

CARL Executive Board Meeting -- Orange Coast College

Friday, December 13, 2013

Please Note: **RED**= Action/Ongoing Items; **GREEN**= Completed/Approved Items;

In Attendance: Debi Hoffmann [CSUCI] (minutes); April Cunningham [Palomar]; Allie Carr [CSU San Marcos]; Erika Montenegro [East LA College]; Billy Pashaie [Cypress College]; Hesper Wilson [SFSU], Pam Howard [SFSU]; Brett Bodemer [Cal Poly SLO]; Gayatri Singh [UCSD]; Melissa Browne [UC Davis]; Nicole Allensworth [SFSU]; Annie Knight [Chapman]; Les Kong [CSU San Bernardino], Kathlene Hanson [CSU Monterey].

Absent: Shana Higgins (University of Redlands), Annette Marines (UC Santa Cruz), Matt Conner (UC Davis), Kelly Janousek (CSULB), Rand Boyd (Chapman), Stephanie Brasley (LA Southwest College)

Call to Order: 10:08am

Approval of Sept Meeting Minutes (as amended):

The minutes were **APPROVED** with the following friendly amendments:

- Bylaws section is **DONE**: amendments to the bylaws passed
- Language related to “directors” and coordinators was clarified – thus, “campus liaisons” is used instead of coordinators; IG Directors are different from “Directors at Large” in the standing rules

Debi will send copies of the meeting minutes to the Archivist after minutes are approved.

Changes to the Agenda: NONE

Introductions:

- New officers welcomed: **Melissa, Debi, Erika, Annie**
- Thanks to officers who are no longer on the board: **Kelly, Matt, April, Stephanie, Kathlene**
- General introductions

Announcements

- **Annette, Kelly, Matt** and **Rand** were unable to attend today’s meeting
- **Allie** will take over facilitating today’s meeting after lunch
- **Kathlene** will continue to chair Ad Hoc Mentoring Committee
- **Kathlene** and **Les** will be working with the Research Grant and Outstanding paper committee to create/revise procedures. The research grant will be available next September 2015. Grant winners will present their research at the next CARL Conference following their grant award.
- **Les** will coordinate a WASC Special Interest Group (SIG) program for CARL

Action Item Updates

- **COMPLETED:** Les will send webinar information to **Nicole** for posting to the CARL Newsletter [6/13 minutes]
- **Kelly** held a 2-day online discussion forum for the Collection Development Interest Group (CDIG). **Kathlene** agrees with **Kelly** that Academic Business Librarians Exchange (ABLE) and Diversity in Academic Libraries (DIAL) as possibilities for additional online forums. **ACTION:** **Kathlene** will forward **Debi** Kelly's notes for inclusion in the minutes.
- **COMPLETED:** **Hesper** posted Dominique's updated IG manual on the CARL website [6/13 minutes]
- **COMPLETED:** Discussion regarding the schedule for the committee's work and a change to the renewal cycle for membership was conducted via email [6/13 minutes]
- **ONGOING:** **Kathlene** reports that priorities for the finance committee need to be established by December, including insurance issues related to IG programming.
- **COMPLETED:** **Alexandria** and **Les** appointed new committee related to the Research Grant and Outstanding Paper awards
- **COMPLETED:** **Billy, Kelly, and Kathlene** met virtually regarding the appropriateness of CARL as an advocate for issues. **Pam** cautioned that 501c groups need to be mindful of liability issues related to advocacy. **Allie** suggested active language: "encourage the CARL membership to be take action on key issues". Motion passed unanimously.
ONGOING: Change the Legislative Liaison office to an Advocacy Office, and then to find and appoint an Advocacy Liaison. **Billy** has volunteered to find one as soon as the change has been made. The change will have to be both in the Bylaws and the Standing Rules, which presents a little bit of difficulty because Bylaw changes need a membership majority vote, whereas Standing Rules can be changed just with Board agreement.
- **ONGOING:** changing of language in the Standing Rules regarding the role of the IG Coordinator. Also, discussion regarding the Standing Rules as they pertain to IGs-- specifically, do the Standing Rules need to be revised to allow for procedures to be established regarding financial requests from IGs [6/13 minutes]
- **ONGOING:** changing of language in the Standing Rules regarding the roles and designation of conference planners. [6/13 minutes]
- **ONGOING:** discussion of having only Senior and Junior Vice Presidents and eliminating the North-South rotation. [6/13 minutes]
- **COMPLETED:** **Allie** formed Nominating & Elections Committee and created slate for next year's officers and will amend Bylaws to reflect a change in the membership period

