki R.	
26	Send out a test Venues Survey to the Executive Board before distributing to participants.	Vicki R. and Wendy D.	
27	Read the Expense Planner Form directions, http://carl-acrl.org/board/wiki , and provide feedback.	All	
28	Contact Julie and Vicki about testing the Briefcase on the new website.	Melissa B.	
29	Check in with Les for more information about ACRL Chapter funding.	Fred G.	

APPENDIX 2: Regional Institute on Scholarly Communication

Regional Institute on Scholarly Communication Notes for host consideration August 2007

+ Institute goal and nature of event

increase knowledge of scholarly communication issues
learn about available resources to support program development
learn about successful strategies to engage faculty
build relationships with colleagues for ideas and support
begin initial planning for a local program for campus outreach

+ Date, location and type of facility

Host handles local arrangements
easy accessibility
facility that holds 100 people in tables of 8-10
5-7 faculty and future faculty (they will be at their own table)
head table/dais/podium
LCD/screen
catering facilities (e.g., box lunch, plated, buffet, breaks morning and afternoon)
recommend hotel facility for faculty (particularly for evening debrief purposes)

+ Attendees

faculty can handle up to 100
teams that include librarians and faculty (35-37 teams)
prefer 20 external (outside region) slots

+ Application and review process (Host handles)

ARL/ACRL will provide documents outlining process
ARL/ACRL can also provide templates for selection and notification letters
recommend 2 weeks for review process
registration occurs after selection
Host handles registration

+ Public relations and marketing

ARL/ACRL will provide examples of previous marketing emails
use of ARL/ACRL name (outlined in agreement)
ARL/ACRL will post announcement to national lists

+ ARL/ACRL contributions

curriculum (updated as necessary), including pre-work
4-6 faculty, depending on availability
full agenda and notebooks
facility checklist
WebCT (or similar) for institute participants (location for electronic versions of curriculum materials)
Webcasts for background (author rights currently available)
institute e-list (participants have their own list and then are moved to a list with all previous participants as a way to build community)

+ Host contributions

keynote slot available; ARL/ACRL can recommend type of speaker but host is responsible for costs
reception
open dinner option

+ Budget and financial responsibilities

ARL/ACRL

curriculum development
faculty honorarium
staff support
travel costs for faculty and faculty being developed
materials (notebooks, copying, shipping)
ARL and ACRL overhead (e.g., WebCT, e-list)

Host

Facilities and AV
Catering
Keynote and other speaker expenses

Registration fee

ARL/ACRL was \$650/person

Options: sliding scale for teams, discount for Host members (higher fee for those outside region)

+ Preparation of a mutually acceptable agreement

ARL/ACRL supply draft agreement
Host reviews

+ Timeline and some next steps

ARL/ACRL to review expressions of interest (are setting criteria for prioritizing such as readiness, geographic location, etc.)

decision by host
set date and location
prepare and sign agreement

**Regional Institute on Scholarly Communication
Regional Scholarly Communication Institute Agreement**

Date

Name of Contracting Party

Dear [Name],

The arrangements for the Association of Research Libraries (ARL)/Association of College and Research Libraries (ACRL) Institute on Scholarly Communication (Institute) for [Date] are definite based on the terms outlined below.

This letter serves as the entire agreement between the [Organization] ("Hosts"), and ARL, fiscal agent for the Institute.

The Institute will be held at [Location]. The dates of the Institute are [Date].

ARL/ACRL Institute Deliverables

ARL and ACRL will be responsible for the following deliverables related to the Institute:

- Development of a curriculum for 3 days of intensive scholarly communication program development for academic librarians as described on the Institute's Web site and offered semi-annually since 2006.
- Supplementary marketing and publicity for the event through standard media (Web, flyers, e-mail announcements, etc.) and at conferences

- Documents outlining application and review process, selection criteria, and templates for selection and notification letters.
- Design, development, and hosting by ACRL for secure Institute course site (currently WebCT platform).
- Private discussion list for participants and faculty (*Note: after the Institute is completed the participants will migrate to an alumni listserv, which will be a community of nearly [figure adjusted as events held, 300 people as of August 2007] people.*)
- Pre-work institute instruments for participants.
- 3 days faculty instruction (begin at lunch on day 1 and end at 4:30 p.m. on day 3)
- Faculty (five faculty members, including coordinator) to teach the Institute. ARL will cover expenses for faculty members' lodging, travel, and honorarium.
- An extensive notebook of materials for each faculty member and participant, compiled by ARL.
- Evaluation design and compilation for overall Institute. ARL will provide a final evaluation summary report.
- Certificate of completion for each participant.

