

**CARL Executive Board Meeting
June 1, 2009
San Francisco State University Library**

Present: Tracey Mayfield, Dominique Turnbow, Karin Griffin, Kelly Janousek, Ned Fielden, Maryanne Mills, Pam Howard, Vicki Rosen, Amy Wallace, Lynne Reasoner, Les Kong, Julie Shen, Mira Foster, Melissa Browne (minutes)

Absent: Ed Tinoco, Liz Ginno

1. Welcome

2. Approval of the Agenda

Moved and seconded. Approved.

3. Approval of the Minutes of March 2, 2009

Moved and seconded. Approved.

4. Announcements

Amy has been appointed Dean of the Library at CSU Channel Islands. Congratulations Amy!

5. 2010 Conference Update (Amy)

Draft Call [See APPENDIX I]

Amy sent a draft call for proposals to the Executive Board. The call was very general, with the intent to focus on people (rather than technology) in libraries. A lot of us lead in libraries, but we have no supervisory power over those we lead. Amy is interested in identifying speakers who talk about topics like leadership and leadership style.

Volunteers

The response to the call for conference planning volunteers has been overwhelming—70 have volunteered for different committees. Amy would like to establish clear deadlines for the committees, but give them flexibility on how they proceed.

Programming

People are very interested in talking to other people about what they are doing—they don't just want to be talked at. One-third of the program will consist of discussion sessions and the other two-thirds will be presentations. As long as the quality of poster proposals is high, Amy would like to accommodate a large number of posters. CARL needs to encourage student posters by contacting the library schools.

Keynote Speakers

Amy has begun making inquiries for keynote speakers, and has contacted the California State Library about co-sponsoring an event. If the State Library is able to provide room space, CARL would fund a reception. It is important to keep costs for speakers reasonable, because travel funding has been cut on many campuses, and this may impact people's willingness to pay for hotel rooms and affect the entire conference budget.

Questions & Discussion:

- Amy's description of the call for proposals was actually broader than the draft reads. The focus on people is good—the people part often gets lost.
- Budgeting time for the Interest Groups to get together during the conference is a good idea.
- Is there a vendor piece? Amy has already contacted two vendors. CARL needs strong sponsorship, but vendors are impacted by library budgets, too. There was some interest among vendors in demonstrating products to an audience. This could serve as an alternative to a second keynote speaker—there could be a morning vendor program following the poster sessions.
- How has it been working with the Holiday Inn Capitol Plaza (close to Old Town Sacramento)? Fine, although the food prices are high. The room rate is around \$129/night. CARL needs to fill 255+ rooms over the three days (two nights) of the conference, plus spend \$20,000 on food to get a meeting room rental rate of \$2000. If the number of rooms drops below 194, the meeting room rental rate rises to \$10,000! CARL needs to inform attendees that filling hotel rooms directly impacts the conference costs—ASIS&T does this and it seems to be effective.
- When is the conference? April 8th-10th, 2010.
- How does architectural design fit into the conference theme? One approach could be to focus on designing for people (e.g. users). Another slant could involve discussing collaborations with others during the design process.
- CARL should think about focusing on newer members and encourage library school students to submit posters. Participation is very important for them for jobs, in spite of tight budgets. Is there a way to subsidize student attendance at the conference? Perhaps CARL could give more senior members the option to contribute to a fund for students to attend the conference at a reduced rate.
- Will there be a single day registration rate for the conference? This comes up every conference. No, it would be too complicated. One possibility might be to offer a separate registration rate for pre-conferences though.
- Amy is working to develop a timeline for volunteer groups and identify point people in each group. She will work on confirming the keynote speakers in the next couple of weeks. She is also working on budgets and costs.
- One suggestion to support the focus on people theme is to host a movie night. Figuring out the rights to the movies might be too time-consuming.
- Kelly is willing to help with registrations again. Amy will also ask a member of the Local Arrangements committee to help. The deadline for the *Engage* and *Listen & Learn* sessions was set first, to encourage proposals that are rejected to be resubmitted as *Share* sessions. Registration will open around December 15th and early bird rates will run through mid-February 2010. CARL will accept regular registrations through the first day of the conference.
- We need to figure out a cancellation policy and post it clearly. Joseph made several recommendations in the last conference report.
- Meals will be buffet-style, so people can select what they want. Amy is working with the Holiday Inn Capitol Plaza on buffet choices. Deborah Schaeffer is helping Amy with planning for food.
- Who will help with the conference website? Allie Carr and another member from northern California will need access. Can we get the conference dates posted on the Events Calendar, <http://carl-acrl.org/events/month.php> and the Conferences page, <http://carl-acrl.org/conference/>?
- The IG Coordinators will let the Interest Groups know about the conference dates and theme, and that calls for proposals will be issued in the fall. Amy is happy to talk to IGs about getting their groups involved in the conference, e.g. leading a discussion session.

6. 2012 Conference Planning (Amy/Les)

Les is planning hotel visits in San Diego with Deborah Schaeffer and Joseph Aubele. They will be visiting five properties (including the Bahia Resort) in the Mission Bay area. Room rates range from \$110-149 per night.

How does Board feel about San Diego as a location?

- Very good. It would be ideal to have a location that offers all-inclusive pricing, e.g. free wireless access for attendees and presenters and flexibility to bring in personal equipment.
- There's a lot to do there. It is close to attractions like Sea World, and it's close to an airport.
- One point to keep in mind is that the ALA Mid-Winter Conference will be in San Diego in 2011.

7. Website Update (Julie)

Julie is trying to get the members-only section of the website up. She choose Google Sites as a solution and is working on moving previous issues of the newsletter over. Older copies of the newsletter are not digitized—this might be a good project for a library school intern. Right now, the content included on the members-only section of the website is minimal.

It is possible to set up a Google account to access Google Sites without a Gmail address if you are associated with a CSU campus. To access the board-only section of the website, enter your Google account information.

Previously, content had been stored on carl-acrl.org/board and in CARL's Yahoo Briefcase space. Julie and Melissa recently transferred the Yahoo Briefcase content to Google Sites. The content on carl-acrl.org/board will be deleted, and we will use CARL's space on Google Sites as a repository instead.

There is a feature within DreamHost that allows use of Google Sites (however, there is a 100 MB limit). In the future, when Google Sites is linked to DreamHost , there will not be any space limitations.

