

CARL Executive Board Minutes

September 14, 2012

Present: Stephanie Brasley, Kelly Janousek , Les Kong, Lise Snyder, Matt Conner (minutes), Pam Howard, Shana Higgins, Dominique Turbow, Hesper Wilson, Liz Ginno, Ned Fielden, Allison Carr, April Cunningham

Absent: Nicole Allensworth, Kathlene Hanson

Meeting called to order at 10:39 am

1. Introductions

2. Approval of Agenda

The agenda was amended to defer 6a Executive Board Decision-Making Process since Kathlene who is in charge of this project was absent. Approval of the amended agenda was moved, seconded and approved.

3. Approval of Minutes

The minutes as sent out by email were corrected based on email. Liz asked that her comment about how an IG, if relatively large, should have access to a speaker phone be removed. The minutes were approved as amended.

4. Announcements

Pam offered a tour of the library for the next meeting which will be held at San Francisco State University.

5. Reports

a) Membership (Kelly) – There was discussion about posting a draft of the standing rules in the newsletter and on the CARL website as well as various topics.

Discussion

- In the newsletter, there are two columns for IGs. The column is to help with the membership drive. A question was asked about using a vendor for this purpose, but the vendors have all been compared and found bad. The current database is most flexible and until something else is found, we are “locked in.”
- There are less than 50 checks and more than 425 members. Pam suggested that SIGs exercise credit card payments.
- Ned suggested posting acronyms to the CARL site since not knowing them led to general frustration.

- Action Item: IG descriptions and proper names will be transferred by Hesper to the website.
- Stephanie mentioned that there are 13 new renewals this quarter and asked about a template for welcome letters on the Google site.
- Action Item: Templates will be transferred to the website by Stephanie.
- Stephanie observed that 114% of the goal has been achieved in membership but if the initiative [Prop 30] does not pass, people will be in trouble. Kelly noted that IGs keep the organization running. A question was raised whether new members know benefits. Les asked if demographic data was gathered five years into the profession. Stephanie said there was a need to resurrect earlier demographic surveys from 2009-2010. Hesper will find this information and send it.

b) Treasurer's Report – (Pam) Summarized the treasurer's report. January 1st, 2012 CARL started the year off with \$12,937.49. This carry over is almost enough to pay for a year's operating expenses. This is impressive and a good thing. The CARL Executive Board for two years had been penny pinching because of the low membership fee. Spring 2012 saw the full implementation of the new \$40.00 membership fee.

The March first balance (\$35,013.47) reflects the beginning of the registration for the April Conference, while the June 1st balance (\$14,730.83) illustrates that CARL had almost cleared all of its expenses for the conference. The September 1st balance of \$13,073.36 is what is left to cover the remaining of our fiscal year and to see us into the beginning of the next.

Remaining major activities for the year that impact the balance for the remaining of the year include two in-person CARL Executive meetings, one CARL north membership meeting, ACRL chapter representative travel, long term conference planning expenses, mandated stipends and advances to the SCIL early spring workshop.

Discussion

- Ned asked if our costs will go up. Pam responded that insurance goes up every year, but there appears to be no long-range increase. The tax lady cut tax costs \$1,000. If we keep controlling costs and recovering, we'll be fine.
- Kelly observed that there are more non-ACRL members than ACRL members.

c) Additional Executive Board Reports – Les was elected Vice-Chair, Chair-Elect, of the ACRL Chapters Council. Stephanie asked Les to notify the newsletter about this. Ned reported that the mentoring program has 25 mentees and 24 mentors.

Discussion

- Stephanie asked if the mentor program is yearlong and was told that it is ongoing since there are different entries for individuals.
- Action Item: New will update a survey of the program and ask for time-tracking.
- Stephanie asked that Ned's group get together and prepare a survey for the December meeting. The mentoring program is in the standing rules that are up for review.