Hosts Responsibilities

The [Organization] will be responsible for the following:

Registration

- Marketing and publicity of the Institute (print, Web, e-mail)
- Management of application and selection process including selection of at least 20 attendees chosen from unaffiliated institutions, unless few qualified applications are submitted
- Setting registration fees for [Organization]-affiliated and unaffiliated attendees (differential registration fees are acceptable)
- Registration management, including issuing registration receipts, rosters, etc.
- Participant and faculty name badges
- FAQ sheets/local arrangements information and/or Web site

Conference coordination, logistics to include:

- Reservation of meeting space per the Institute meeting room requirements provided by faculty coordinator
- On-site A-V technology and support
- Identifying and arranging for discounted hotel sleeping rooms for participants faculty
- Planning and associated costs (travel, honorarium) for keynote speaker
- Planning and associated costs for 2 breakfasts, 3 lunches, reception for participants, faculty, and guests
- Transportation logistics, if necessary
- Volunteer staff as needed

Terms

- The Hosts will provide ARL with a \$41,200 flat fee to cover the cost of ARL/ACRL Deliverables outlined in this agreement. A \$2,000 deposit is due to ARL by [Date 3 months in advance]. The balance is due to ARL thirty days before the Institute starts.
- ARL/ACRL license to the Hosts on a limited basis, to use its name and the "ARL/ACRL Institute on Scholarly Communication," in connection with Hosts' promotion and marketing of the Institute under the terms of this Agreement. ARL/ACRL has the right to review and approve all uses of the names on such promotion and marketing materials; such approval not to be unreasonably withheld.

- ARL/ACRL and the Hosts agree that this Agreement is not intended to create any agency relationship of any kind and both agree not to contract any obligations in the name of the other.
- ARL/ACRL and the Hosts agree to the extent allowed by law to release and hold harmless the party from any and all liability, costs, claims or expenses which either party incurs by reason of any negligent act or failure to act by the indemnifying party, its agents, employees, officers or directors solely related to its obligations set forth in this Agreement.
- Either party may cancel without payment or penalty in the event of actual disaster, health emergency, interruption in the transportation network, war, act of terrorism, or similar event that makes it impossible or inadvisable to hold the event.
- In the unlikely event that the Hosts cancels the Institute for reasons other than those outlined above, the Hosts will reimburse ARL/ACRL for direct expenses (e.g., travel arrangements, institute materials).

Please review the terms of this agreement as outlined above and if acceptable, sign both copies of the letter and return one copy of the entire letter to the ARL office no later than [Date]. Contact me if you have any questions (785-841-5550 or 202-251-4678; e-mail: jblix@arl.org). I am looking forward to working with you on this important undertaking.

APPENDIX 3: Information Reports from Board Members

CARL Executive Board Meeting September 10, 2007 President's Report

June

Research Award 2006: Began discussions with Carolyn Dersch, Associate Director for Sponsored Projects, Office of University Research, CSU Long Beach to clarify CARL's policies for research awards disbursement of funds to awardees. This continued through July. Appointed new committee chair, Carol Spector USF, to review past practices and develop recommendations based on input from past recipients and committee members.

Newsletter: Contributed the President's letter and other suggestions.

July

UC Riverside visit: met with Lynne Reasoner, CARL Archivist; Judy Lee, UC Director-at-large; and Vicki Bloom, IG Chair. Also met UCR AUL Ruth Jackson (ACRL member interested in joining the "California chapter". Follow-up with Tyrone Cannon, USF Dean, planned to strategize on how to attract new ACRL members. Also met with VP-S Tracey Mayfield.