Julie has also been working hard on moving lower level pages—this is a huge undertaking for her.

Other Issues:

- During Vicki's presidency, she created a PBwiki site with content about committee positions and administrative details about CARL. (Historically, there was no one place/repository where presidents kept information.) However, the wiki isn't really linked to anything else, there is some duplication of content on the CARL website, and getting people to use a separate wiki has been an issue. Vicki will plan to copy content from her vrprojects wiki into a new wiki and share access instructions with the Executive Board. It would also be a good idea to add reminders to update wiki content to the Master Calendar—this would be helpful, especially for new Board members. A link to the wiki could be included on the board-only section of the website.
- Kelly has been moving about 10-15 members per week off the old and on to the new CARLALL list. She is planning to put an item in the upcoming newsletter about this process. It would also be a good idea to put a note on the front page of the website about it.

8. Newsletter Update (Tracey/Liz/Ned)

Mira Foster has volunteered to serve as the new newsletter editor. Liz Ginno and Mira will finish out this year working together, and Mira will take over starting on January 1st, 2010.

Move to endorse/appoint a new newsletter editor. Seconded. Approved.

The process for submitting items for the newsletter is unwieldy in the south, although it has been working okay in the north.

- One solution is to create an email address to funnel items directly to the newsletter editor, rather than via the campus liaison coordinators. Going through the campus liaison coordinators should continue to be an option as well.
- Tracey would like to get input from Liz before proceeding with a new email account. Julie can set up the new account if necessary.

9. Budget (Pam)

CARL's fixed costs have gone up (accounting and legal services, subscriptions to SurveyMonkey and QuickBooks) but our income is not growing. It is time to reexamine our membership costs. At our September meeting, the Executive Board should be prepared to look at the budget in much more detail.

Discussion Points:

- Should the budget planning sheet the Interest Groups are encouraged to use be considered a requirement moving forward? This could help with budgeting. If Interest Groups have issues or concerns, they can bring them to the Executive Board
- CARL should make non-member costs to attend programs higher, to provide an incentive for joining CARL. IGs could add a note to their program registration forms, to encourage non-members to join CARL.
- This is a membership issue more than a budget issue. We want to get more memberships. However, there may be people who attend a CARL program who do not want to become members.
- At the February regional meetings, members were in favor of a dues increase—people don't seem to have a problem with it.

Move to require Interest Groups to use the budget planning sheet (<http://www.carl-acrl.org/forms/index.html>) on all programs after July 1st, 2009. Seconded. Approved.

Any problems should be referred to Tracey and Pam. Thank you Pam—you're doing a great job!

10. IG Questions (Dominique)

At the last Executive Board meeting, we started a discussion about IG pages on the CARL website, and what to do with inactive IGs. Most active IGs have their own websites, and members probably go there for information rather than referring to the IG page on the CARL website, <http://www.carl-acrl.org/leadership/ig/>. What should be done about the IG pages?

Discussion Points:

- Julie created several documents for the website, including a listing of the Campus Liaisons and IG Leaders for the north and the south, <http://www.carl-acrl.org/leadership/>.
- It would make sense to link directly to existing IG websites on the CARL website.
- Two IGs in the north may need to go inactive. Who changes the status of an IG? The IG Coordinators can update the documentation.
- Do any IGs lack a web presence? Some are still working on putting content into the template Julie created. The IG Coordinators can plan to send a message to the IGs, asking them to send the URLs for their webpages so they can be included on the Interest Groups listing on the CARL website. The IG Coordinators can promote the availability of Julie's template in the same message. An important point to emphasize is that Julie sets up the web space and provides management permissions, but the IGs are still responsible for creating and editing their content.
- The ultimate goal is to have a no-scroll IG page.

- What about including instructions in each newsletter about re-activating inactive IGs? This is a good idea. CARLDIG was actually reactivated as a result of an advertisement that appeared next to an IG program announcement.
- Several IGs have expressed concerns with attendance at meetings and programs given tight budgets. Is there a response the Board would like to give on behalf of CARL? It is really a matter of reaching out—if the topic is of interest, it will draw attendees.
- The status of TSIG-S (Technical Services Interest Group) will be changed to inactive.
- Has CARLIT-S merged with CARLIT-N? Dominique will follow up with Sheila Cunningham and Ann Hubble to get an update.
- CARL's income should be coming primarily from membership fees, not necessarily profits from IG programs. Right now, non-members are charged 50% more for programs. For a \$40 program, non-members would pay \$60.

11. Mentoring (Ned)

This issue has some history behind it. How can we make CARL more valuable to members? For example, the Music Library Association has set up a resume review service.

When Tracey was junior vice-president she formed an ad hoc committee to focus on mentoring, outreach and recruitment. The committee's charge was to communicate with as many neighboring schools as possible, and find out how many CARL members would be willing to serve as mentors. The next step was to match students with mentors. The skeleton for a mentoring program is in place, but due to other pressing issues, there has not been time to pursue it. The original thought was that the ad hoc committee would report directly to the Executive Board. It was meant to be very open ended, and target students as well as new librarians.

Discussion Points:

- The junior vice-president should chair the Mentoring, Outreach and Recruitment Committee.
- This program would also be a way for those at the end of their careers to help and give back to the profession.
- It would be helpful to know why people are joining CARL. We could poll new members to find out what they are interested in:
 1. Why did you join CARL?
 2. What are your expectations?
 It could be administered using SurveyMonkey. The link could be sent in new member letters. Vicki would be happy to work with Amy to develop questions.
- Many new CARL members work outside academia, in public libraries and school libraries.

12. Rockman Scholarship (Kelly)

CARL has committed \$1000/year to fund the Rockman Scholarship. How can CARL raise awareness and funding for it? Should CARL consider forming an ad hoc committee?

Discussion Points:

- What about developing an event for the conference, specifically as a fundraiser? At the last Asilomar Conference, Kelly put together baskets that were raffled off. This was successful and raised money. The conference could provide a good venue for fundraising, without creating perpetual work.

- An alternative would be to pay money, e.g. \$5, to not attend an event. This could raise awareness of the scholarship, too.
- An ad hoc committee could put together a plan and propose ideas for the Executive Board to consider to ensure continued funding. There are many people who would be willing to serve on such a committee.
- Is there information about the scholarship on the CARL website? Yes, although it would be great to have more information. Tracey will plan to contact Fred about this.