6. In Progress/Old Business

a) Executive Board Decision-Making Process – Standing Rules Draft

Stephanie observed that standing rules need to be revised. There are discrepancies in the by-laws on the research award and scholarships. The discussion is tabled until the December meeting.

Discussion

- There were questions about the relationship between the by-laws and the constitution. This relationship was described in-terms of congruence, alignment and synergy. In their current state, the by-laws were described as a “mess” and as ---.
- Action Item: The by-laws will be revised for the membership change that has been voted for in the next meeting. Also, annual renewal policies must be in the by-laws. Kelly and Lise will attempt to revise in time for the fall election ballot.

b) Taskforce on CARL structure and Conference Coordination (Stephanie) – Tabled because CARL Finances Committee needed to deal with money matters.

c) Recording of CARL Exec. Business between quarterly meetings (Matt) – (Steph) Kelly sent guidelines from the by-laws for recording email business. A template for this purpose will be developed.

d) CARL Meeting Minutes Template (Stephanie, Matt) - Tabled

e) Purchase of Speakerphone (DT) – DT summarized the history of the phone request and said that SCIL is waiting to hear the decision of the board. Motion to allocate funds to IGs was moved, seconded, and approved. The allocation will be left up to the membership.

Discussion

- Allie suggested that IGs create an info budget plan.

- There was discussion about whether CARL funds should be dispensed on request or provided to the IGs as a flat fee. The flat fee was described as more equitable. Pam and Ned suggested providing seed money every year to the IGs of approximately \$1000. Allie suggested that such funds could serve as a start-up in analogy with a book collection or professional development funds. Liz suggested that there should be a possibility for IGs to go over their allocated limit.
- Pam observed that legally IGs are responsible for the money and that there can be no malfeasance.
- Stephanie noted that support for IGs should be included in the standing rules and the IG guidelines. A vote on this motion was approved.

7. New Business

a)CARL SCIL (Allie) – Allie requests that the election and terms of officers run either from July to June or during the academic year. An election to change SCIL requires approval by the executive board. Motion for elections to be in the Spring. Moved, seconded, approved.

(b)CARL Interest Group Guidelines Revision – (DT) discussed succession planning and updates to interest group guidelines. The discussion turned to ADA issues.

Discussion

- There was a request for mailing labels 2003.
- There was a suggestion to delete mailing references.
- It was suggested that those requiring ADA accommodation check a box on a registration form.
- Pam noted that a court reporter costs 80/hour. Sign language translators for the 2012 conference cost a total of \$1400. CARL split the cost with the home institution that requested the translators and paid \$700.
- Pam noted that ADA compliance is mandatory if requested according to ACRL and MLA practices.
- It was remarked that requesting an extra 5% of a fee for the sake of ADA is gauche. It was decided that it was better to make a general increase to overhead of 15% to cover costs.

- An announcement about the increase in fees will be made in the newsletter.

7abf completed

e) Proposition 30 (Billie) – The Board will send out a statement about Proposition 30 in the first week of October after absentee ballots.

Action Item: Allie will send a statement for Stephanie to send after the first week of October. This will be sent to Hesper to post on the website and Facebook.

Discussion

- The failure of Prop 30 will bring funding levels back to ancient times.
- There was a question whether CARL is allowed to advocate for politics as a non-profit. The statement was characterized as informing students, but the message cannot indicate approval.
- The counter-initiative Prop 38 applies only to K-12.

g) Hotel Selection – (Les) an RFP has been sent to Southern California for the 2016 conference. Site visits took place with members of the Long Range Planning Committee, Joseph Aubele, and Deborah Schaeffer, as well as Elaine Kady, a ConferenceDirect representative, who assisted us in this process. The two options are the Westin South Coast Plaza (in Costa Mesa), and the San Diego Marriott Mission Valley. There were positive responses for both. The Board voted in favor of the West/South Coastal Property.