2010 Conference Hotel: Negotiations with Holiday Inn Sacramento for 2010 took several weeks, with much help especially from Les Kong, Tracey Mayfield, and Joseph Aubele. After many versions, the contract was signed and delivered in late July.

Venue Questionnaire: conferred with IG-N Coordinator Wendy Diamond about her design of questionnaires on suitable venues for programs.

Scholarship Committee: contacted the three members with updated information from last chair.

August

501c(3) documents: Retrieved copies of status letters from Celia Bakke, via the CPA, to add to the Briefcase files.

Support for ALA National Security Letters Statement: polled voting board members for endorsement and sent yes vote to ALA Council.

Committees/web pages: Continued finishing up committee appointments: sending appointment letters, reviewing web pages, maintaining wiki information.

Nominations & Elections Committee: contacted John McGinnis for another year of assistance with online elections before he retires.

September

Financial Forms: continued refinement of financial forms; added pages to wiki as samples.

Surveys: revised several draft surveys on surveymonkey to share with board.

CARLvote listserv: Asked Julie Shen, Web Coordinator, to create and administrator listserv for CARL voting members only. This should help speed online votes on board issues.

Newsletter: Contributed President's letter.

**CARL Executive Board
Quarterly Report
Vice President South, Tracey Mayfield
9/8/07**

This summer has found me very busy with normal CARL business (email, email, email) and three major projects I have been pretty consumed with:

CARL Conference

With Joseph Aubele on 10 month contract (more on that later), the primary responsibilities fell to me to work with the two co-chairs to get some major business accomplished. We have the pre-conferences all settled, (we have three) and we have preliminary speakers lined up as well. We are still waiting for one to be finalized.

The breakout sessions call is out as we speak. So far we have one submitted, but the deadline to submit is 9/28 and as one librarian told me, "that is an eternity!" We have sent a reminder last week about submission and will send another reminder closer to the deadline.

The website has been a challenge all the way around. The site itself is fine, it is the people and communication part that has been hard.

CARL Elections

I have filled the one remaining slot on the elections committee and had a conference call with Vicki and Suellen about what I am working on. The call needs to go out asap and the committee needs to be aware of the timeline and forms necessary for anyone who commits to run. John McGinnis has agreed to help with the election again, which is a relief, but we have a contingency plan should that fall through. The elections will be in October.

CARL S Minicon

We have a venue, we have a date and a theme, and the committee is working on menu planning and drafting a call for proposals. We want to wait until the conference breakout sessions call is through.

**CARL Board Meeting
Report: Vice President-North
September 7, 2007**

1. Continued to gather information about Regional Institutes on Scholarly Communication. Material received from ARL has been sent to Board; and item is on the agenda for Monday's meeting.
2. In collaboration with Committee on Organization, sent a change to CARL bylaws to Board for approval at Monday's meeting.
 - a. **Article VIII, Section 3. Directors-at-Large.** Directors-at-large shall be elected by the CARL membership from among the members of the Association and shall each serve a two-year term. To the greatest possible extent, it shall be the responsibility of the Nominating and Elections Committee to insure that those nominated and elected to serve as directors-at-large represent in equal proportions the northern and southern regions of the area served by CARL, and include a mix of public and private, academic and research institutions. ~~Once elected director-at-large, a Board member may not serve as an officer in any CARL interest group for the duration of his or her two year term. To avoid possible conflicts of interest, the Interest Group coordinator cannot simultaneously serve as an officer in an Interest Group.~~
3. There are two other proposed changes to the Bylaws that came out of COO.
 - a. **Article VI: Elected Officers. Section 2. Terms of Office.** The Northern and Southern Vice-Presidents shall be elected from the membership in alternate years and shall each serve a two-year term as Vice-President/President-Elect, a one-year term as President, and may agree to serve a one-year term as Past-President Ex-officio. ~~The Secretary shall be elected annually by the membership and shall serve a one-year term. The Secretary shall be elected by the membership and shall serve a two-year term.~~ The Treasurer, Membership Director and ACRL Chapters Council Delegate shall be elected by the membership in alternate years and shall each serve a three-year term.
 - b. **Article VII: Section 2. Appointed Officers – Appointment:** The Interest Group Coordinators and Campus Liaison Coordinators shall be appointed by the Board of Directors from among those directors elected to the Board by the membership at large, or