Move to create an ad hoc committee to investigate fundraising options for the Rockman Scholarship. Seconded. Approved.

Tracey will issue a call for volunteers to serve on an ad hoc committee.

13. December 09 North Mini-Con (Wendy & Melissa)

Wendy and Melissa have begun preliminary planning for a mini-conference. Ideal dates would fall between December 4th-December 14th 2009. There is an Executive Board meeting already scheduled for Monday, December 7th.

Discussion Points:

- Location: A central location is an important consideration. Most attendees would need hotel rooms in Chico, and room rental costs at UC Davis are high. Possible alternatives to explore include Santa Rosa Junior College, CSU Sacramento or Sonoma State. It may be possible to offer a few free registrations for the librarians at the host location.
- Program: Many libraries seem to be having discussions about reference services, so this could be a timely topic. CARLDIG-S recently held two well-attended programs focused on reference. Chair Bill Pashaie would be a good contact for identifying potential speakers.
- How many people have attended past mini-conferences? Typically around 40.
- Does it still make sense to proceed with mini-conference planning, in spite of reduced travel budgets and the proximity to the CARL Conference in April? Yes.

14. Elections 09 (Tracey)

The Nominations & Elections Committee is made up of the senior CARL vice-president, the past president, the membership director, plus one-to-two additional members. The Standing Rules outline the elections procedures. There are several positions up for election.

Discussion Points:

- A big challenge is getting people to run. Candidates need to complete a candidate form. Once the slate is created Vicki will put together the online ballot.
- The elections timeline coincides with conference planning, and this is a concern.
- Any dues increases need to be included on the ballot. We should plan to put out messages on CARLALL and on the website, plus in the newsletter to let the membership know this is an issue of meeting CARL's day-to-day costs. We want members to understand the rationale behind a dues increase before the motion appears on the election ballot. It has been more than 10 years since the last dues increase.
- One consideration in determining the amount of the increase is that we don't want to be in the position of having to raise dues again another year from now.

- What do other ACRL chapters charge for membership? Most other chapters are part of their state library association, so CARL is unique.
- Can Pam cost out what CARL needs, minus conferences and programs? This would provide an accurate picture of our operating costs. We can use those numbers to calculate costs, based on the number of members.
- CARL gets a small rebate from ACRL for members who also belong to ACRL. However, there is no way to track ACRL and non-ACRL members in the membership database, aside from self-reporting.
- Changes to the Standing Rules do not need to be voted on by the membership. It might be useful to appoint a parliamentarian to review the Bylaws and Standing Rules to make sure all the details are up-to-date.

Move to look at restructuring CARL membership dues. Seconded. Approved.

Move to have an Executive Board electronic vote (via the CARLEX list) on the amount of a membership dues increase, pending Pam's analysis. Seconded. Approved.

15. RegOnline (Kelly)

Julie included details about a membership database called Memberclicks, <http://www.memberclicks.com/products.html>, which is being used by the Oregon Library Association. Another alternative to investigate is Acteva, <http://www.acteva.com/>.

16. Legislative Liaison

The legislative liaison is an appointed position and is now open. If you have recommendations for members who might be interested in volunteering for this position, please send them to Tracey and Amy.

Discussion Points:

- An announcement could be sent through the campus liaisons, prior to issuing a CARLALL message. Librarians with specializations in government information or political science may make strong candidates—we would like to tap new members from new places.
- The incoming ACRL president has identified lobbying as a priority. CARL's legislative liaison will serve as an important conduit for information.
- It might also be useful for the legislative liaison to maintain a forum on the CARL website.
- If it was not necessary for the legislative liaison to attend quarterly Executive Board meetings, this would be a good option for members at north campuses that currently feel disconnected from CARL. The legislative liaison occupies a non-voting position on the Executive Board, but is currently required to attend meetings.

Meeting adjourned: 2:07pm

Next meeting : September 14th, 2009 via videoconference

APPENDIX I: Draft call for conference proposals

CALL FOR PROPOSALS: CARL 2010

THEME:

People Make Libraries: Digging into Our Past and Polishing Our Present to Transform Our Future

Everyday there are news stories on libraries. The stories are usually focused on collections, building, and technology, and rarely on the people that make libraries. Libraries have amazing collections because library people select, process, and promote all sorts of materials with an eye to the future. Libraries have award winning buildings because library people help design and renovate them to meet both known and anticipated user needs. Libraries are at the forefront of technology because library people are risk takers and see how technology can transform processes and projects. This conference will highlight research and practice that is transforming our future.

Research and Practice Areas Might Include:

- Great People, Great Things
- Characteristics and Competencies
- Hiring, Management, and Evaluation
- Creativity, Innovation, and Risk Taking
- Training and Leadership Development
- Mentor and Internships Programs for Employees and Future Employees
- Needs Assessment and User Partnerships
- Volunteers, Friends Organizations, and Other Community Partnerships

SUBMISSION INFORMATION:

Proposals must be submitted online at (insert website). Only electronic proposals will be accepted.

Four types of proposals will be accepted:

- **Engage Sessions**
These sessions will be 4 hour workshop sessions. The focus will be on providing a research framework, but more importantly engaging participants in practical activities to allow them to reflect on their specific situations. The Engage Sessions will be scheduled on Thursday April 8, 2010. Time slots are 8:30am – 12:00pm and 1:30 -5:00pm. **The deadline for the Engage Session submissions is November 6, 2009.** The primary contact on the proposal will be notified that the proposal has been received by Friday November 20, 2009. The primary contact on the proposal will be notified if the proposal has been accepted by Friday December 18, 2009.
- **Listen & Learn Sessions**
These sessions will be 1 hour presentation sessions with a 15 minute question and answer period. The focus will be on research related to the conference theme. The Listen & Learn Sessions will be scheduled on Friday April 9, 2010 and Saturday April 10, 2010. Time slots are 10:45am – 12:00pm and 3:45 -5:00pm. **The deadline for the Listen and Learn Session submissions is November 6, 2009.** The primary contact on the proposal will be notified that the proposal has been received by Friday November 20, 2009. The primary contact on the proposal will be notified if the proposal has been accepted by Friday December 18, 2009.