Discussion

- Given that Weston was more expensive than Marriott the question was raised of whether the purpose of the conference was to make money. Westin \$28,000/Marriott \$20,000.
- There is no problem in meeting the minimums for food.
- It is desirable to move the conference around to different locations.
- There were comments requesting links to the last conference. There was a suggestion to consult the ACRL Chapters Council for best practices. For example, should the virtual conference be publicized? It was suggested that the virtual conference would make it available outside of California. The virtual conference should be released after one year so that attendees don't feel cheated.

- There was a discussion on whether not to pay for keynote speakers who are librarians. It was claimed that part of the professionalism of librarians is to share their expertise where possible. But it was also argued that withholding honorariums from librarians denigrates the profession.

8. Next Meeting – December 14, 2002 San Francisco State.

9. Adjourned at 2:36pm.

Quarterly Reports

Past President Report Summer 2012

1. Consulted with Finance council, other officers.
2. Maintained Mentor program, assigned new mentors.
3. Attended ALA in Anaheim (visited CARL member poster presenters, attended variety of panels/talks including Library History Roundtable and Philosophical, Religious, and Theological Studies Discussion Group.) Attended UC Berkeley "Library" School gathering/reunion.

Ned

Secretary's Report Summer 2012

I revised and submitted minutes for the 3/26 meeting, took minutes for 6/15, sent them out for revision, and monitored email discussion for the minutes of the next meeting.

Matt

Treasurer's Report Summer 2012

I wrote checks, made deposits

Finished filing the 2011 taxes

Started working on the financial standing rules with the CARL finance Committee

this table is the balances in the bank account on the first of the quarters.

Month	Checking Balance	Savings balance
January 1 st	\$12,937.49	\$21,612.12
March 1 st	\$35,013.47	\$21,619.21
June 1 st	\$14,730.83	\$21,630.07
September 1 st	\$13,073.36	\$21,640.21

Pam Howard, <pjhoward@sfsu.edu>
Associate Librarian
Biology and Health Professions Subject Specialist
J. Paul Leonard Library, SF State

1630 Holloway Avenue
San Francisco, CA 94132-4030

Southern IG Coordinator Report Summer 2012

This quarter I spent lots of time revising the IG Manual and Program Planning manual. I'm still working out a strategy with Stephanie for gathering feedback so stay tuned!

Dominique Turnbow, MLIS

Undergraduate Services Librarian | [UCSD Biomedical Library](#)

ACRL Chapters Delegate Report Summer 2012

*Attended ACRL Chapters Council at ALA Annual in Anaheim. Elected as incoming Vice-Chair/Chair-Elect of Chapters Council. Attended working group meeting of Chapters Council to work on ideas/strategies to promote increased participation by chapters.

*Worked with Long Range Planning Committee (Schaeffer & Aubele) and ConferenceDirect rep to plan for 2016 CARL Conference venue selection. Determined that seven (7) hotels in Southern California met our criteria. Made site visits to each of the hotels in early August. Eliminated two of the hotels from immediate consideration.

*Continued discussion and review of proposals from remaining hotel sites. ConferenceDirect rep is continuing the negotiation process with each of the hotels, seeking further concessions. Hotels under consideration are located in Orange County and San Diego.

Les

CARL Web Coordinator Quarterly Report, March 2012

from Hesper Wilson

This quarter, I

-made small changes to 2012 and 2010 conference proceedings and award committee pages

-updated job listings and created job site accounts

- fixed problem with menu links on CARL home page
- Also updated the CARL EXEC Google Sites pages with minutes, reports, etc. that hadn't been sent to that site!

VP North Quarterly Report

- Met with Liz Ginno to talk about actions around north business meeting, possibly coupled with a half day program (possibly virtual). Discussed possible location Hayward and date January or February. We are hoping to have the business meeting relate to IGs and how to get more activity in North IGs.
- Consulted with CARL finance members re: policy and procedures for expenditures
- wrapped up conference proceedings work
- sent welcome letters to new members

Kathlene

Director-at-Large

This quarter I:

- Attended ALA Annual 2012 Conference. Learn new stuff, as usual.
- Responded/voted on urgent CARL ExBoard issues via email.
- Updated Campus Liaison, South contact list. Hesper Wilson kindly posted to website.
- Distributed CARL Research Award announcement to CARL campus liaisons.