directly from the membership at large if the composition of the Board of Directors makes it impossible to achieve the regional representation guaranteed in these bylaws. If appointed from the membership at large, they serve as ex officio, non-voting members of the Board of Directors. **Appointed Interest Group Coordinators cannot serve as an Interest Group officer for the duration of their appointments.** The Newsletter Editor, Web Site Coordinator, Archivist, Legislative Liaison, and any other appointed officers shall be appointed as needed on an ad hoc basis by the President with the advice and consent of the Board of Directors and serve as ex officio, non-voting members of the Board of Directors.

CARL Budget 2007 Revised 8/31/07

Income

ACRL Chapter Reimbursement	1,065.00
Donations (Scholarship) ¹	1,100.00
IG Programs	7,000.00
Membership	12,500.00
Mini-conference	3,000.00
Savings Account interest	165.00

Total 24,830.00

Expenses

Conference 2008	
Planning	500.00
Postage/Printing ²	500.00
Executive Board	
ACRL Chapters Council Mts.	2,000.00
Office Supplies, Postage, etc.	150.00
Refreshments	1,500.00
Software	350.00
Travel	3,500.00
Stipends	1,700.00
Interest Group Programs	4,000.00
Member Awards	
Research	2,000.00
Scholarships	1,025.00
Membership (Digital Forest & RegOnline)	1,500.00
Miniconference	2,200.00
Miscellaneous	200.00
Regional Meetings	1,200.00
Retainers	3,500.00
Web Hosting ³	285.00

Total 26,110.00

¹\$5000 donated in 2006 for years 2007-2011

² Print & postage costs in 2005 for the 2006 Conference were \$855.00

³ Cost for two years (2007 & 2008)

CARL Income / Expense Report – 1/1/07-8/31/07

Detail		Balance
Income		
ACRL Chapter Reimbursement	1,065.00	
Conference 2006 (reissued check)	120.00	
Credit Card Reimbursement	31.19	
Donations – Scholarship Fund	70.00	
Interest Group Programs		
CARLIT-N	2,040.00	
CCIG-N	1,400.00	
DIAL-S	185.00	
SCIL	1,230.00	
SEAL-S	<u>633.00</u>	
	5,488.00	
Membership	5,930.00	
		12,704.19
Expenses		
CARL Website	285.80	
Bank & Credit Card Fees	102.12	
Conference Planning	<u>419.33</u>	
	807.25	
Executive Board		
ACRL Chapters Mtg	1,992.49	
Postage	4.55	
Refreshments	749.26	
Software	329.00	
Travel	1,659.08	
Other	<u>57.75</u>	
	4,793.03	
Interest Group Programs		
CCIG-N	864.79	
DIAL-S	249.49	
SCIL	1,216.30	
SEAL-S	<u>450.00</u>	
	2,780.58	
LOEX Conference	1,912.99	
Member Awards		
Research	2,000.00	
Scholarships	<u>1,025.00</u>	
	3,025.00	
Member Regional Mtgs		
Refreshments	279.32	
Travel	<u>903.47</u>	
	1,182.79	
Member Database	496.00	
RegOnline Fees	<u>363.20</u>	
	859.20	
Retainers		
Accounting	1,400.00	
Insurance	<u>1,923.00</u>	
	3,323.00	
		18,683.84
Income less Expenses		-5,979.65

September 5, 2007

TO: CARL Executive Committee

FROM: Wendy Diamond, CSU Director at Large and Interest Group-North Coordinator

RE: Quarterly Report

Interest Group-North news

- *ABLE-North* is presenting a program on December 15 at Sonoma State University. The topic is using census data for marketing research.
- *ABLE-North* will co-sponsor a pre-conference program with *ABLE-South*. The topic is "Confronting Global Trends: Libraries, Information Literacy and the Emerging Global Curriculum."
- *ABLE-North* is seeking nominations for IG chair.