➤ **Discussion Sessions**

These sessions will be 1 hour and 15 minute discussion sessions. The focus will be on a topic related to the conference theme, and the sessions must be structured, include engaging questions and activities, and have a practical focus. The Discussion Sessions will be scheduled on Friday April 9, 2010 and Saturday April 10, 2010. The Time slot is 2:15pm – 3:30pm. **The deadline for the Discussion Session submissions is January 1, 2010.** The primary contact on the proposal will be notified that the proposal has been received by Friday January 15, 2010. The primary contact on the proposal will be notified if the proposal has been accepted by Friday February 12, 2010.

➤ **Share Sessions**

This session will be posters on a topic related to the conference theme. Participants are encouraged to bring their own projector and computer and display digital posters. Tables will be provided for equipment, or to display a print poster if participants do not have the necessary equipment. The Share Sessions will be scheduled on Saturday April 10, 2010. The time slot is 8:00am – 900am. **The deadline for Share Session submissions is January 1, 2010.** The primary contact on the proposal will be notified that the proposal has been received by Friday January 15, 2010. The primary contact on the proposal will be notified if the proposal has been accepted by Friday February 12, 2010.

Preference will be given to new, innovative, creative, untraditional, and cutting edge research and practice.

Fine Print:

All proposers must register and pay for the conference. All presenters, regardless of session type, will be asked to submit a paper and/or summary of their session to the proceedings.

APPENDIX II: Board Reports

Tracey Mayfield CARL President

Nothing major to report.

The day-to-day CARL business is the big deal this quarter. The daily emails, internal personnel issues and the insurance renewal have been on the front burners.

The running to-do list for me is the committee appointments. Every time I start to work on it (first assessing all the committees in existence, then the current membership makeup of the committees and their appointment dates and then figuring out new appointments or renewals) something else 9-1-1 comes up, CARL or otherwise and it gets put back on the back burner again.

Amy Wallace Vice President, south

Here is my very short list from the last couple of months:

- Confirmed in my own mind we need to focus the conference on People, Something Like People Make Libraries
- Solicited and assigned volunteers for the CARL Conference (See Attached)
- Made inquiries to potential keynote speakers (focus on leadership traits and skills at all levels).
- Made inquiries with the state library on co-hosting (space-wise a pre-tour or event)

Will do soon:

- Draft a call
- Give direction and timelines to the volunteer groups
- Confirm keynote (s)
- Develop a budget. The budget climate has convinced me that we need to keep things reasonable and the conference practical.

Vice President North's Report 2nd Quarter 2009

Wrote and sent letters of welcome to new members.

Arranged for June 1 Board meeting at San Francisco State University (publication, food, logistics).

Attended CCLI (California Clearinghouse for Library Instruction) conference at St. Mary's College in Moraga May 8.

Initiated pilot demographic study of California academic librarians.

Ned Fielden
Vice President North

May 26, 2009

TO: CARL Executive Board
FROM: Wendy Diamond
IG-North Coordinator
RE: 2009 Mid-Year Report

News from IG-North land

- *CCIG- North*

Florence Espiritu reports that the CCIG program on April 14 2009 was very successful. There were nearly 60 attendees (far more than expected) and the evaluation forms were very positive.

Florence Espiritu is stepping down as Chair. She has served for many years and has organized two successful conferences. However, a replacement has not been found and therefore she recommends that the IG be placed on Inactive status.

- *CALM-N*

Paula Popma is also not continuing as Chair and she also recommends that group be declared Inactive. I will contact Sandy Vella to see if she is interested in reconvening the group.

- *TSIG-N*

George Wrenn is planning to work on the group's web page during summer and then start soliciting ideas for programs and webinars.

Planning for Northern Mini Conference

- Melissa and I have begun preliminary plans for the winter program.
- The program theme will be Reference Services (e.g., New services with less staff; technologies for keeping statistics; workload and assignment surveys)
- Location options: Possibilities are CSU Chico, CSU Sacramento or Sonoma. Sacramento and Sonoma may be available for Friday December 4 or Monday December 7 but more information needs to be gathered
- CSU Chico option
Monday December 14 is the only date available.
Cost of room and catering is approximately \$1250. Fee would be \$36 per person (if food quantity estimates are okay – need some advice).

Most people would need to stay at least one night in a hotel. Considering cost of airfare and/or drive time, would this be prohibitive considering the decline in travel budgets?

Questions for Board:

- Is travel to Chico too inconvenient and/or expensive?
- Is December 14 a viable date? Too late in season?
- Is \$36 realistic as a fee? What if the food cost is more?
- Are food estimates realistic? (see attachment)
- Approve program theme? Suggest topic ideas and speakers
- Key note speaker suggestions
- Catchy title?

Program Highlights

Several programs were hosted by Southern IG's so far this year:

- “Reference Desk Toolkit” (CDIG-South)
- “The Importance of First: Understanding the Needs and Experiences of First-Generation College Students” (DIAL-South)
- SCIL Works: The Daily and the Visionary: Employing Reflective Practices to Improve Our Engagement and Success (SCIL)

Questions/Issues

- How to increase participation in programs, given the financial stress many institutions and individuals are facing.
- CARL IT South – would like to know the process for appointing a new executive board.

IG Coordinator Questions for the Executive Board

- Does CARL IT – South need to redo the petition for interested members as outlined in the bylaws, or just hold an election?
- Is TSIG-South really an interest group? This group is listed on the CARL IG page, but there is only a listserv.

Reports

CARLDIG - South	14
DIAL-SOUTH.....	15
SEAL-South.....	16
SCIL	17
CARL-IT SOUTH	18

No reports were received from the following groups:

- ABLE – South
- CDIG – South
- TSIG – South

CARLDIG – South

January 1 – June 30, 2009

Summary of activities

Business meetings:

- Friday 1/16, 10-12, CSULB
- Friday 2/20, 10-12, Cypress College
- Friday 5/1, 10-12, Hebrew Union College

Changes

None

Programs

Title: Reference Desk Toolkit

Where: Mt. San Antonio College

When: Friday 4/17, 9-12:30

Attendance: 57 people

Income: \$1,260 (approximate)

Expenses: \$871.27

Current plans/ideas

Nothing definite. We might have an informal summer get-together, and we might have another program in December.