Thanks,

Shana Higgins
Private Institutions, Director at Large
California Academic & Research Libraries <<http://www.carl-acrl.org/>>

Archivist Report

Nothing to report this quarter.

Rand Boyd, MLIS, CA

Special Collections & Archives Librarian

South VP Quarterly Report

This past quarter, I did the following:

- finalized CARL 2012 Conference activities
- started planning for CARL 2014 Conference
- participated in SCIL meetings
- working with Finance Council to review budget policy

Allison Carr

Membership Director Report

My report has so much stuff – The (+) area after the current numbers is the increase since last quarter report. I hope this will show the growth. As of now we are back to renewals and this will happen now through October.

CARL 2012 3rd Quarter Membership Report – September 10, 2012

Membership stands at 457 or 114.25% of goal of 400 (13 new or renewals this quarter)

Of this 409 (+13) are regular members 10 (+1) are retired and 38 (+0) are student members.

There were 8 new members this quarter.

There were 1 CARLALL messages posted this quarter.

Membership Breakdown:

By Region

Northern CA	137	30%	(+3)
Southern CA	320	70%	(+10)

By Institution

Community College	76	17%	(+1)
California State University	115	25%	(+4)

Private College/University	131	29%	(+3)
University of California	59	13%	(+2)
Consortium	0	0%	
Consultant/Self Employed	1	0%	
K-12 School	1	0%	
Public Library	2	0%	(+1)
Research Institution	6	1%	
Library Vendor	1	0%	
Other	16	4%	(+1)

Mentor Now have 49 (+1) who are willing to part of the mentor program.

Interest Groups Members:

ABLE	77	(+4)
CARLDIG	262	(+7)
CARLIT	154	(+5)
CDIG	122	(+5)
DIAL	86	(+3)
SCIL	219	(+7)
SEAL	79	(+2)
TSIG	62	(+3)

CALM added 22

Submitted by: Kelly Janousek CARL Membership Director

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Kelly Janousek
University Library
California State University, Long Beach
New email for 2012 kelly.janousek@csulb.edu
Phone [562-985-7815](tel:562-985-7815)

Newsletter Editor's Report

- Solicited content for September newsletter via the CARL-ALL list as well as through direct requests to selected members
- Editing, copy-editing and image editing for September newsletter
- Archived previous newsletter
- Quality assurance (QA), testing and trouble-shooting for newsletter web site
- Managed and updated directory file structure for newsletter files
- Managed and updated HTML files and cascading style sheet (CSS) for newsletter
- Managed and updated RSS feed
- The September newsletter is in process and pending submission of some solicited content, should go live later this week (no later than 9/15)

Thank you!

-Nicole

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Nicole Allensworth, MLIS
Assistant Librarian
Law | Journalism | Communication Studies | Broadcast & Electronic Communication Arts
Information, Research & Instruction Services | Leonard Library
San Francisco State University
[415.338.6138](tel:415.338.6138) | nallensw@sfsu.edu

IG North Report

Thought a lot about what I need to do to help my dormant IGs -- and met with Kathlene Hanson to talk about actions around north business meeting, possibly coupled with a half

day program (possibly virtual). Discussed possible location Hayward and date January or February. We are hoping to have the business meeting relate to IGs and how to get more activity in North IGs.

Liz

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Liz Ginno, Librarian
California State University, East Bay
[510-885-2969](tel:510-885-2969)

"Grow up, Raj, there's no place for truth on the internet."