Reports

Conference Update- **Allie**

- It has been tough to get people to submit programs to the virtual conference. \$50 to attend virtual conference
- **Adolfo Prieto** has secured a commitment for \$9500 in sponsorships
- Conference schedule/printable program will be available after Jan 1

- Need 200 attendees to break even

Treasurer's Report- **Pam**

- CARL is breaking even
- \$14,000 is needed for conference
- Started Jan 2013 with \$34,000
- It is possible to set up program registration within the CARL system but Regonline takes 20% of the registration fee. There is \$95 set-up fee for each new registration "instance"
- Possible solution: \$95 set up fee could be for each Interest Group (regardless of how many events the IG puts on), not simply per each event by an IG
- **ONGOING**: more discussion is needed about this

Membership Report- (on **Kelly's** behalf)

- There are currently 445 members: North- 139; South 306
- Regular- 391; Retired- 54
- see Kelly's report in the addendum
- Most members are from public services, much fewer from technical services (most catalogers appear to belong to CLA)

Newsletter Report- **Nicole**

- Newsletter content needed by next week
- Newsletter deadlines may move- ie: still have newsletter publish in Sept. but have content due earlier

In Progress/Old Business

- **ONGOING**: *Standing Rules revisions*. **Kathlene** and **Allie** will work with the Committee on Organization [Junior VP, Treasurer, Secretary, two additional people appointed by the President] sometime in January or February. **ACTION**: next CARL Board meeting will be Friday, April 4, 2014 at CARL Conference in San Jose. By unanimous vote, overall action on this Old Business item was deferred until the next meeting
- **ONGOING**: *CARL Membership Survey (Billy)*. Questions related to IGs, advocacy and CARL academic journal were removed. **Allie** would like question regarding a CARL academic journal added back in- **Billy** will do this. All friendly amendments to the survey were approved
 - **Allie**: Questions—is CARL useful? Are we fulfilling CARL's mission?
 - **Allie**: how do we ask non-CARL members why they are not members? **Pam** suggested the survey go out before early-bird registration closes for CARL conference—put out survey early, then remind people at the CARL conference. Suggestion: add link to survey on ACRL site (**Les**). Suggestion: have link to the survey when people renew their membership each fall.

- **Kathlene** moved to distribute survey at the start of the semester. Motion was unanimously approved. **ACTION: Billy, Allie and Melissa** will work on implementing these suggestions.

LUNCH BREAK- 12:05. **Allie** officially took over as President from **Kathlene**

In Progress/Old Business (con't 12:40pm)

- **ONGOING:** Financial Committee work- tabled until next meeting

New Business

- **Nicole:** can we change dates when newsletter is published (in the Standing Rules)? Suggestion: still publish in September but do work on the newsletter over the summer. **Pam** suggested an “Easter Egg” incentive (maybe Amazon gift card). **Allie** suggested board members contribute one column per year to the newsletter. Suggestion: a narrative summary of Board meeting minutes for the newsletter.
- **ACTION: Debi, Nicole and Allie** will work together to regarding the newsletter
- **Suggestion re:** dearth of Tech Services presenters at CARL conferences: CARL should invite presenters from Tech conferences to present at CARL (for a small stipend). Maybe a regional mini-conference. Perhaps limit to \$250/1-day travel.
- Letters from CARL President to conference presenters carry a lot of weight with library directors (in terms of funding travel to conferences)
- **ACTION:** A letter from the CARL President to the Board members helps to request conference funding. **Billy** will send **Allie** a template letter so she can send it on CARL stationary to all Board members.
- **Suggestion: Hesper** needs assistance with the website
- **Allie:** CARL needs someone to publicize and market for CARL. Perhaps two committees? One for membership and one for Communication/Social Media? **Pam:** CSU should have some streaming options for free.