Questions/suggestions/concerns

My biggest concern is the lack of participation in the group. When CARLDIG-S was revived last year, there was great enthusiasm and participation, but the number of participants in the business meetings where we plan programs has steadily dwindled. Budget cuts and general hard times probably have something to do with this.

Submitted May 12, 2009

Billy Pashaie, CARLDIG-S Chair

DIAL-SOUTH

January 1– June 30th, 2009

Summary of Activities

Business meetings

- February 6th 2009: UC Santa Barbara, 7 members in attendance. Approved minutes from December 12th 2008 meeting at VCK Library USC campus. Teleconferencing options report back, DIAL program May 29, 2009 planning and update. Set next business meeting
- February 6th 2009: CARL Regional Meeting, CSU San Marcos. Melanie Chu, Outreach Librarian CSU San Marcos presented DIAL-South report
- March 20th 2009: Hope International University, 7 members in attendance. Approved minutes from the February 6th meeting. DIAL program planning, discussion of summer social at the Mamye Clayton archives. Set next business meeting
- April 24th 2009: Alliant International University. Approved minutes from March 20th meeting. Toured renovated library.
- May 8th 2009: LiteraTea Café Doheny Library USC. 3 members present. Approved minutes from April 24th meeting. Site walk through for May 29th program, "*The Importance of First: Understanding the Needs and Experiences of First-Generation College Students*" at USC Leavey Library Auditorium. Program logistics. Potential date for summer program visit of Mamye Clayton Archives July 25th or August 1st.
- (Upcoming) Business Meeting June 26th 2009 11am-1pm, LiteraTea Café, Doheny Library USC

Conference Calls

- April 9th 2009 program committee review poster session submissions
- May 5th 2009 program committee selected final poster session presenters

Current plans/ideas for year ahead

Program: "*The Importance of First: Understanding the Needs and Experiences of First-Generation College Students*"

Friday May 29, 2009 9am-1:00pm

Leavey Library Auditorium, USC Library

Submitted on May 13, 2009

Chimene E. Tucker

SEAL-South

January 1 – June 30, 2009

Summary of Activities

Business meetings

- February 18, 2009 , CSU Channel Islands (with conference call)
- March 18, 2009, conference call
- May 22, 2009, conference call

Changes

Operational procedures:

- We have continued the practice of supporting teleconference participation in planning meetings, with varying levels of success, depending on the availability of technology.

Online communication:

- The new SEAL-S website is up and running and looks great, thanks to Danielle Skaggs, our Webmaster, and carl-acrl.org. <http://www.carl-acrl.org/ig/seals>
- Danielle has continued to add content to the website and linking to CARL programs

Programs

Cancelled due to missing reservation and boat fully booked: *“SEAL-South Spring Excellent Adventure: Cruzin’ to Santa Cruz Island with SEAL”*, Saturday, April 18, 2009

Current plans/ideas for year ahead

- SEAL-South is planning a program on integrated teaching and science information literacy, termed STEM education, for the upcoming year. The program would look to collaborate with other interest groups.
- AAAS National Conference is scheduled for February 18-22, 2010 in San Diego. SEAL-South would like to encourage librarians in southern California to attend the AAAS meeting with \$45 librarian registration rate.

Submitted on May 15, 2009

Mitchell Brown, SEAL-S Chair 2008-09

SCIL

January 1 – June 30, 2009

Summary of Activities

Business Meetings

- February 27, UC San Diego (16 attendees)
Minutes: <http://www.carl-acrl.org/ig/scil/minutes/MinutesFebruary09.html>
- May 8, Cal State Fullerton (19 attendees)
Minutes will be posted at: <http://carl-acrl.org/ig/scil/minutes/MinutesMay09.html>

Changes

Leadership: A new Webmaster/List Serve Manager will be appointed on June 5, 2009.

Programs

SCIL Works "The Daily and the Visionary: Employing Reflective Practices to Improve Our Engagement and Success", Cal State San Marcos on February 6, 2009.

(<http://www.carl-acrl.org/ig/scil/scilworks/index.html>)

Attendance: 44 CARL Members; 9 Non-CARL Members; 1 Student

Income/Expenses

- Income (registration) – \$872.50
- Expenses (food and room) – \$641.30
- Profit – \$231.20

SCIL Spring Program "Food For Thought: SCIL Summer Retreat", Occidental College on June 19, 2009.

Current Plans

The next SCIL meeting will be held in September.

Submitted on May 18, 2009

April Cunningham, SCIL Chair

CARL-IT SOUTH

The CARL-IT South Group has been negotiating with CARL-IT North Group with a great interest to merge with the North Group. No final decision or action has been reached so far. Currently, the South Group is under great pressure to elect a new Chair/Co-Chairs to continue the work and may be working on reviving the Group.

Submitted on May 18, 2008

Wei Ma, CSUDH

Kelly Janousek
CARL Membership Director

CARL 2009 2st Quarter Membership Report – [May 28, 2009](#)

337 current members from of database of 781 members

Since February 27, there have been 23 new members.

There were 35 CARLALL messages posted this quarter.

I am still working updating membership records and then moving them to the new CARLALL on carl.org site that Julie has set up.

Submitted by: Kelly Janousek CARL Membership Director

To: CARL Executive Board
From: Melissa Browne, Secretary

1. Drafted and distributed the Executive Board Meeting minutes from March 2009.
2. Helped Julie migrate CARL files from the Yahoo Briefcase, which closed on March 30th, to a new location on Google Sites, <http://sites.google.com/site/carlboardonly/> .
3. Began working with Wendy Diamond to plan a CARL mini-conference in the north in December 2009. Discussions have focused on locations and potential themes.

Submitted May 26th, 2009

To: CARL Executive Board
Subject: June 1, 2009 Quarterly Report
From: Maryanne Mills, Campus Liaisons Coordinator, North and Director-at –Large

- Contacted and verified new liaisons at six northern institutions.
- Advised liaisons that are not CARL members that they really do need to become CARL members.
- Collected and edited submissions for the June newsletter. Verified memberships of submitters.

Ed Tinoco
Director-at-Large, South

Provided newsletter items to Liz.
Attended Dial Meeting.

Will attend DIAL program on May 29.