President's Report

Here is what I've been up to:

- Completed the ACRL Survey on Communication (Brief survey getting info. about each chapter)
- Completed and submitted the annual chapter report for ACRL's Plan for Excellence Implementation Report 2012
- conferred with Alex Chappell about a chair and new committee members for the Research Awards Committee
- Appointed Rockman Scholarship Chair (Adolfo Prieto)
- Convened 3 Finance Council meetings to discuss conference finances and alignment with ACRL programming practices
- Wrote President's letter for September newsletter
- Collected and sent documents regarding committees and IGs that should have been stored on Google Sites.
- Spoke with Patti Iannuzzi about the WASC Information Literacy project they are undertaking and recommended CARL members for participation
- Sent out the WASC Information Literacy project information to the CARLALL list
- Worked on revision of the standing rules for the Rockman Scholarship and Research Awards committees
- Worked on the template for Executive Board meeting minutes.

C'est tout!

SB

Email Discussion and Business 6/15/12 – 9/14/12

Announcement (7/17)

Stephanie announced that the third quarter meeting would be held at Cal State University, Long Beach on September 14, 10am – 3pm.

ACRL Chapter Speaker's Bureau (8/9 – 9/4)

Pam suggested checking to see if we could take advantage of this program that runs 2012 – 2013. Kathlene agreed noting that this might be a good activity for a non-conference year.

Minutes Draft (8/15 – 9/5)

Matt sent out a draft of the 6/15 minutes for review. Lise, Dominique, Kathlene sent corrections.

Transportation to 3rd Quarter Meeting (8/17 - 23)

Kathlene provided information on shuttles and distances. Pam provided flight information. Les offered to give rides.

CARL Research Reward (8/21)

Kelly sent an announcement inviting applications for the CARL award.

Orientation for New Chapter Leaders (8/30)

Stephanie forwarded an announcement from Danielle Whren Johnson, Chair of the ACRL Chapters Council, with issues for Chapter leaders to consider.

New Southern IG Coordinator (9/3-9/4)

Stephanie announced that Dominique Turnbow is stepping down at the end of the year and nominated Billy Pashaie as replacement and asked for a vote. 10 votes in favor. None against. Billy approved.

Virtual Conference Call for Standing Rules Workgroup (9/4 – 9/5)

Kathlene proposed a virtual conference call for the Standing Rules Workgroup prior to the Executive Board meeting. She asked if everyone had access to Google Docs and provided a Doodle Poll for conference call times. Scheduling was unworkable so Kathlene decided to work by email instead.

Defer CARL Research Award (9/4)

Stephanie forwarded a note from Aline Soules describing a problem with the Research Award. Initially, the award announcement had received 13 applications. But over the years the number of applications has dwindled considerably. The question is at what does the award lose meaning when the number of applications is low enough and whether the award should be given in that case. Stephanie asked for a vote on whether to send out the announcement for this year or to defer it until discussion at the September 14 Board meeting. 12 votes to defer. None to the contrary.

Commission for Grant Offices (9/5)

Pam raised the point that at SFSU it is required that a grant office handle all grants and they will take a percentage for themselves. Allison advised checking for more information about the requirements for different campuses. Matt noted that UCD has a similar situation but the grant office does not take any money.

Feedback on IG Documents (9/6)

Dominique asked for feedback on IG documents she was revising before the September 14 meeting.

Prop 30 Endorsement (9/10 – 9/12)

Billy asked for opinions about sending a message that CARL endorses Prop 30, considering what is at stake. Pam advised caution because of CARL's non-profit status. There was a discussion about the distinction between political campaigning and legislative advocacy. Stephanie checked IRS guidelines and found that legislative advocacy is okay. There were two statements in favor of endorsement. Stephanie asked for a volunteer to draft a statement. Pam and Allison shared drafts of similar statements. Billy sent a draft and Allison modified it.

Deferment of Call for CARL Research Award (9/10)

Kelly posted an announcement from the CARL Research Award Committee to delay the call for applications while the application process is reconsidered.

Conference Sites (9/11)

Les posted documentation of four properties bidding for the CARL 2016 conference. The committee has reduced the bid to two finalists: Westin and Marriott. More details at the September 14 meeting.