New Initiatives/Brainstorm (in no particular order)

- Academic Resource Conference and WASC Conference attendees should report out to CARL members about what they learn at these conferences. **Suggestion:** CARL should send a Board member to these conferences so that they can report back
- **Melissa:** CARL should offer “seed grant” money to purchase software to pilot (for example) as opposed to only offering Research Grants? Awardees would have to report back to the Board/newsletter (ie: how did the pilot go? etc)
- **Allie:** do membership fees need to be raised?
- **Les:** library school interns to assist Board (could be linked to mentoring program)
- **Erika:** mentor program for project/skills, perhaps for librarians teaching for-credit classes, etc (and those feeling “wilty-fresh” in their careers ☺)
- **Nicole:** create a directory of expertise, people others can learn from
- **Allie:** add question to survey—“are you an expert...”.

- **ONGOING:** ask **Kelly** confirm if CALIBACA is open to all who wish to join or just to ex-CARL members. **Billy** suggests a future discussion about either not dropping people from CARLALL (but giving them the option to unsubscribe), or creating a separate listserv as **Allie** suggested.

Meeting Dates 2014

- **Friday, April 4, 2014:** in person, at CARL Conference, 8am-12pm
- **Friday, June 13, 2014:** virtual, 9am-12pm
- **Friday, Aug 15, 2014:** virtual, 9am-12pm
- **Friday, Dec 12, 2014:** in person, SFSU, 10am-3pm
- **ACTION:** **Allie** will send out dates to confirm
- **Allie** will be interviewed for next newsletter

Adjourned 1:58pm

Respectfully submitted,

Debi Hoffmann

[Please note: an addendum containing the Membership Report as well as Interest Group End-of-Year Reports follows these notes]

Addendum to 12-13-13 Meeting Notes

Membership Report

Lead a DIAL e-forum October 17, 2013 and ABLE e-forum delayed but held December 5, 2013.

Set up registration for SCIL workshop Library 101 and help with registration questions.

Membership Director & Conference Registrar

Conference 2014 registration as of 12/11/2013 stands at:

36 completed registrations

11 incompletes, look like students or just seeing the pricing information. (Follow up in January).

Of the 36 one set is a 3 man team from University of San Diego (they saw the three or more discount – we need to push that sales motto).

Are we advertising this conference to Nevada, Arizona, and Oregon? Last conference we got two from Arizona and one from Nevada (He is a CARL member but...).

CARL 2013-14 4th Quarter Membership Report – December 11, 2013

WITH THE ELECTION THIS WILL be 2013-14 1st Quarter Report

Membership stands at 445 or 111% of goal of 400 (58 new or renewals this quarter)

Of this 391 are regular members and 54 are retired and student members.

There were 34 new to CARL this quarter, mainly in the South.

There were 13 CARLALL messages posted this quarter.