Northern Venues survey (with Vicki Rosen)

- The purpose of this survey is to generate a listing of potential program venues available in the northern region
- The survey will request information in two categories: 1) General Campus Description and 2) Campus Room Availability. In addition, we will gather information on nearby attractions.
- A draft has been uploaded to the Board wiki on Dreamhosters (though the wiki may not be an ideal way to distribute the survey).

Northern Regions survey (with Vicki Rosen)

- Worked on further drafts of the Northern Regions survey designed by Vicki

Winter Program (with Fred Gertler)

- Coordinated with Mira Foster and Fred Gertler on publicity and registration forms for the upcoming Winter Program on December 3 at University of the Pacific.

Collaboration on IG goals (with Judy Lee)

- Judy and I discussed goals related to IG's in both regions (e.g., web site design, IG sunset proposal, etc.)

Report from the CARL IG Coordinator-South

June – September 2007

Judy Lee

- ▶ Hosted CARL President visit to UCR (CARL Archives, general discussion, meeting with CALM-S convener) 7/11/07
- ▶ Sent sample copies to IG Coordinator-North of southern IG and Mini-Conference registration, evaluation, and site venue forms to assist planning for northern Mini-Conference and venue survey project
- ▶ Phone discussion and follow-up emails with IG Coordinator-North 7/13/07: IG Coordinator goals, program planning, CALM discussion (after CARL President's 7/11 visit), venue survey project (IG Coordinator-N)
- ▶ Discussion with IG Chair and various board members about that IGs request for CARL to host listserv capabilities with new host

7 September 2006

Draft #1
9.11.07

CARL 2007 3rd Quarter Membership Report

The problem of paid members keeps growing and I don't know why. Still working on this because it really bugs me!
Kelly

341 members of a database of 543 (down 13 due to retirements) compare to 2006 Membership database of 604 this time last year.

Community Colleges	94
CSUs	153
UCs	81
Privates	146
Library School	11
Public Library	5
Vendors	6
Others	26

Date: September 10, 2007
To: CARL Executive Board
From: Julie Shen
Subject: Web Coordinator's Report

Of particular interest to the board are the following:

1. Set up a new CARLEX mailing list at <http://listserv.carl-acrl.org/listinfo.cgi/carlex-carl-acrl.org>
2. Set up CARLEXVOTE mailing list for voting board members only: <http://listserv.carl-acrl.org/listinfo.cgi/carlexvote-carl-acrl.org>
3. Set up a board only section of the CARL website at <http://www.carl-acrl.org/board>.
4. Set up both a test wiki (now deleted) and a real wiki for the CARL Executive Board at <http://carl-acrl.org/board/wiki>.
5. Set up both a test briefcase (now deleted) and a real briefcase for the CARL Executive Board at <http://carl-acrl.org/board/briefcase>.
6. Worked with CARL president Vicki Rosen and Web Redesign Committee to draft letter to web designer Bree De Moss Sanchez regarding redesigning the CARL website. Bree has submitted a proposal, which is attached to this report.
7. FYI, Dreamhost now offers Moodle, an open source course management software. Does the board want me to install it so we can test it out for the future possibility of holding online workshops?

Below is a record of other things I did during the last several months:

1. Moved the CARL website from Digital Forest to Dreamhost.
2. Re-set up email for carlweb@carl-acrl.org, the main email people use to send in jobs and announcements, including spam filters.
3. Set up the following users with limited access to the CARL website:
 - o carljobs (used for jobs only)

Draft #1
9.11.07

o carlevents (used for events only)
o carlconf2008 (I set this up because the CARL conference webmaster was having web issues at their campus, but I noticed it hasn't been used yet.)

4. Corresponded with Heather Tunender and Stacy Magedanz regarding upkeep of the Jobs and Events sections of the CARL website. They're both doing a great job.

