

CARL Executive Board Meeting

Time period: February 5 - May 19, 2016

Friday, May 20, 2016, 9:30am - 12:30pm

Dial-in-Number: (712) 451-0011; Access Code: 281996

(Host pin: 2946)

Attendees: Shana Higgins (President), Pearl Ly (VP North), Melissa Browne (Membership Director), Nicole Branch (DAL Private), Ellen Carey (DAL CC), Lee Adams (DAL UC), Cynthia Mari Orozco (ACRL Delegate), David Drexler (Web Site Coordinator), Jenny Yap (Secretary), Ben Lea (VP South), Jordan Nielsen (Treasurer), Brena Smith (IG Coordinator)

Absent by notification: Annette Marines (Past President), April Cunningham (Advocacy Liaison)

Absent: Jacqui Grallo (DAL CSU), Cynthia McCarthy (Newsletter Editor)

Agenda	Relevant Discussion	Action Items/Next Steps
<p>1. Hellos & Amend/approve Minutes from February meeting --9:30-9:36</p>	<ul style="list-style-type: none"> - Change to minutes from February Meeting: Junior VP will chair member awards committee. - Minutes approved 	
<p>2. Conference Report --still in progress (Shana, et. al.) --9:36-9:46</p>	<p>Shana: This year’s conference went very well.</p> <ul style="list-style-type: none"> - Unexpected expenses: microphones for Saturday and vendor tables. - Opening sessions expensive because of open bar and lots of food. - Conferences rated good to excellent. - People didn’t like the cost of registrations, meeting room configurations and temperature, poor wheelchair access, crowded. <p>Brena: Most attendees are public service librarians. Non public service people attend more specific conferences for their areas. In 2010 we tried to have non public service sessions but they were not well attended.</p>	<p>Future conference planning committee: For consideration: more detailed website and conference program, more sessions outside of instruction and public service, contributed papers sessions longer.</p>
<p>3. For discussion: Guidelines/Principles for Peer Review</p>	<p>Shana: Former CARL president Ned Fielden(?) raised concerns about our peer review process (not transparent and presenters are also peer reviewers).</p>	<p>Shana: write up guidelines on how we do peer review</p>

<p>for CARL Conferences --9:47-10:00</p>	<p>Our peer reviewers were not judging for the areas they were submitting to. Ned's understands we do have a legitimate peer review process but we don't have guidelines and principles. Ned offered to help board write that Lee: journals don't publish who their peer reviewers are Ben: suggests that another state's review board reviews our submissions Pearl: will it affect people's travel reimbursements if it's not a peer reviewed conference? Brena: Ned has a point. We should lay everything out on website and make it clear. But we publish people's names because it's useful for people's tenure files. We can't predict quality of sessions. Reviewers make best decision as they can from the submissions. Ben: interested in making contact with another state's review board to see if we can have relationship and they review our submissions and we review theirs. (Board agreed to hold off on this route and to perhaps task this to Cynthia as the ACRL delegate)</p>	<p>and bring it to the next board meeting</p>
<p>4. Long-range conference planning update: I will have recommendations from the committee for the 2020 site. (Brena) --10:00-10:27</p>	<p>Brena: Westin wants our business again, Hilton Costa Mesa wants our business too. Attrition rate a concern (but want to show them we had 80% rate last 2 conferences) Food not a problem to meet, AV and parking negotiable Hilton offers free shuttles for everyone, Westin only 2 Hilton very nice property with large rooms Meeting spaces very separate from rest of hotel on different floors Westin: 20% attrition, Brena not super happy with the food but didn't hear any complaints. Felt the food presentation was lacking. They're willing to work with us to make general meeting space larger, and there is an advantage to working with them again. Joseph: vote for Westin (management willing to negotiate). Brena votes for Hilton because it's nicer Hilton also near lots of restaurants and airport Attrition (we pay the 80% of rooms not filled) We sold our rooms last few conferences People want hotel experience but don't want to pay for it. Option to wait 2 years and not sign contract now.</p>	<p>Shana and Brena: post on website what costs go into a conference so people understand it Brena: will get info about how if we get rid of morning pre-conferences how it'll affect the prices</p>

