

## **CARL Executive Board Minutes**

**June 14, 2013**

Present: Kathlene Hanson, Matt Conner (minutes), Kelly Janousek, Allison Carr, Pam Howard, Billy Pashaie, Annette Marines, Brett Bodemer, Les Kong, April Cunningham, Hesper Wilson

Absent: Stephanie Brasley

**Call to order:** 9:08 am

### **Additions to the agenda**

None.

### **Approval of the Minutes**

Moved and Approved

### **Announcements**

It is Pam's birthday

### **Reports**

**2014 Conference Planning** (Allie) – Conference planning is going well. The keynote is engaged, both discussion and pre-conference sessions are finalized. Following are details and some challenges.

Discussion points:

- Titles have not been completed for all the sessions; invited papers are given more time.
- Registration for presenters will be set up on June 24 or shortly afterwards.
- Sponsorship is up to \$3,500 with more donors lined up for later.
- 6 IGs have submitted for the conference.
- There is interest in a new northern IG.
- All sessions except for the pre-conferences are online.
- Posters will be accepted in the fall.
- There may be unexpected space constraints with the numbers of rooms made available.
- Brena made a site visit to get a picture, but the hotel management does not want to discuss details so far in advance; February at the earliest.

- The cost structure by the person and day is not flexible and has created challenges. The Marriott had an ala carte option that made it easier to change. There will be no more new information until the first of the year.
- An article on conference planning by Allie was submitted to Nicole for the newsletter.
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**Mentoring Program** (Kathlene) – Kathlene is currently updating Ned’s spreadsheet on mentors. Notes have been sent to the mentors listed asking for more biographic info. Ian Chan is one of a handful of mentors for IT. There is a demand for IT. But we should also be recruiting for different backgrounds. We need to consider marketing strategies for attracting mentees about to graduate. This will be an issue for the Standing Committee down the line. Kelly asked how long do we wait for mentors to respond.

**IG MidYear Report** (Billy) – Billy raised a question from SCIL about whether they could have a separate account for money they raise to be put towards their own events. Various opinions were expressed. It was decided that CARL wants to support the IGs as far as possible. It was asked for the IGs to come up with a concise list of questions about exactly what they want and their purpose.

**ACTION ITEM:** Billy will find Dominique’s document addressing these issues and get it to the IGs. The Board will also review this document. Billy will facilitate a conversation between IGs and the Board.

Discussion Points:

- The SCIL request has been submitted before and never received a clear answer.
- Pam stated that the standing rules as written do not allow for separate accounts. Every IG is part of CARL with money in a pool. The structure goes all the way to ACRL of which CARL is one part. ACRL maintains only one account.
- Pam noted that SCIL is a workhorse for making money and that it is understandable that they chafe at some of the restrictions on using it.
- It was pointed out that CCLI was asked by SCIL if they should become part of CARL and that they were advised not to because of bureaucratic restrictions like this. Others argued that the issues were more complicated than this.
- Kathleen wondered if the rules could be changed to meet the IGs halfway.
- Allie pointed out that there would be questions if the full budget for an event is not clear. Keeping separate accounts puts a burden on Pam. IGs should keep track of their own money which would not be a burden divided up this way. She called on April for her opinion.

- It was pointed out that an old programming booklet says that if IGs submit a yearly budget, CARL can be proactive about giving money to the IGs in advance. So the issue may be one of training, not revising rules.
- Annette pointed out that CCLI has initiated a move for improved documentation which has been missing. There needs to be documentation for a speaker, travel, honorarium and how much CARL is willing to fund. Infrastructure and documentation need to be produced so that CARL is not sending a blank check.
- April reiterated this point. There is not enough knowledge in SCIL and other IGs to plan ahead. CARL should not feel like it has to guess at what it's funding. There needs to be more communication between the two groups.
- Gayatri pointed out that in fact SCIL generates money and designates it for later use.
- Allie had "big issues" with all of this. Since CARL does not compensate for pre-conference events, she wondered how it would look when IGs bring in speakers that were paid when others were not.
- Gayatri observed that by covering registration, IGs could build a better program.
- Kathlene pointed out the existence of SCILWorks to make money for SCIL events. She wanted to know if compensation was being asked for the preconference.
- It was pointed out that the various questions were confusing. SCIL wanted funding for SCIL events.
- Annette, Allie and Pam are in agreement that non-profits do not pay people for presentations and that ACRL mandates that in-state librarians do not get compensation.
- A more concise series of questions from SCIL was called for covering issues of (1) Registration (2) Compensation for a speaker (3) the SCIL bank account.
- There was discussion about locating a manual with policies for CARL to give money.
- Pam gave as an example an IG program last Spring that she did not receive a budget for because no money was involved.
- Billy wondered why a budget was necessary if there was no money.
- It was noted that sometimes budgets were received after events and that it is important that forms are received beforehand for insurance purposes and in case inquiries are received from ACRL.
- It was mentioned that Dominique rewrote the manual but it was never formally approved and posted.
- Shana emailed the manual from Dominique.
- Kathlene noted that the conference phone request from the IGs which was old business was approved.