5. Corresponded with IG coordinators regarding IG specific mailing lists on CARL server. Set up listserv for SEAL-South at <http://listserv.carl-acrl.org/listinfo.cgi/seal-south-carl-acrl.org>. Kristen La Bonte is CSU Channel Islands is their admin/moderator.

Project Proposal
No. 07090701P
Date September 7, 2007
Client California Academic Research Libraries (CARL)
Contact Julie Shen

Project Website Graphic Design and Template Development

Description Website Graphic Design
- New look and feel (colors, graphics)
- New layout
- Navigation revised for ease of use

Website Page Development
- Homepage, Category (ie About Us) and Sub-category (ie Our History) templates
- Cascading style sheet
- Photo/image manipulation as necessary (max. 2 hours)

Deliverables A. Graphic Design: Native files for homepage & templates (Photoshop format)
B. HTML Templates: 3 - Homepage, Category page, Sub-category pages (Dreamweaver)
C. Website Style/Branding Guidelines Document (PDF format)

Estimated Hours 28
Rate \$65/hr.
Estimated Fee \$1820

Description Logo Development
Deliverable Logo: Native file (EPS format; can be reused in future digital or print projects)
Estimated Hours 12
Rate \$65/hr.
Estimated Fee \$780

Campus Liaison Coordinator (N)

The names and places section submissions for the September Newsletter are sparse.

Before I leave the Board this January, I plan to look at all the submissions to names and places part of Newsletter for the last two years and do an analysis. Then I'll be following up one-to-one with those campus liaisons who have submitted nothing during this time.

I also need to follow-up with campuses in North who currently have no liaison. I'll work with Kelly on getting an updated list.

--Locke Morrisey

Draft #1
9.11.07

To: CARL Executive
From: Deborah Moore
Date: September 5, 2007
Re: Report from Southern Campus Liaison Coordinator

While soliciting submissions for the last CARL Newsletter from the Southern Campus Liaisons, I identified four campuses that have recent liaison vacancies: Soka University, UC Irvine, University of La Verne, and USD. I will contact members on those campuses to try to find a new campus liaison. I already emailed Julie to ask her to list Soka as vacant for now, until I find a new liaison. (Maryann Hight took a job at CSU Stanislaus.)

Legislative Liaison's Report

As for my report, I really don't have anything new to add. I continue with regular emails (will send one out this weekend). Don Page will begin to work in tandem with me to send out emails (I hope) and that may free some time to be more pro-active with some other legislative initiatives. Don will come to the meeting to meet to meet everyone.

aline

ACRL Chapter Council Delegate's Report **Submitted by: Les Kong**

September 6, 2007

ACRL Chapters Council at ALA Annual Conference (Military Room, Hilton Washington Hotel), 8:00 am, June 24, 2007

Orientation for New Chapter Liaisons The Chair, Nora Quinlan (Nova Southeastern University, Florida Chapter), welcomed chapter representatives. She took some time to conduct a brief orientation for new chapter liaisons. The Chapters Council is a conduit to communicating with and learning about ACRL. Involvement in Chapters Council may also lead to opportunities to move up into the ACRL hierarchy. She encouraged each of the chapters to promote ACRL membership at the local level – one way to do this is to have ACRL ribbons available at the chapter conferences – these may be obtained via ACRL.

Annual Meeting

The meeting was called to order at 8:30 am. Introductions of the council leadership were made. Minutes were read and approved from ALA Midwinter 2007. Chapter liaisons introduced themselves, shared themes of their local meetings/conferences, as well as any efforts to promote scholarships involving recruitment of students and/or diversity in the profession. Some of the conference/meeting themes included the following:

Podcasting to students

“Member Clicks”

“Library 2.0”

“Web 2.0”

Federated searching

Staff roles in libraries

“Texshare”

“We Lead”

“Who's Driving the Technology Bus”

Captive software

Integrating tutorials into instruction

Second Life

Helping administrators understand the value of librarians

The Chair indicated her interest in surveying the local chapters in the future regarding such issues as structure, dues, and other membership issues.