Karin Griffin
CSU Director-at-Large

- Continued as CSULB's campus liaison for CARL; submitted entries for CARL Newsletter
 - CDIG (South) Steering Committee has yet to meet this year. Will focus on scheduling a meeting soon.
-

Long Range Conference Planning Committee Report
May 20, 2009

The Committee (Les Kong, Chair; Deborah Schaeffer; and Joseph Aubele) has received and reviewed proposals (to host CARL's Conference in 2012) from hotels from the following areas: Palm Springs, Pasadena, Long Beach, and San Diego.

The Committee has scheduled site visits at three hotels in the San Diego (Mission Valley area) during the weekend of June 5-7.

Submitted by
Les Kong, Chair

ACRL Chapter Council Delegate's Report
2nd Quarter 2009

Submitted California chapter news on behalf of CARL to ACRL for publication in Chapter Topics in May.

Nominated and agreed to stand for election to the position of Secretary, ACRL Chapters Council.

Nominated and agreed to stand as an ALA Chapter Councilor candidate for the upcoming ALA Council Planning and Budget Assembly election.

On track to attend ACRL Chapter Council meeting at ALA Annual Conference in Chicago, on July 2009.

Submitted by Les Kong,
ACRL Chapter Council Delegate

**California Academic & Research Libraries
California Chapter of ACRL**

ACRL Chapter News

May 8, 2009

Hello everyone, from California! Well, once again, we have firestorm conditions in our state – this time, in Santa Barbara County, and hope for a swift containment and safety for all involved.

Comings & Goings...

With the departure of Fred Gertler, Vice President North & President Elect, Tracey Mayfield has stepped in to continue to lead CARL during this transitional period, extending her presidency for another year. We all appreciate her willingness to do so. She kicked off the year presiding over two regional meetings – the southern meeting was held February 6, at Cal State San Marcos, followed by the SCIL Works program; and the northern meeting was held February 27, at Sonoma State University, where a presentation took place on cool things that people were using in their libraries (from using Worldcat as a collection development tool to developing apps for the iPhone!).

We congratulate the following individuals who have recently been elected as 2009-2010 SCIL (Southern California Instruction Librarians) officers:

Marsha Schnirring (Occidental College), Vice-Chair/Chair Elect

Gayatri Singh (University of California, San Diego), Secretary

Stephanie Rosenblatt (California State University, Fullerton), Registrar

Workshop Highlights

CARLDIG-South (California Academic Reference Librarians Discussion Interest Group)

The CARLDIG-South Program (held on December 5 at the Mount San Antonio College Library), “Excellent, Personal Reference Service...Priceless!” featured two guest speakers, Michele Potter (Engineering Librarian, UC Riverside), and Deborah Costa (Reference Services Coordinator, UCLA College Library). Potter shared research results from her thesis work – focusing on factors affecting undergraduate students’ decisions to request assistance at the reference desk. Her findings indicate that students find it easier to approach individuals who are smiling, who are wearing identifying name tags, dressed more casually, and who do not appear busy or speaking with other individuals. Library users notice not only a staff member’s approachability, but also the physical layout and presentation used to provide reference services. Costa’s presentation highlighted the policy, procedural, and training aspects related to creating a library culture dedicated to providing quality reference services. The process of employee buy-in and acclimation to a culture which promotes excellent reference service is critical. Will Breitbart (CSU Fullerton) concluded with a lively moderated discussion among the participants.

SCIL Works 2009

The following presentations were conducted after the Southern Regional meeting on February 6, at CSU San Marcos:

“The Daily and the Visionary”: Employing Reflective Practices to Increase Our Engagement and Success. In her recent article, *“Information Literacy and Reflective Pedagogical Praxis,”* Heidi Jacobs entreated librarians to “embody the kind of engagement we want to see in our students.” Whether it’s looking back on how a one-shot went or considering how to describe Information

Literacy to new faculty, the quality of our reflective practice influences the quality of our decisions and actions. Reflective practice engages the larger philosophical concerns of our profession so we can make new decisions and take constructive action in our day-to-day work.

“We’ve Got the Data...Now What? Using Assessment Data to Improve Student Learning,” presented by Allison Carr and Gabriela Sonntag (CSU San Marcos). Carr and Sonntag reviewed data collected at CSU San Marcos in order to evaluate student competencies in information literacy. Drawing from the ACRL’s Information Literacy Standards and utilizing self-constructed rubrics, the library at CSU San Marcos is undertaking to annually assess learning incomes in library instruction delivered both in-person and online. Attendees analyzed two years of collected data and discussed ways that findings might be applied towards the improvement of student learning. The session demonstrated the value of applying analytic reflection to formative data, with suggested applications ranging from bolstering library liaison service to modifying library instruction sessions to increasing the library’s engagement in campus-wide assessment initiatives.

“Learning is the Responsibility of the Learner, Not the Librarian,” presented by Yvonne Muelemans (CSU San Marcos). Muelemans provided an overview of constructivist learning theory and proposed ways in which it can be utilized to strengthen library instruction. She urged librarians to disturb the mental models held by their students and foster the construction of new ones. Recognizing that learners discover meaning in the act of applying knowledge to tasks of personal relevance, attendees were encouraged to make themselves available for consultation with students outside of scheduled instruction sessions and to limit the number of learning outcomes incorporated in instruction sessions to three or less. In aiming to apply a strategy of “construction, not coverage” toward student engagement, Muelemans believes that librarians can contribute to a larger, more stimulating, and more effective learning environment than that afforded by traditional direct instruction.

“Futuring Information Literacy,” presented by Marsha Schnirring (Occidental College). Schnirring challenged participants to actively and collectively reflect upon the future of information literacy. Five different scenarios involving future information, education, and technology were posited, including Amazon’s Kindle, open-access courseware, learning communities, mobile access, and open-access scholarly communication. Groups were asked to brainstorm what information literacy would look like and how to implement a program in their assigned scenarios.

“Have the pedagogies used for library instruction changed to reflect new thinking by progressive educators? A collaborative analysis of highly-regarded web tutorials and digital learning objects.” Presented by Stephanie Rosenblatt (CSU Fullerton). As librarians are increasingly delivering information literacy virtually and through the use of digital learning objects, this session was designed to have participants analyze information literacy web tutorials with progressive education theory in mind. During the analysis of Rosenblatt’s teaching tutorials, participants found that tutorials with active learning, self-assessment, and that were ADA-compliant were the most effective. It is important that librarians learn about pedagogy in other disciplines and apply educational psychology to their instructional design.