	<p>Shana: difficulty getting pre-conference proposals and low attendance. Idea to do afternoon conferences and no morning sessions.</p> <p>Lee: hard to get proposals, suggests we not do pre conferences</p> <p>Brena: another option to change the model of the pre-conferences. Pay experts to lead a workshop. Springshare led one last time that was well attended and they paid us! Maybe more appealing to people if there's an expert leading it. 2010 and 2012 not good too</p> <p>Cynthia: maybe IGs can lead something?</p> <p>Brena: 2014 and 2016 IGs were given a slot so they already have that</p> <p>Cynthia: immersion is popular. Maybe have a one day immersion session?</p> <p>We need to make a decision about afternoon or morning pre-conferences so we know how many rooms we need to book</p> <p>Most people liked it but we know what we're dealing with now and can ask for the changes. People liked the food too.</p> <p>Jordan: only concern was how much credit they'd give us. (Brena: those issues can be addressed in the contract)</p> <p>2019 if when the committee will be formed</p>	
<p>5. Membership Director Report + discussion of CARLALL & CALIBACA mailing lists: Melissa --10:27-10:36</p>	<p>Membership up during conference years</p> <p>Set date renewal for everyone on September 1st</p> <p>We have 2 listservs: CARLALL (CARL or ACRL business)</p> <p>CALIBACA (most CARL members and others. non-CARL and ACRL business. Announcements for workshops and jobs not related to CARL).</p> <p>People like keeping CARLALL open to everyone</p>	<p>Melissa: check with Ben Amata and if he agrees we'll merge the lists. DONE</p>
<p>6. IG Budgets + IG Coord. Report (Brena, Jordan) --10:36-11:04</p>	<p>All IG money surplus is put in one pot. Brena couldn't find it stated clearly anywhere and that's a problem if a certain IG has a surplus and can't access it.</p> <p>Create a line for individual IGs</p> <p>If Treasurer had to manage budgets for IGs and make sure they don't overspend it becomes a big job.</p> <p>Finance Council should help Treasurer with that</p> <p>IGs don't always tell Jordan they're doing an event so he'll get a bill from the caterer afterwards.</p>	<p>Finance Council and Melissa: have a call to discuss these questions in June DONE</p> <p>Brena: will have a call with the IG chairs to talk about</p>

	<ul style="list-style-type: none"> - Wants IGs to give budget and alert Finance Council before the event - Brena: guidelines actually state they should tell council ahead of time - <p>Jordon: How do we allot money to IGs? Some bring in more money. What are rules if they overspend or underspend what they got? Seems they need their own treasurer</p> <p>Finance Council needs to discuss questions like: is seed money not expected to be returned? Get quarterly/monthly updates on their budget</p> <p>Shana: make sure 15% overhead covers all the costs</p> <p>Brena: happy to reinstitute more oversight for IG money</p> <p>Collection Development IG is developing ALIGN, SEAL, DIAL, haven't sent in reports yet</p> <p>CARL-DIG getting very active and growing as an IG</p> <p>New IGs have to submit a petition, re-activated IGs don't need a petition</p>	<p>new expectations</p> <ul style="list-style-type: none"> - Check guidelines to see if reactivated IGs need a petition. - add in guidelines that reactivated IGs don't need a petition.
<p>7. Proposal from Ilene F. Rockman CARL/ACRL Conference Scholarship --11:04-11:14</p>	<p>Proposal to change requirements for CARL scholarship so that early career librarians can apply as well</p> <p>People like the proposal.</p> <p>Nicole: why not open it up for both? Do they have other plans to increase applicants?</p> <p>Concern: will it disadvantage students because early career librarians will have stronger applications?</p> <p>Maybe in the rubric give preference to students</p>	<p>Shana: ask the Rockman Committee for more rationale for why only CARL Conference and not ACRL. Also ask them to create or share the rubric for applicants and include a preference for students</p> <p>DONE</p>
<p>8. Election committee: from the Standing Rules -- "The Nominating and Elections Committee shall consist of the senior Vice-President, and four other</p>	<p>Ben: the way it's written is confusing and can lead to interpretations</p> <p>Shana: reads it as Senior VP is one of the 3 from the region from which the next VP is to be elected</p>	<p>Shana: talk with Pearl to get Nominating and Elections Committee together. Nicole volunteers to be part of the committee</p> <p>Pearl has launched nominations process.</p>

<p>members, including a chairman. Three of the five members, including the chairman, shall be from the region from which the next Vice-President/President-Elect is to be elected.” --11:14-11:17</p>		
<p>9. ACRL Webinars (hosted logins): http://www.ala.org/acrl/webcasts --11:17-11:21</p>	<p>We have 6 logins so 6 different locations could host ACRL e-learning webinars. They need to be hosted at a site for a group of people</p>	<p>Shana: share information with IG leadership and talk to Cynthia about it DONE</p>
<p>10. New business?</p>	<p>None.</p>	
<p>For discussion: Continuing Bylaws and/or Standing Rules revision (started several years ago) & considering addition of awards committees’ coordination to VP-North role, add oversight and committee charge for long-range planning in Standing Rules, and a Leadership Code of Responsibility (ex: https://www.sla.org/governance/leadership-code-of-responsibility/) -- 11:21-11:32</p>	<p>New standing rules, bylaws, need to be revisited and revised</p> <p>Shana: proposes that someone from the board act as a liaison to the awards committees, liaison for the long-range planning committee (Treasurer and Archivist</p> <p>create a Code of Conduct or Responsibility for the Board: people liked that we had a code of conduct for the conference because it shows our commitment to this.</p>	<p>Shana: will share a draft so we can revise and vote on it together. Perhaps add to bylaws or rules.</p> <p>Ellen, Ben, Nicole, and Cynthia willing to help with 3 proposals DONE</p>

Meeting adjourned at 11:34.