Membership Breakdown:

By Region

Northern CA	139	31%	(+18)
Southern CA	306	69%	(+40)

Interest Groups Members:

ABLE	67	(+9)
CALM	114	(+12)
CARLDIG	267	(+36)
CARLIT	173	(+29)
CDIG	125	(+17)
DIAL	108	(+18)
SCIL	213	(+26)
SEAL	81	(+9)
TSIG	67	(+10)

Submitted by: Kelly Janousek CARL Membership Director

Interest Group End-of-Year Reports

Science and Engineering Academic Librarians-South (SEAL-S)

End-Of-Year Report July 1 – December 31, 2013

Summary of Activities

Business meetings

- September 26, 2013
- October 18, 2013
- November 6, 2013
- November 15, 2013

Leadership:

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Operational procedures: N/A

Online communication: N/A

Programs:

Looking Up: From the Treetops to the Stars. Arborist-guided walking tour of Pasadena Memorial Park's trees and a tour of Carnegie Observatories, Pasadena, CA. Friday, July 19, 2013.

Current plans/ideas:

A hands-on program on citizen science and library involvement with citizen-science projects will take place at the LA County Natural History Museum on Friday, December 13, 2012. More details will be posted on the SEAL-S website.

Name of Interest Group: SCIL Date: 11/15/2013

Mid-Year Report: January 1-June 30

End-of-the-Year Report: July 1 - December 31

Summary of Activities

Business meetings:

List dates and locations of business meetings during this time period

- 9/6/2013, Chapman University, Business meeting
- 12/6/2013, CSU Fullerton, Business meeting

Changes:

Include a brief description of major changes during this time period.

- Leadership: New board started July 1st:

Chair: Gayatri Singh

Vice Chair/Chair Elect: Talitha Matlin

Secretary: Norma Juarez Durian

Program Registrar: Susie Chin

Past Chair: Stephanie Rosenblatt

Webmaster: Katherine Koziar

- 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.

Programs: *Include information about programs during this time period.*

- Summer Outing/Networking Lunch, Pizza Port, San Clemente, 7/26/2013, 8 people, no income/expense
- SCIL/IE LEADS Workshop: Instruction 101 What You (Probably) Didn't Learn in Library School, UC Riverside, 11/22/2013, 60 registered, TBA income/expense
- Networking Event, specific location TBA, Riverside, CA, 11/22/2013, N/A, no income/expenses
- San Diego Mini Maker Faire, Networking Event, Del Mar Fairgrounds, 12/7/2013, TBA, no income/expense

Current plans/ideas for year ahead

- *SCILWorks 2014: All Things Digital: Instruction Tools and Services in the Virtual World* We're planning on Feb/March 2014. We need to find a location, and then we'll send out a call for proposals.
- *Change(D) Agents: Library Leaders Who Love Instruction*, Interest Group panel at CARL Conference, April 2014, San Jose, CA

CARLDIG – South

California Academic Reference Librarians Discussion Interest Group – South

CARL INTEREST GROUP
End-of-the-Year Report
July 1 – December 31, 2013

Summary of Activities

Business meetings

- September 13, 2013 (CSU Fullerton – meeting of steering committee members)

Changes:

Leadership – *No Changes*

Operational procedures – *No Changes*

Online communication

- CARLDIG-South website updated, especially with information related to our August field trip and our fall 2013 program

- Regular e-mail communication among steering committee members

Programs:

Title – CARLDIG-South’s Summer Field Trip Triple Play! Tour of the University of California, Riverside’s Special Collections & Archives Eaton Science Fiction Collection, the Water Resources Collections & Archives, and the California Museum of Photography

Where – University of California, Riverside

When – Friday, August 16, 2013, 10:00am to 12:30pm

Attendance – 9 attendees

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

Title – “Reference as Place?”

Where – California State University, Fullerton

When – Friday, December 6, 2013, 8:45am to 1:30pm

Attendance – 60 attendees (estimated)

Income/Expense balance (estimated) – \$1,100 income/\$1000 expenses (estimated), with an estimated net balance of \$100

Current plans/ideas

CARLDIG-South will be presenting in the IG Showcase at the CARL Conference in San Jose in 2014.

CARLDIG-South is also looking forward to developing and planning future programming, especially its annual fall event. Other possible programming will be explored at its first meeting in 2014.