Chapters Council Candidates for the ACRL Board, Mark Emmons and Linda Kopecky, were introduced, and made brief remarks.

Government & Legislative Updates – Kara Malenfant, Scholarly Communications and Government Relations Specialist, ACRL, then provided background and a legislative update on an effort to push for Open Access to Federally Funded Research. The NIH has pending approval of \$55 million in federally funded research. Under the NIH Public Access Policy bill, it is proposed that the HHS will mandate that all manuscripts be automatically deposited into PubMed Central. The Senate Appropriations Committee has passed the bill, and the next step is now making it happen on the House side. She encouraged members to visit their respective congressional members, and to attend Library Day on the Hill.

Pam Snelson, ACRL President, reminded chapter representatives that funding is again available to underwrite the cost of bringing ACRL leaders in as speakers at local chapter program events. Thus far, three chapter visits have been scheduled, but up to six visits are available. She also discussed and highlighted several ACRL Bylaws change proposals. Some of these involve proposed procedural changes related to interest groups. One of the proposed changes would allow more flexibility in having dues changes. This would give the ACRL Board leeway to raise dues capped to CPI, but dues increases greater than the CPI, would still need to go to the entire membership for a vote. Yet another change involves a unified nominating committee.

Mary Ellen Davis, ACRL Executive Director, then made a brief presentation to the Council. She discussed the ACRL National Conference, and the record attendance in Baltimore – over 1,000 individuals in attendance. As a result of recent Board actions, there are now two new discussion groups. There will also be a follow up with first-time attendees of the ACRL National Conference. She was also pleased to announce that membership in ACRL is up 6% this year. Membership is “incentivized,” as the nonmember rate to attend ACRL National is more expensive. A membership retention effort will be made through email follow-ups. She further encouraged us to consider ACRL e-learning offerings, as there are very reasonable group rates (one flat rate) for Webcasts. She concluded with two items regarding membership recruitment-First, chapters are encouraged to have action plans in place for membership recruitment (this would likely include membership forms on the Web, among other things). Chapters should look at the membership part of the ACRL Strategic Plan, as well as the sections dealing with funding and assessment. Secondly, she reminded us that it is an ongoing ACRL policy that, for chapters which demonstrate how they recruited new members, that the chapters would, in kind, receive \$10 per member – in effect, an assessment piece is included.

Barbara Jenkins (Oregon chapter), ACRL Board member, briefly discussed the ACRL Advocacy Initiative, “Campus Outreach and Advocacy,” to engage librarians below the director level on college campuses. Specific programs would be developed to target groups. The goal is to have a clear, coordinated message (set by the library director) out to the campus. The article, “Attitudes of Presidents and Provosts on the University Library,” by Beverly P. Lynch and Susan Parker in *College & Research Libraries*, v.68, no.3, May 2007, pps. 213-227, was cited as a key work. She further emphasized that each staff member can make a difference in their own arenas. The workshop at ACRL National was well attended, with 60 librarians in attendance. Funds in the amount of \$7,000 will be distributed by the ACRL Board to chapters to develop programming focusing upon campus advocacy. Fourteen chapters are eligible to receive \$500 each for advocacy efforts. The original deadline to apply for this funding was June 30. To this point, only two chapters (Kansas and New England) have expressed interest. The deadline has been extended indefinitely, however, the funds need to be expended during the ACRL fiscal year (9/1/07 – 8/30/08). The intent is to get programming out to the regional chapter. The Board will tend to fund requests to chapters which develop programming that: 1) addresses campus advocacy; 2) brings in a speaker from outside the library profession; and 3) have outcome measures. She also referred the group to the Campus and Advocacy Outreach Toolkit (a project of ACRL’s University Libraries Section and the ALA Advocacy Institute), at: <http://www.ala.org/ala/acrl/acrlissues/marketingyourlib/ulsadvocacytoolkit/ulstoolkit.cfm>, for further background. The focus here should be on relationship building programs with individuals who wield influence on campuses.