**Treasurer's Report (Pam)** – The Treasurer's report was sent out in advance. (Appended below with the other quarterly reports.) As of May 31<sup>st</sup> conference donations are \$2500. This is not

reflected in the records because we are waiting for bank statements and Regonline. As an off-conference year, more money is going out than going in. Margot Hanson is part of BayNet and needs to be contacted to investigate insurance resources.

**Membership Report** (Kelly) – We are almost at 400 members. September 1 will start the next renewal cycle. We might get more money. It makes sense to renew during the conference on a two year cycle.

**ACTION ITEM:** The by-laws must be changed to reflect the new membership schedule. To be done by the Committee on Organization.

Discussion Points:

- Kelly is appalled at how many non-members are on IG listserves. A member of SEAL needs to be a member of CARL. Listserves are only for members. Perhaps listserves will replace meetings and programming in the future.

**CARL Newsletter** (Nicole) – The new issue is coming out this weekend. Highlights for June are a fabulous interview with Kathlene, the first in a series of Get to Know CARL Leadership (which took the place of a presidential letter to be resumed). The newsletter needs volunteers for the September issue. Another highlight is another edition to the Conference Planning 101 series. Les volunteers for an interview, and Nicole thanks everyone.

**Action Items Reviewed** (Kathlene) –

Send website comments to Kathlene. Even though website is not high-use, it should be kept updated.

Advocacy on the back burner.

Finance Committee is charged to revise Standing Rules related to conference budgeting.

**ACTION ITEM:** The charge is unclear on whether the committee is concentrating only on the conference. Needs to be resolved. Priorities need to be established by December.

Discussion Points:

- The finance council members should speak up to address this.
- It makes sense to consider other things besides just the conference.
- Not sure if any changes would be applied to this conference.

- A lot of the suggestions have been implemented. Don't anticipate that the document will be ready in time for the next conference. The biggest unresolved issue is an honorarium for the keynote. The document will likely be implemented in 2016.
- There needs to be a list of issues that are prioritized.
- ACRL policies are laid out in Google Documents. Allie sent an outline of the budgeting process. It's not clear what's being asked.
- The priorities can be set in a small group meeting.
- The committee consists of the past president, the two vice-presidents and the treasurer.

### **In Progress/Old Business**

**Membership Survey (Kelly)** – In constructing a membership survey, there were different viewpoints among the committee that need to be balanced as well as questions about the survey content.

ACTION ITEM: Locate respondents geographically.

Discussion Points:

- It was not clear whether the survey was an attempt to predict the future or assess what we are doing.
- The survey could be sent out to potential members as well as members.
- An ad hoc membership committee is in charge of survey design.
- We want the survey to tell us if we're relevant and if we will be relevant. Some questions are open-ended. The various purposes need not be at odds. Revision could help.
- Questions will be put into chat for the record.
- Questions about the North IG were discussed at their meeting. These questions are in the survey.
- A question about timeline: Should the survey go out this Fall? Could the committee put out an award for participating such as an I-pad, gift cards or free membership?
- Incentives will have to go through the executive board.
- Excited to do this again to see our relevance.
- There are new areas for inquire for IGs, scholarly communication, and data librarianship. Some of these are represented already in the questions. But an "other" option should be retained so as not to preclude expression.

**Standing Rules Update** (Annette) – The Committee on Organization will meet next week. Lise Snyder forwarded a draft of the documents to be revised. Questions are invited for the committee.

**Finance Policies** - Done with action item

**Research Award** (Kathlene) – Progress has been made on revamping the research award. Changes are being headed by Alexandra Chappell, former chair of the research committee. The award was suspended a year ago because of insufficient applications. There are questions of changing the name of the award, sending it directly to the recipients instead of their university, giving the award biennially to coincide with the conference and giving an award for the best published paper in the off-years.