Respectfully submitted,

Janet Pinkley

2013 CARLDIG-South Chair

California Academic Librarians in Management (CALM) Date: November 18, 2013

Mid-Year Report: January 1-June 30

End-of-the-Year Report: July 1 - December 31

Summary of Activities

Business meetings:

- CALM held no meetings during this period

Changes:

- None

Programs:

- None

No Activity

There was no activity because I, as convener, had trouble finding time to plan something.

Current plans/ideas for year ahead

- To get the CALM-IG listserv up and running.
- To distribute the proposed By-Laws to membership for approval.
- To conduct an election of officers for 2014-2015.
- To hold at least one networking/business meeting during spring.

Submitted by Tobylynn Birch, Convener

ABLE: Academic Business Librarian Exchange

Date: 11/14/2013 revised 12/11/2013

Mid-Year Report: January 1-June 30

x End-of-the-Year Report: July 1--December 31 Summary of Activities

Business meetings:

List dates and locations of business meetings during this time period

- None

Changes:

Include a brief description of major changes during this time period.

- **Leadership**

None

- **Online communication**

ABLE N/S listserv one question and then the forthcoming forum activity

Programs:

Include information about programs during this time period.

· E-Forum: Academic Business Collections: Where are they going? Held via ABLE N/S Listserv. November 21 from 10-4. Attendances not known at this time, expected 60 with one new ABLE IG addition. No fees charged. This event did not take place due to Listserv failure.

· I held the ABLE E-Forum: Academic Business Collections. Rescheduled December 5, 2013 from 10-4. There were 16 posts by seven different members. The list has 60 CARL members and added one more CARL member with a new interest in ABLE.

Current plans/ideas for year ahead

None

Questions/Suggestions/Concerns for IG Coordinator/Executive Board

This group maybe will take root again and be active, but it has no leadership nor anyone stepping forward to at least run e-forums.

Name of Interest Group DIAL: Diversity in Academic Libraries

Date: 11/14/2013

Mid\Year Report: January 1\June 30

x End\of\the\Year Report: July 1 \ December 31 Summary of Activities

Business meetings:

List dates and locations of business meetings during this time period

· None

Changes:

Include a brief description of major changes during this time period.

· Leadership -None

· Online communication – Listserv DIAL-S which was open to all interested DIAL members in CARL

Programs:

Include information about programs during this time period.

· E-Forum: E-Forum: Diversity Issues in Higher Education, DIAL listserv, October 17, 2013 between 10 a.m. and 4 p.m. Sixteen posts by ten different people. 100 members listed on listserv potentially read the posting. No fees for this event. The call for the e-forum added ten CARL members with an interest to DIAL, of these two were completely new to CARL.

Current plans/ideas for year ahead

None

Questions/Suggestions/Concerns for IG Coordinator/Executive Board

This e-forum did not get anyone stepping forward as a leader nor least run e-forums in the future.

Name of Interest Group CDIG: Collection Development Interest Group

Date: 11/14/2013

Mid\Year Report: January 1\June 30

x End\of\the\Year Report: July 1 \ December 31 Summary of Activities

Business meetings:

List dates and locations of business meetings during this time period

· None

Changes:

Include a brief description of major changes during this time period.

- **Leadership** - None
- **Operational procedures** – tried e-forum to get interest
- **Online communication** – Listserve CDIG

Programs:

Include information about programs during this time period.

· E-Forum: Academic Collections in the Public Eye, CDIG listserv, June 25, 2013 - 9:00 a.m. to Wednesday, June 26, 2013 - 5 p.m. Thirteen posts by nine different people. 109 members listed on listserv potentially read the posting. No fees for this event. The call for the e-forum added four CARL members with a new interest to CDIG. Did learn that two days is too long. A 4 – 6 hours e-forum is long enough for interest.

Current plans/ideas for year ahead

None at this time

Questions/Suggestions/Concerns for IG Coordinator/Executive Board

This e-forum did not get anyone stepping forward to at least run e-forums in the future.