Elected Members	Role	Add reports here
Shana Higgins	President	Pre-Conference: <ul style="list-style-type: none"> ● With Brena Smith & Joseph Aubele-final decisions on food & beverage ● With Joseph Aubele-final decisions on room configurations, A/V ● With Melissa Browne produced nametags ● Miscellany: sponsorship poster, session evaluations, easels, tri-fold poster boards, Conference: <ul style="list-style-type: none"> ● General fussing about Post-Conference: <ul style="list-style-type: none"> ● Writing/compiling conference report ● Thank you letters to volunteers
Ben Lea	Vice President-South	General conference fussing about, though significantly less than Shana Convened committee to award Member of the Year
Pearl Ly	Vice President-North	Attended CARL Conference Participated in Member of the Year selection committee Responded to emails as needed
Annette Marines	Past President	Conference Sponsor Coordinator activities leading up to the conference Greeted the sponsors at conference Designed conference program Responded to emails as needed
Jenny Yap	Secretary	Met with Talitha Matlin for insight about SCIL.
Jordan Nielsen	Treasurer	<ul style="list-style-type: none"> ● Made membership payment deposits ● Processed final CARL 2016 conference payment ● Issued reimbursements (travel, events, supplies, etc.)

- Corresponded with Brena, Shana, and Annette about IG budget questions

Treasurer's Report

Checking Account Balance (05/19/16):
\$58,013.98
Savings Account Balance (05/19/16):
21,695.62
Total cash on hand (05/19/16):
\$79,709.60

**Melissa
Browne**

Membership Director

**Membership Report
February 3rd 2016 – May 13th 2016**

MEMBERSHIP BREAKDOWN:

Total Confirmed Members = 452 (up from 421 2/2/16)

CARL Members	404
Student Members	32
Retired members	16

By Region

Northern CA	144
Southern CA	305
Outside CA	3

By Institution

Community College	101
California State University	126
Private College/University	135
University of California	50
Research Institution	7
Consortium	1
Public Library	2

Interest Groups

CARLDIG	295
DIAL	140
SCIL	238
SCORE	129
SEAL	91

Mentoring Program

Mentors	60
Mentees	66

ACTIVITIES

(avg Feb-Mar: 8-10 hours/week; Apr-May: 1 hour/week)

Conference

§ Attended the CARL Conference in Costa Mesa March 31st – April 1st.

§ Please see Shana’s conference report for a registration summary and recommendations for the next Conference Registrar.

Membership

§ Communicated with the SCIL leadership to provide final registration numbers for the SCIL Works 2016 program.

§ Answered questions received through email and by phone about CARL memberships.

§ Collaborated with Jordan to streamline CARL’s check deposit policy. This change was unanimously approved by the Executive Board. Past practice: Membership renewal and conference registration checks were mailed to the Membership Director. The Membership Director would note payment details in the membership database, then proceed to re-mail these checks to the Treasurer for deposit. Current practice: Checks are mailed directly to the Treasurer. The Treasurer emails the Membership Director with the member name and payment details, to ensure the membership database is up-to-date.

§ Compiled updated IG membership information for Brena in mid-April, to forward to the IG Chairs so they can keep their listservs up-to-date.

Listsers

		<p>§ Continue to manage the CARLALL list. Posted 21 official CARL messages.</p> <p>Plans for Next Quarter:</p> <p>§ Continue to respond to questions about CARL memberships and manage the membership database.</p> <p>§ Prepare for the next membership cycle – all members will be due to renew their memberships on 9/1/16.</p>
Cynthia Mari Orozco	ACRL Chapters Council Delegate	None
Ellen Carey	Director at Large, Community Colleges	None
Nicole Branch	Director at Large, Private Colleges and Universities	<ul style="list-style-type: none"> ● Attended the ALIGN meet-up at UCSC on March 11. ● “Met” with Annie Knight over the phone to discuss her prior DAL activities and advice/perspective.
Lee Adams	Director at Large, UC	<ul style="list-style-type: none"> ● Responded to questions from conference presenters prior to the conference ● Attended the conference! ● Communicated with Conference Proceedings Committee ● Revised proceedings submissions guidelines ● Proposed to Ex Board copyright guidelines that will govern the proceedings ● Created tracking spreadsheet to track proceedings submissions ● Discussed Proceedings Website with Shana and Conference Webmaster ● Responded to emails as needed.
Jacqui Grallo	Director at Large, CSU	
Appointed Members	Role	Add reports here
Brena Smith	IG Coordinator	

Cynthia McCarthy	Newsletter Editor	Got newsletter out on the eve of the conference.
David Drexler	Web Coordinator	<ul style="list-style-type: none">● Routine web content updates and responses to inquiries● Refresh still underway
April Cunningham	Advocacy Liaison	
Rand Boyd	Archivist	