**ACTION ITEM:** Work with Alexandra to appoint a new committee. Les is tapped for membership. Work out a time frame with Alexandra.

Discussion Points:

- There is no reason why the award cannot be given directly to recipients unless human subjects are involved.
- There are counterexamples where the campus was involved anyway.
- Campus involvement is outside of the control of CARL. A name change will not make any difference.
- There is a question of whether making the award biennial would affect membership.
- Kelly says that not many members come from the award.
- There was a question whether papers needed to be published to be eligible. That has not been determined.
- The award is a great opportunity to see types of research. CARL is appearing more and more on vitas. Need to discuss marketing for individuals and groups.
- The committee wants a blind review of applications. This can be facilitated by the past president.

**Advocacy** (Kelly) – There was a discussion of the role of advocacy for CARL and whether and in what form it is compatible with our non-profit status. There were differences of opinion.

**ACTION ITEM:** Form a group to investigate the appropriateness of advocacy for CARL. Post a query soliciting participation by the membership. Billy, Kelly and Kathlene will talk this through.

Discussion Points:

- In the membership survey, we cannot use the word “advocacy.” We must use “educational information.”
- We cannot use the word “advocacy” because it sounds like lobbying.
- CLA does advocacy. Perhaps CARL could work with them or through them. Or perhaps advocacy would duplicate CLA.
- CLA has a father and daughter legislative team that does lobbying and the work for public libraries, not academic.
- Why can other groups do advocacy and we can't?
- When librarians in LA were forced to re-interview for their jobs, CARL posted a letter of support for them. Perhaps this is an example to follow.
- We can do position papers if they are treated as education. They could be considered open letters.
- ACRL is looking for volunteers all over the country to write letters to legislators for them.
- Is there a difference between the 501 and 503 classification?
- How often do we go to websites to find the positions of organizations? Some do regularly.
- The Executive Board is where ideas come from. There are objections to the amount of work, but that depends on your vision and if you want the organization to be relevant.
- We should have a group investigate this question and write up the results. Ned is suggested because of his experience. A query should be posted inviting participation by the membership.

### **New Business (Kathlene)**

I am putting no new business on our agenda or plates at this time, as I feel it is important we try to make progress on all the items still on our plates. If you are working on a subgroup or subcommittee, please establish a timeline for workflow between now and our September 13<sup>th</sup> meeting. Also, if you have not already done so, please establish a facilitator/chair. The facilitator/chair is crucial in keeping the ball rolling on projects. It would be much appreciated if you copy me on the timeline and facilitator. I would really like to try to finish some of our current projects by the December 13<sup>th</sup> meeting, so that Allie can keep concentrating on conference when she steps up as president.

**Next meeting** - September 13, 2013, virtual, 9am to 1pm.

**Adjourned** – 11:38 am

## Quarterly reports

### Secretary

I did the minutes from the last meeting and joined the Committee on Organization to revise the CARL by-laws.

Matt

### UC Director at Large

Hello,

My activities this quarter as UC Director at Large:

Read Executive Board emails and responded as appropriate

best,

gayatri

### Southern Vice-President

Hi everyone,

My activities during the last quarter:

1. Conference planning, conference planning, and yes, more conference planning:
  1. Shepherded proposals from the proposers to the review teams;
  2. Communicated with proposers about accepted/declined sessions; the final set of sessions should be ready for the CARL newsletter;
  3. Solidified invited paper presenters (an email will go out soon);
  4. Created a new IG Showcase track with the fabulous input from y'all; I've received 2 proposals so far with promises for at least 1-2 more;
  5. Worked with the conference webmaster to fine-tune the conference website;
  6. Prepared to open registration to presenters in mid- to late-June.
2. Participated in CARL Finance Council calls regarding budgeting and spending for conferences.



Thanks,

Allie

### **Private Institutions, Director-at-Large**

As director at large, private institutions, my activities looked much like Gayatri's:

Read Executive Board emails and responded as appropriate.

Best,

Shana

### **CSU Director at Large**

Hello, all,

My activities: read Executive Board emails and participated in committee work for membership survey.

Cheers,

Brett

### **Web Coordinator**

May 2013

This quarter, I updated the CARL home page and various committee and award pages.

Hesper

### **Southern IG Coordinator**

Dear everyone,

Attached please find the midyear reports for most of our IGs (CARL-IT never got back to me, even though I nagged them). Please look at the questions/suggestions/concerns area for each IG, especially for SCIL. These are points that I would like to place on the agenda for the exec meeting.