Awards

The CARL Research Award Committee is pleased to announce the winners of this year’s CARL Research Award: Jennifer Quinonez-Skinner, Danielle Skaggs, and Luiz Mendes (all work at CSU Northridge). Their proposal is entitled, “Subjecting the Catalog to Assessment: Subjects vs. Tags.” The objective of the research proposal is to learn how library users interact with controlled vocabularies and user-generated tags (such as those created in LibraryThing) while searching in the catalog. The team has been awarded \$1,676 to complete their research.

The Ilene F. Rockman CARL/ACRL Scholarship winner is – Julian Prentice, who received a \$1,000 scholarship to attend the ACRL 14th National Conference, March 12-16, 2009, in Seattle, WA. Julian is already quite active in the profession, as she is a reference/instruction intern at the Undergraduate Library at UCLA, as well as a fellow at the Center for Primary Research Training in

Special Collections at UCLA. In addition, she is the Co-President of the UCLA ALA Student Chapter, and as the OUTReach Archives and Libraries UCLA Library Coordinator, she facilitates the integration of the UCLA LGBT Resource Center library collection with the UCLA Library system. Julian attends UCLA and plans to complete her MLIS degree in June 2009.

****New Web Site****

After three years of review and work by the Executive Board, and under the marvelous leadership of CARL Webmistress, Julie Shen, CARL has unveiled a new and improved Web site! Take a look at – <http://www.carl-acrl.org>

Submitted by
Les Kong
ACRL Chapter's Council Delegate
California Academic & Research Libraries

**California Academic & Research Libraries
Web Coordinator Report
Julie Shen**

June 1, 2009

1. Public Web

- Tested and got feedback regarding Google Sites as solution for hosting members-only documents.
- Migrated all 2004-2009 newsletters to Google Sites.
- Created free preview version of March 2009 issue of newsletter for public view.
- Contacted various past board members regarding digital copies of newsletters prior to 2004.
- Fixed and updated jobs database.
- Generated 2008 events listings document to complete the archive.
- Generated Word and PDF versions of the liaisons listings (north and south) and IG contacts (north and south) for future ease of update.
- Updated front page, board listings, research award, and north liaisons information.
- Answered inquiries regarding job listings and newsletter archive.

2. Board Only

- Tested Google Sites as solution for hosting board-only documents.
- Migrated all documents from Yahoo Briefcase (closed March 2009) to Google Sites.
- Generated logo for print use.
- Investigated alternative membership database products, e.g. <http://www.memberclicks.com/products.html>, which is being used by the Oregon Library Association (<http://www.olaweb.org>).
- Updated executive board listserv membership.

Pam Howard
Treasurer

CARL F2
Income/Expense
January - December 2008

Income

ACRL Chapter Reimbursements	\$ 1,053.00
Banking+	\$ 296.01
Conference+	\$ 67,295.00
Donations (general)	\$ 20.00
Total Interest Groups +	\$ 8,816.00
Membership Income	\$ 7,975.00
Total Income	\$ 85,455.01

Expenses

Banking +	\$ 232.70
Conference 2008	\$ 61,877.42
Executive Board	\$ 7,575.33
Interest Groups -	\$ 6,856.27
Member Awards	\$ 1,401.77
Member Regional Meeting	\$ 1,699.69
Membership	\$ 66.00
Retainers	\$ 3,785.00
Total Expenses	\$ 83,494.18
Income over expenses	\$ 1,960.83

CARL
Income & Expenses, Conferences

All Dates

	Conference 1999	Conference 2000	Conference 2002	Conference 2004	Conference 2006	Conference 2008	Conference 2010	TOTAL
Income								
Conference+								
4920 Registration		30,915.25	17,320.00	14,310.00	1,915.00	13,835.00		78,830.25
4930 Registration Reg Online			21,097.60	24,946.35	36,225.55	52,460.00		134,729.50
4950 Vendor Donation		3,500.00	2,250.00	250.00	5,675.00	1,000.00		12,675.00
4951 Vendor Donation (last year)		1,500.00						1,500.00
4952 Vendor donation (next year)				1,000.00				1,000.00
4990 Conference+ Reimbursement		2.55						2.55
Tours					207.00			207.00
Total Conference+	\$ 0.00	\$ 35,917.80	\$ 40,667.60	\$ 40,506.35	\$ 44,022.55	\$ 67,295.00	\$ 0.00	\$ 229,944.30
Total Income	\$ 0.00	\$ 35,917.80	\$ 40,667.60	\$ 40,506.35	\$ 44,022.55	\$ 67,295.00	\$ 0.00	\$ 537,533.56
Expenses								
Conference								
Asilomar Deposit (future)			6,600.00		4,000.00	27,765.79		28,210.79
Conference 2000 Expense		2,877.81						10,600.00
Conference 1999 Expense	937.54							2,877.81
Conference 2008 Expense						2,052.90		937.54
Conference planning				605.23	80.00	363.70	419.33	2,052.90
Conference Scholarship								1,468.26
Conference special events		1,020.00	493.09	1,223.25				1,000.00
Facilities Use Fees/Mtg Rms		32,004.64	14,062.31	43,987.60	29,909.93	30,000.00		2,736.34
Hotel Deposit								119,964.48
Misc. Conference Expense			8.23		48.72			30,000.00
Office supplies & flowers			400.68	378.93		408.73		1,266.57
Printing photocopying postage				1,456.87				1,188.34
P postage Conference								1,456.87
Printing Conference			2,337.88	548.30				370.00
Total Printing photocopying postage	\$ 0.00	\$ 0.00	\$ 2,337.88	\$ 2,005.17	\$ 1,512.44	\$ 0.00	\$ 0.00	\$ 4,028.62
Registration refunds		90.00	2,515.00	335.00				2,940.00
Registration Refunds 2008						550.00		550.00
Speaker Gifts					211.70			211.70
Speaker Honoraria		250.00	300.00	2,900.00		1,100.00		4,550.00
Speaker Travel lodging meals		349.62	93.60	809.15	355.84			1,608.21
Speaker Travel								289.74
Total Speaker Travel lodging meals	\$ 0.00	\$ 349.62	\$ 93.60	\$ 809.15	\$ 645.68	\$ 0.00	\$ 0.00	\$ 1,897.95
Total Conference	\$ 937.54	\$ 36,592.07	\$ 26,810.79	\$ 52,244.33	\$ 36,853.37	\$ 62,241.12	\$ 419.33	\$ 216,308.17
Total Expenses	\$ 937.54	\$ 36,592.07	\$ 27,014.54	\$ 52,244.33	\$ 37,153.37	\$ 62,416.12	\$ 419.33	\$ 501,482.19
Net Operating Income	\$ -	\$ 674.27	\$ 13,653.06	\$ -	\$ 11,737.98	\$ 4,878.88	\$ -	\$ 36,051.37
Other Income								
Credit Card Credit								411.46
RegOnline Income (Fees)					159.45			826.85
Uncashed / voided checks								362.00
Total Other Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 159.45	\$ 0.00	\$ 0.00	\$ 1,602.31
Other Expenses								
Credit Card payment fees								1,154.62
RegOnline Fees						3,562.60		9,273.75
Voided checks								100.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,520.55	\$ 3,562.60	\$ 0.00	\$ 10,528.37
Net Other Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,361.10	\$ -	\$ 0.00	\$ 8,926.06