The election of ACRL Chapters Council Officers was conducted. The following individuals were elected:

Kevin Merriman (McNeese State, Louisiana Chapter) Vice-Chair
Judith Pinnolis (Brandeis University, New England Chptr) Secretary

Announcements: Chair Parsons reported on the Washington Nationals baseball game event with the DLS report, on Friday, June 22. Linda Kopecky recommends that two or three individuals from each chapter monitor the ACRL Chapters listserv, as this provides coverage and backup for the chapters in cases of illnesses, or extended absences.

The meeting adjourned at 12:00 noon.

Addendum:

I queried the ACRL Chapters listserv on behalf of the CARL Executive Board regarding how individual chapters handled finances, as well as the ACRL policy regarding use of local versus national logos on Web sites. A summary of the responses I received follows:

Oklahoma: Small, independent chapter (100 members) that is not a part of the state library association. Their budget is under \$10,000. There are no employees, or bricks or mortar expenses. Most of the expenses go to the annual conference, workshops, and mailings (moving to electronic distribution soon). Treasurer handles the finances, and is elected to a 2-year term. Treasurer maintains the chapter's checkbook, and VISA check card (only the Treasurer and President have signature authority for use of these). Treasurer handles receipts of membership dues and registration fees (purchase orders, checks, et al). The chapter uses a physical bank that has several branches in different cities of the state. Their bylaws allow the president to appoint a new treasurer should that individual leave office in the middle of a term.

Minnesota: The Academic and Research Libraries Division is affiliated with the Minnesota Library Association (MLA). Hence, all of their finances are handled by the MLA treasurer and executive director. The MLA President is responsible for the overall budget, and their chapter is allocated for as a division.

Tennessee: The College and University Libraries Section is a section of the Tennessee Library Association (TLA). The TLA executive director handles all of the finances. All funding requests go to the executive director for approval. If bills are to be paid, these are sent to the executive director for payment.

Wisconsin: The Wisconsin Association of Academic Librarians (WAAL) is affiliated with the Wisconsin Library Association (WLA), as such, it does not charge separate membership dues. When one becomes a member of WLA, one fee is paid on a sliding scale -- \$3.00 per \$1,000 in salary (minimum \$32.00? maximum \$250.00). This entitles the member to one division (WAAL, in this case), and two sections/roundtables. The vice-chair of WAAL prepares an estimated budget for the new year, which the WLA Executive Director then adjusts as necessary, adds to the entire WLA draft budget, and submits to the WLA Board for approval. The chair of WAAL signs any expense reimbursement requests, but the actual check is disbursed by the WLA Financial Manager, a permanent staff position. They use a physical bank. They feel that this is an advantage in that individual units with constantly changing members do not have to handle checks or money.

New England: The New England Chapter has an officer position of treasurer, and has been fortunate to have the same, very capable person elected and re-elected to that position for many years now. The treasurer does all bookkeeping, arranges for periodic audits, pays bills, processes income, manages their bank account and certificate of deposit (from a physical bank), submits reimbursement requests to ACRL national, reports to the Board at the quarterly meetings and advises interest group chairs on budget and finance procedures. The vice president and president have signatory authority, in addition to the treasurer, on their bank account, and either the president or vice president needs to counter-sign any payment request before the treasurer will cut the check.

Iowa: The finances for the Iowa Chapter are handled by the President/Chair of the Chapter and the Executive Director of the Iowa Library Association. For any expenditure that the Chapters incurs, the President/Chair completes a voucher with receipts that is forwarded to the Executive Director of the ILA. Then the President of the ILA signs the voucher and the Executive Director who also acts as the Treasurer of the Association cuts the check. Only the Executive Director has signature authority. A physical bank is used.

Response from Megan Griffin, ACRL, regarding the use of logos: The ACRL Chapter logos were created because many Chapters requested them for use on banners, chapter web sites, stationery, post-it notes, buttons, newsletters, etc. Please note that ACRL Chapters are not required to use these logos. Some Chapters prefer to use their state association's logo, and that is fine. However, if a Chapter is still using the ALA or ACRL logo in conjunction with its activities, it must be replaced with the new ACRL Chapter logo. The Chapter may use this new logo on any and all materials.