This quarter I went to as many IG Steering Committee meetings as possible to find out what they're doing and how CARL can help them. I think the IG showcase track came out of these discussions with DIG and SCIL (thank you Allie and Brenna).

As well, I served on the membership survey committee, the results of which you will see during our next meeting.

I probably did some other stuff too, but I've forgotten what they are, though I still want credit for them :)

Thank you and "see" you next week,  
Billy

## **IG Mid-Year Report**

### **CALM California Academic Librarians in Management**

#### **CARL INTEREST GROUP**

#### **Mid-Year Report**

**January 1 – June 30**

**2013**

#### **Summary of Activities**

The convener communicated with the Interest Group Coordinator in March about next steps in formalizing the group's new bylaws. A list of current membership was received in April.

**Business meetings:** none

#### **Changes**

Leadership: none

Operational procedures: none

Online communication: none

Other: none

**Programs:** none

**No Activity** (please explain)

During this period, the interim convener's time was consumed by her leadership role in her library's strategic planning and then by involvement in a departmental reorganization. Other volunteer members of the interim steering committee appeared to be equally swamped, so that we were unable to realize plans to convene a spring CALM networking meeting, to email the draft bylaws for approval by current members, and to hold a spring election for officers.

**Current plans/ideas**

· July 2013

- o Enter current members into CALM listserv
- o Email CALM bylaws for approval by current members
- o Consult with interim steering committee about the possibility of a late election to install officers by fall 2013

· August 2013

- o Plan an informal networking/business meeting for early fall
- o Bring up CALM website and develop a Facebook presence for CALM

**Questions/Suggestions/Concerns for IG Coordinator/Ex. Board:** none

Submitted by Tobeylynn Birch, Interim Convener

**CARLDIG – South  
California Academic Reference Librarians Discussion Interest Group – South  
CARL INTEREST GROUP  
Mid-Year Report  
January 1 – June 30  
2013**

**Summary of Activities**

**Business meetings**

- January 25, 2013 (CSU Channel Islands)
- May 15, 2013 (conference call hosted by CSU Channel Islands)

**Changes:**

Leadership

- Chair: Janet Pinkley (CSU Channel Islands)
- Vice-Chair/Chair-Elect: Suzanne Im (UC Santa Barbara)
- Past-Chair: Adolfo Prieto (CSU Fullerton)
- Co-Secretaries: Debra Hoffmann (CSU Channel Islands) and Kaela Casey (CSU Channel Islands)
- Webmaster/Publicity Officer: Elisa Slater Acosta (LMU)

Operational procedures – *No Changes*

Online communication

- CARLDIG-South website updated
- Regular e-mail communication between steering committee members

Other:

*(N/A)*

**Programs:**

Title – Spring Field Trip - Tour of the Special Collections and California's Gold Archive of Leatherby Libraries at Chapman University

Where – Leatherby Libraries at Chapman University

When – Friday, May 17, 2013, 10:00am to noon

Attendance – 11 attendees

Income/Expense balance (estimated or actual) – *(N/A)*

**Current plans/ideas**

CARLDIG-South is in the process of planning its fall program, which is scheduled to take place on Friday, December 6, 2013, at California State University, Fullerton.

The program title is “Reference as Place?” This half-day workshop will offer an opportunity for academic librarians to learn from their colleagues who have experimented with non-traditional reference desk models in their libraries. These presentations may include comparisons of different models, librarian experiences transitioning from one reference model to another, pros and cons, starting a new service point for reference (i.e. inside or outside the library), and more. Currently, we plan to have a call for presenters go out later in the summer.

**Questions/Suggestions/Concerns for IG Coordinator/Ex. Board:**

CARLDIG was surprised at the early deadline for 2014 conference proposals; it caught us off guard since proposals have never been due this early. However, we brought this to the attention of the Interest Group Coordinator, Billy Pashaie, who was very responsive to our concerns. We were thrilled when Billy reported the recent decision from the CARL Board and the Conference Planning Committee to host an IG Showcase during the conference which had a later deadline for the submission of abstracts. Thanks Billy for hearing us and communicating to the CARL Board and Conference Planning Committee!

Respectfully submitted,

Janet Pinkley

2013 CARLDIG-South Chair

SCIL Southern California Instruction Librarians  
CARL INTEREST GROUP

Mid-Year Report

January 1 – June 30, 2013

**Summary of Activities**

SCIL met three times this year for business meetings and presented SCILWorks, our annual conference.