Net Income	- \$	937.54	- \$	674.27	\$	13,653.06	- \$	11,737.98	\$	4,508.08	\$	1,316.28	\$	419.33	\$	27,125.31
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Report: Profit & Loss by Class
January-December 2008

	Administration	Awards	Conference 2008	Membership	Programs	TOTAL
Income						
ACRL Chapter Reimbursements	1,053.00					\$1,053.00
Banking+						\$0.00
Interest	296.01					\$296.01
Total Banking+	296.01	0.00	0.00	0.00	0.00	\$296.01
Conference+						\$0.00
4920 Registration			13,835.00			\$13,835.00
4930 Registration Reg Online			52,460.00			\$52,460.00
4950 Vendor Donation			1,000.00			\$1,000.00
Total Conference+	0.00	0.00	67,295.00	0.00	0.00	\$67,295.00
Donations (general)						\$0.00
Donations (Awards)						\$0.00
Scholarship fund		20.00				\$20.00
Total Donations (Awards)	0.00	20.00	0.00	0.00	0.00	\$20.00
Total Donations (general)	0.00	20.00	0.00	0.00	0.00	\$20.00
Interest Groups +						\$0.00
4621 CARLIT-N					3,295.00	\$3,295.00
4663 CARLDIG-S					951.00	\$951.00
4666 SCIL					3,735.00	\$3,735.00
4668 SEAL-S					835.00	\$835.00
Total Interest Groups +	0.00	0.00	0.00	0.00	8,816.00	\$8,816.00
Membership Income						\$0.00
4210 Dues direct payment				2,290.00		\$2,290.00
4220 RegOnline payment				5,685.00		\$5,685.00
Total Membership Income	0.00	0.00	0.00	7,975.00	0.00	\$7,975.00
Total Income	\$1,349.01	\$20.00	\$67,295.00	\$7,975.00	\$8,816.00	\$85,455.01
Expenses						
Banking	29.90					\$29.90
Bank Fees	17.80					\$17.80
Returned check			175.00			\$175.00
Returned check fee	10.00					\$10.00
Total Banking	57.70	0.00	175.00	0.00	0.00	\$232.70
Conference			27,765.79			\$27,765.79
Conference 2008 Expense			2,052.90			\$2,052.90
Hotel Deposit			30,000.00			\$30,000.00
Office supplies & flowers			408.73			\$408.73
Registration Refunds 2008			550.00			\$550.00
Speaker Honoraria			1,100.00			\$1,100.00
Total Conference	0.00	0.00	61,877.42	0.00	0.00	\$61,877.42
Executive Board						\$0.00
ACRL Chapters Council Meeting	391.12					\$391.12
Gifts	104.21					\$104.21
Office supplies	94.64					\$94.64
Postage, Photocopy	29.50					\$29.50
Refreshments	1,248.07					\$1,248.07
Software & Manuals	694.30					\$694.30
Stipends	3,000.00					\$3,000.00
Travel Reimbursement	2,013.49					\$2,013.49

Total Executive Board	7,575.33	0.00	0.00	0.00	0.00	\$7,575.33
Interest Groups -						\$0.00
CARLDIG-S					234.84	\$234.84

	Administration	Awards	Conference 2008	Membership	Programs	TOTAL
CARLIT-N					2,676.09	\$2,676.09
DIAL-S					463.15	\$463.15
SCIL					2,965.80	\$2,965.80
SEAL-S					516.39	\$516.39
Total Interest Groups -	0.00	0.00	0.00	0.00	6,856.27	\$6,856.27
Member Awards						\$0.00
Outstanding member		401.77				\$401.77
Scholarships		1,000.00				\$1,000.00
Total Member Awards	0.00	1,401.77	0.00	0.00	0.00	\$1,401.77
Member Regional Meeting						\$0.00
Refreshments				1,574.69		\$1,574.69
Travel				125.00		\$125.00
Total Member Regional	0.00	0.00	0.00	1,699.69	0.00	\$1,699.69
Membership						\$0.00
Member DB/Digital Forest	66.00					\$66.00
Total Membership	66.00	0.00	0.00	0.00	0.00	\$66.00
Retainers						\$0.00
Accounting	1,862.00					\$1,862.00
Insurance	1,923.00					\$1,923.00
Total Retainers	3,785.00	0.00	0.00	0.00	0.00	\$3,785.00
Total Expenses	\$11,484.03	\$1,401.77	\$62,052.42	\$1,699.69	\$6,856.27	\$83,494.18
Net Operating Income	\$ -10,135.02	\$ -1,381.77	\$5,242.58	\$6,275.31	\$1,959.73	\$1,960.83
Other Expenses						
RegOnline Fees			3,562.60	937.15		\$4,499.75
Total Other Expenses	\$0.00	\$0.00	\$3,562.60	\$937.15	\$0.00	\$4,499.75
Net Other Income	\$0.00	\$0.00	\$ -3,562.60	\$ -937.15	\$0.00	\$ -4,499.75
Net Income	\$ -10,135.02	\$ -1,381.77	\$1,679.98	\$5,338.16	\$1,959.73	\$ -2,538.92

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