**Business meetings**

Two business meetings were held. March 15 was a conference call. One was held in person on April 9, 2013 at Cerritos College.

**Changes**

Leadership: Talitha Matlin was elected as SCIL vice-chair/chair elect.

Norma Juarez Durian was elected as SCIL Secretary. Susie Chin was elected as SCIL Program Registrar.

Operational procedures: Our bylaws were changed. Our election year now follows the fiscal year/academic cycle of our campuses. New SCIL officers begin their roles July 1. Elections are held in May.

Online communication: Emails (job postings, professional development opportunities, volunteers for CARL/SCIL work, etc) were sent to the SCIL Listserv on an ongoing basis to interact with the membership.

**Program**

Title: SCILWorks 2013: Hack Your Library!

Where: CSU San Marcos

When: February 1, 2013

Attendance: 53

Income/Expense balance (estimated or actual): Total Income: \$2,055.00

Expenses: \$1,419.02

Balance: \$635.98

**No Activity (please explain)**

**Current plans/ideas**

We are planning a summer meeting that we are hoping to use to increase membership and active members. And we are working with UC-R's librarian residency program (IE LEADS -

Inland Empire Librarians Educated to Advance Diversity and Service) to develop a one-day Library Instruction 101 workshop for the Fall 2013.

**Questions/Suggestions/Concerns for IG Coordinator and the CARL Executive Board:**

Would it be possible for IGs to retain an account with CARL? For example, we want to bring a panel to the CARL conference. We plan on raising money to provide a bit of a stipend for panelists using revenue from our annual conference. It would be great if we could retain a small portion of any “profits” our events made so we could begin planning larger events. I understand that the logistics of this may seem daunting.



**Science and Engineering Academic Librarians-South (SEAL-S)  
CARL INTEREST GROUP**

**Mid-Year Report**

**January 1 – June 30**

**2013**

**Summary of Activities**

**Business meetings**

- January 23, 2013
- January 30, 2013
- February 27, 2013
- May 1, 2013
- May 16, 2013
- May 30, 2013

**Changes:**

- Leadership

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**Operational procedures: N/A**

**Online communication: N/A**

**Programs:**

Title: Future Forward: Library Innovations in STEM and Beyond

Where: University Library, Cal State Long Beach

When: Friday, March 8, 2013

Attendance: 20

Income/Expense balance (actual)/Net Gain: \$630/\$367.98/\$262.02

**Current plans/ideas:**

Excellent Adventure

Title: TBD

Where: Carnegie Observatory or Underwood Farm

When: TBD in late summer 2013

**Questions/Suggestions/Concerns for IG Coordinator/Ex. Board:** SEAL-S will submit a proposal on citizen science for the IG Showcase @ CARL 2014 Conference

Billy

**Archivist**

This quarter filed the Executive Board Minutes and DVD recordings of CARL presentation.

Rand Boyd, MLIS, CA

Special Collections & Archives Librarian

**Treasurer**

sorry this is late - had some medical issues, but all is fine now

I renewed the insurance for the organization. But may have found another source that will be cheaper for next year!

I deposited checks/wrote checks

I worked on the Standing rules for the Financial Council

I participated in the research award conference call

I kept in contact with the CPA about an extension for filing CARL taxes (no worries)

CARL, BUDGET ESTIMATE from Jan 1, 2013 to May 31, 2013.

Checking account balance as of June 13 = \$20,902

Income		
	Membership	\$4,821.00
	SIG	\$2,085.00
	Conference 2014, donation	\$2,500.00
	<b>TOTAL INCOME</b>	\$9,406.00
Expense		
	SIG	\$1,233.93
	Conference 2014	\$ 186.45
	Exec, Travel/refreshment	\$1,727.70
	Exec-WASC, N. Business	\$ 603.00
	Scholarship	\$1,000.00
	Insurance	\$1,944.00
	RegOnline fees	\$ 238.00
	<b>TOTAL EXPENSES</b>	\$6,933.08
INCOME	\$	9,406.00

EXPENSE	\$	(6,933.08)	
RETAINED	\$	2,472.92	

Pam Howard  
Associate Librarian  
Biology and Health Professions Subject Specialist  
J. Paul Leonard Library, SF State  
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**Newsletter Editor**

Here is a summary of my activities this quarter:

- Solicited content for June newsletter via the CARL-ALL list as well as through direct requests to officers and selected members
- Editing, copy-editing and image editing for June newsletter
- The June newsletter is in process and will be published shortly after our Executive Board meeting

See you all (virtually) at our meeting this Friday!

Best,

Nicole

**Membership Director**

CARL 2014 2nd Quarter Membership Report – June 11, 2013

This quarter I worked with the Membership Committee on a membership survey. Started working on registration for the CARL 2014 Conference.

Membership stands at 362 or 90.5% of goal of 400 (31 new or renewals this quarter)

Of this 325 (+26) are regular members and 11 retired and 26 (+5) student members.

There were 20 new to CARL this quarter, mainly in the North this time.

There were 17 CARLALL messages posted this quarter. We had at least five people sign up for CARLALL without membership. I sent emails to tell this is a member’s only list and yet none became members.

Membership Breakdown:

By Region

Northern CA	113	31%	(+14)	gained 1%
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Southern CA 249 69% (+17)

By Institution

Community College 60 17% (+4)

California State University 87 24% (+6)

Private College/University 111 31% (+11) gained 1%

University of California 50 14% (+2)

Consultant/Self Employed 1 0%

K-12 School 1 0%

Public Library 1 0%

Research Institution 3 1% (+1)

Other 11 3% (+3) gained 1%

Mentor Now have 44 (12%) gained 7 mentors who are willing to part of the mentor program.

Interest Groups Members:

ABLE 56 (+6)

CALM 95 (+9)

CARLDIG 218 (+9)

CARLIT 134 (+10)

CDIG 94 (+12)

DIAL 82 (+12)

SCIL 172 (+8)

SEAL 65 (+6)

TSIG 52 (+7)

Submitted by: Kelly Janousek CARL Membership Director



## **Community College Director at Large**

Hi,

Sorry this is late.

This quarter I read Executive Board emails and responded as appropriate.

Take care,  
April

## **President**

President's Quarterly Report June 2013

- corresponded with members who had questions/suggestions/issues
- corresponded with members interested in joining CARL
- worked with Kelly regarding a request for a membership fee refund
- worked with member interested in putting together a ILS webinar, referred to CARLIT
- worked with Hesper on changes she made to website
- wrote letters for officers, committee members for their review files
- had offline conversations with officers/chairs about various topics
- signed new insurance paperwork
- sent out Board meeting action item update mid-quarter
- participated in two Virtual Conference Committee meetings
- convened subgroup to talk about CARL Research Award
- convened Finance Council
- facilitated formation of Committee on Organization and discussed timeline
- worked with Adolpho to appoint new committee members to Rockman Conference Scholarship Committee
- convened Mentoring Program Committee and created survey
- matched three mentees with mentors
- added two new mentors
- attended a CARLIT On-Air session
- referred a member interested in IG work to CARLDIG
- requested information on how to sign up for free ACRL webinars
- sent CARL Chapter Annual Report to ACRL

Kathlene

## **CARL Northern VP**

Quarterly Report

June 2013

-Attended ACRL scholarship dinner in Indianapolis

-Sat in on Finance Council conference call

-Attended Membership Committee conference call. Set up a wikispace for the group.  
Provided input on membership survey

-Agreed to chair Committee on Organization. Scheduled a meeting for mid June.

-Work on Committee Sponsorships with Adolfo Preto

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Annette Marines,

## **Email Discussion and Business 3/15/13 – 6/14/13**

### **Demographics (3/18/13 – 3/20/13)**

Matt asks the Board for leads on national data about librarian demographics as part of a report he is writing for LAUC. Billy forwards a survey by the University of North Carolina (2008) that proved to be very helpful.

### **Conference Fees (3/18/13)**

Kelly posts a list of conference fees from 2004.

### **Non-salaried Registration Price for Conferences (3/19/13 – 3/20/13)**

Billy asks about the status of this issue. He recalls that a non-salaried option was ruled out. Pam and Kathlene confirm Billy's summary. Matt corrects the list of action items of the 3/15 meeting accordingly.

### **Conference Fees (3/22/13)**

Allie thanks everyone for past discussion on this subject and attaches a new list of conference fees generated as a result.

### **CARL 2014 CONFERENCE REGISTRATION FEES**

Registration fees include all general sessions, opening reception, keynote breakfast, luncheon, and speaker dinner. Preconferences priced separately.

	Early bird Sept. 30 2013-Feb. 21, 2014	Advance Feb. 22 - March 31, 2014	Onsite April 4-6, 2014
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CARL Member	\$325	\$375	\$425
Student CARL Member	\$100	\$100	\$100
Retired CARL Member	\$150	\$175	\$200
Non-member	\$400	\$450	\$495
Single day **	N/A	\$250	\$325
Up to two half-day pre-conference sessions ***	\$115	\$145	\$175

\* Group rate (10% off each person's individual registration for groups 3 and up)

\*\* Single day registration is the same regardless of which day is chosen.

\*\*\* Pre-conference rate are in addition to the full conference registration fee; pre-conference fees include lunch.

Single-event tickets:

Opening Reception: \$40

Dinner w/ Speaker (TBD): \$65

Allie asks for feedback by March 28. This will be updated by April 2 with voting on the changes to take place April 2 – 5.

### **Minutes (3/28/13 – 4/6/13)**

Matt posts the minutes of the March 15 meeting for corrections. Matt posts the minutes again with the quarterly reports and email business of the previous quarter appended.

### **Voting: Conference Registration Fees (4/2/13 – 4/12/13)**

Allie has received no feedback for conference fees. Allie starts the voting by inviting email responses to her by Friday 4/5 and will compile and return results to the Executive Board, the following Monday, April 4/8. Annette asks if fees for single event tickets are for guests or for attendees on top of the registration fee. Allie responds that the fee is for those not attending the conference such as spouses or guests. Pam notes that we need to address ACRL guidelines for compensating speakers who are not affiliated with libraries and co-hosting a presentation. In response, Billy cites an earlier discussion and states that all presenters need to pay a registration fee regardless of their affiliation. Les observes that there is no difference in price between advance registration and onsite registration and was curious about the reasons why. Nine votes in favor of the new conference fees with no votes against or abstaining. Allie notes that the conference fee changes were approved by vote.

### **Committee on Organization (4/5/13 – 4/19/13)**

Kathlene asks for names of nominees to complete the committee's roster. Liz Ginno and Lise Snyder are nominated. An invitation is sent. Liz accepts the invitation to join provided that the work is over the summer. Kathlene writes that she is amenable to this new timeline. The Committee is constituted of Annette Marines, Pam Howard, Matt Conner, Lise Snyder, and Liz Ginno.

### **Minutes of the 3/26/13 Quarterly Meeting Posted for Review (4/16/13)**

Matt posts a draft of the minutes. Small changes suggested.

### **IG Programs at the CARL Conference (4/19/13 – 4/23/13)**

Billy sends an urgent message. Proposals from IGs were rejected by the CARL conference. He proposes that IGs have a guaranteed spot in the conference because IGs have produced excellent programs in the past and because it is common for organizations to support their subgroups in this manner. He asks for immediate consideration for this so that if approved, the policy can be incorporated into the 2014 conference. Allie replies that she and Brena will be glad to discuss the proposal at the next conference meeting and she provides assurances that every proposal received a rigorous review process. Some discussion followed about the details of Billy's proposal. If the IGs were to bypass the regular review procedure, how would one choose among the IG proposals? Billy explained that he was proposing only one guaranteed spot for each IG of which there are currently four. Matt voiced a concern by way of an analogy with college football rankings that by enabling only one guaranteed spot for IG proposals that we might be foreclosing other good proposals from IGs unless they were then remanded into the regular pool of proposals

in the blind review. Billy responded that the one spot for each IG would sift out the best one by Darwinian fitness. What would happen to other IG proposals remains an open question.

Kathlene raised a long list of questions about the history of the organization and the possible implications of the proposed change. There is a question of balancing the value of a rigorous blind review process with support for internal organizations like IGs. There are precedents for both in other organizations. Kathlene and Matt come out in favor of making sure that the blind review process is “respected.”

Billy clarifies that the blind review process is not under question. His proposal is for only one guaranteed spot for each of the four IGs for their best proposal. Other IG proposals can go into the regular applicant pool. Billy also supplies statistics to show that the majority of CARL members belong to IGs and that for northern IGs, the CARL conference is the one chance for them to showcase their work for CARL. The fact that IG membership appears to be a big motive for joining CARL would imply that we owe the IGs space at the conference.

Ned provides history explaining that blind review is a fairly recent development since 2006. He also notes that conference deadlines are far in advance (another point of controversy and discussion) so that anyone who failed one deadline had a chance to revise and resubmit for another category. The deadlines were actually a means of creating opportunity, not foreclosing it.

Brett raises pros and cons to the idea of guaranteed IG slots. On the one hand, there does not appear to be a risk of a drop in quality. On the other, there is a concern that exceptions to the general peer review process will engender bitterness outside the IGs and that competition for the guaranteed slot could create bitterness with an IG.

Billy responds that the IGs already consider it unfair not to have a guaranteed slot given how much they contribute to CARL. And the IG proposals are arrived at through a process of group consultation, so there is no cause for anyone to feel slighted.

Stephanie supports the idea of guaranteed slots for IGs because there are already exceptions to the peer-reviewed process (the Research Award presentations) and because of the general rise in quality of CARL presentations.

Allie writes that she and Brena agree that IG support is a good idea. They propose an IG track consisting of six dedicated 75 minute sessions during breakout periods to showcase what the IGs are doing. 10-15 minutes of each session should be a description and promotion of the IG itself. Billy agrees.

Billy wonders how the four or five active IGs will be distributed among six available slots. And he asks that the six sessions be staggered so as not to conflict with each other. Allie responds that eight IGs are currently listed. The dormant groups could reactivate themselves to take advantage of this opportunity. Otherwise, the number of breakout sessions will be reduced to the active IGs. There will be no conflict between the sessions.

Kathlene concurs with Stephanie that this is a great solution.

### **Communications to CARL or NOT CARL members (4/24/13)**

Kelly responds to a query from March by Brett and Gayatri asking about the possibility of maintaining listserves by “major contingents of librarians” that would also be open to non-members. This could provide a means for librarians to communicate across categories. By allowing non-members to join it would expand CARL’s presence and encourage new membership. Kelly responds that we can barely keep existing listserves IG/CARLALL, CALIBACA current with members let alone non-members. But she does offer to “create lists of emails by institution type of CARL members like done quarterly for the Interest Groups” and asks for feedback.

Billy notes that he did not see this discussion either, but he likes the idea of new listserves. To remove the burden of managing them from Kelly, he proposes that the appropriate directors at large manage listserves. While he does not agree that non-members should be admitted, he does suggest allowing new members to sign up for a listserve at the time of their registration by checking a box.



Matt notes that the original email message was recorded in the email discussion portion of the minutes that was sent out for review, but he does acknowledge a delay between that and the time of the original discussion and asks for suggestions on how to improve the dissemination of the messages. Billy and Kathlene respond that the communication of the minutes is acceptable and that there will be some attrition in any process.

Kathlene voices concerns about new list formation. With the turnover of directors at large, this could get complicated. As an alternative she proposes using the currently underutilized CARLALL list and prefacing the note to identify the intended audience (e.g. CSU). She also wonders if other social media would be more efficient for communication than listserves. But she acknowledges that some social media might be too public for certain kinds of communication. She is in favor of the new listserve idea if the logistics can be worked out.

#### **Action Items (4/24/13)**

Kathlene sends out status report on action items from the quarterly meeting of March 15.

#### **Rockman Scholarship Committee (5/13/13)**

Kathlene reports a change in membership to the Rockman scholarship committee. Adolfo is cycling off the committee. His position as Chair will be taken by Daniel Ransom, and the new opening will be filled by Janet Pinkley.

#### **Campus Liaisons? (6/3/13)**

Kathlene inquires if we still have campus liaisons. There are lists of liaisons for North and South posted on the website, but he no longer appear to have coordinators for the campus liaisons. Annette asks what is the role of the campus liaisons. Kelly responds that campus liaisons assist with membership and communication issues, but that keeping track of the liaisons is a significant burden of its own, and she questions if we want to continue with that program. Shana adds that the role of the liaisons has been somewhat undercut by the fact that members can communicate with each other through the CARL listserves. Billy suggests retiring the old liaison system since it is unused. However, he supports the idea of a communication structure and raises a past discussion proposal about creating IGs for each institution type to be led by Directors at Large. He notes that the Membership Subcommittee is already inquiring about the possibility of new IGs.

**Quarterly Reports (6/4/13)**

Kathlene calls for quarterly reports in advance of the meeting scheduled for June 14.

**Agenda Item (6/12/13)**

Kelly posts a report from the Membership Committee to be discussed at the meeting on June 14.

**GoToMeeting (6/13/13)**

Allie has taken the initiative to use GoToMeeting software for the next quarterly virtual meeting.

**Income/Expenses (6/13/13)**

Pam sends in a summary of finances prior to the meeting.