

CARL Executive Board Quarterly Reports & Agenda

Time period: May 20-September 18, 2016

Monday, September 19, 2016, 9:30am - 12:30pm

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

(Host pin: 2946)

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

Absent: David Drexler (Web Site Coordinator) April Cunningham (Advocacy Liaison), Cynthia McCarthy (Newsletter Editor)

Agenda	Relevant Discussion	Action items/Next Steps
1. Hellos & Amend/approve Minutes from May meeting --9:35-9:37am	- Minutes approved.	
2. Membership Director Report a. CARLALL and CALIBACA - member feedback and next steps --9:38-9:53am	- Memberships look low because we're in a renewal cycle right now. - People generally for merging the two lists and keeping it open to non-CARL members - maybe keep it open to ACRL members? Might be difficult to get a list of ACRL members - there's only a handful of people who try to join email list that aren't members. Melissa usually tells them it's just for members and sometimes they join CARL and sometimes they don't. - Brena: keeping it open has more benefits than drawbacks. - a few people want to keep it closed for a year to try it out and let the new membership director transition in. Ben: concerns: reaching people outside of CARL is	Melissa: Two listservs will be merged and are only for CARL members (for now).

	<p>useful for librarians out of state looking for jobs Shana: maybe Facebook can be a venue for sending announcements outside of the CARL listserv</p> <ul style="list-style-type: none"> - Vote to merge the two lists passes - Vote to keep the listserv closed for now passes 	
<p>3. IG Coordinator Report --9:53-9:59am</p>	<ul style="list-style-type: none"> - Brena is working with each IG to have a designated treasurer and Jordan has to be notified of any upcoming programming. - Any IGs charging any fees and handling money has to be set up on RegOnline - ALIGN doing something with Pam Howard to do programming and Jennifer Neudensfeld (spelling?) Nutefall? from Santa Clara U? (sh) - CARL DIG fall program Dec 2 at USC - SCIL program proposals due Nov 23 	
<p>4. Revisions to Bylaws and Standing Rules: Discussion (6 proposed revisions to Standing Rules + 2 proposed revisions to Bylaws) --9:59-10:42am</p>	<p>Election Sequence</p> <ul style="list-style-type: none"> - Annette: VP positions seem long (2 years) along with being President and Past President. Also needing to find someone in North/South region shrinks pool of candidates. Maybe choosing candidates from each region during elections is better - Ben: maybe create two Director at Large positions (North and South) instead - Pearl: difficult to find candidates who want to run for VP let alone someone from North and South. South VP always plans the conference <p>Oversight of awards committees</p> <ul style="list-style-type: none"> - Annette: should we have 1 single awards committee? There's big infrastructure for low submissions - Pearl and Shana like that members can have the opportunity to serve on committees along with spreading out the awarding - Nicole: Awards Committee Liaison can convene the chairs of the meetings and talk about strategic outreach to up the applications - President will appoint this person (all appointments made by the President) - board likes the idea of creating this position <p>Long Range Planning Committee</p>	<p>Shana, Ben, and Annette will write a proposal for the VP position and bring it to the final meeting of the year.</p>

	<ul style="list-style-type: none"> - previous committee members think it should be an ad hoc committee - Brena: concerned about the number of people who go on site visits because last time hotel only comped 2 rooms and CARL has to pay for the others. Good to have a few people visit because everyone offers a different perspective and expertise. Should be a Northern person on there - Shana: not every member of the committee needs to attend the site visit <p>Remove Campus Liaison Coordinator</p> <ul style="list-style-type: none"> - Agreed to remove this position <p>Board of Directors Code of Responsibility</p> <ul style="list-style-type: none"> - Board likes the addition and it was agreed that the board members would sign off on this - it was modeled on SLA's code and they sign off electronically <p>Removal or Resignation of Members of Board of Directors</p> <ul style="list-style-type: none"> - Board agrees to this change <p>Termination of Membership</p> <ul style="list-style-type: none"> - Melissa: right now 3 weeks after renewal date if they don't pay their dues their membership status is lapsed (essentially terminated) - requires a vote by the membership 	
<p>5. Advocacy Liaison (formerly Legislative Liaison): Discussion --10:43-10:58am</p>	<ul style="list-style-type: none"> - April felt like her role wasn't clear as the Advocacy Liaison so she brought this up - Annette: a board member in the past wanted this position to mobilize the membership and follow issues in librarianship. Would this person draft letters and send to the membership when issues come up? Could we use the newsletter to mobilize people? - Shana: is the position just summarizing what they get through ACRL? - we should define what we want from this position and develop a charge for this position <p>Annette: work with CLA on these issues? A lot of chapters are affiliated with their state libraries.</p>	<p>Create a proposal in December meeting for alternative venue for advocacy liaison or develop a charge for this position</p> <p>Look at other state chapters</p>

		<p>to see if they have this role</p> <p>Shana: will send email to board to form group to explore this issue, getting feedback from members.</p>
<p>6. New business?</p> <p>a. Update: 2017 Ex Board Elections (Pearl)</p> <p>i. Candidates:</p> <ul style="list-style-type: none"> ● Vice-President – North (1) ● Director-at-large UC (3) ● Director-at-large – CSU (1) ● Membership Director (1) <p>ii. Elections timeline: September 21-30</p> <p>iii. Notify candidates: October 3</p> <p>b. December meeting (Pearl and Jenny)</p> <p>--10:58-11:13am</p>	<p>Calls went out via listserv. Pearl contacted nominated individuals via email and phone if desired.</p> <p>Annette: Do we need to do a better job of pitching this to members? Why do people join us? We need to work on this question.</p> <p>Pearl: Possible VP candidate was concerned that they didn't have enough experience in California. UC Director position had a lot of interest. -looks good for tenure, networking</p> <p>Melissa will send out email reminder to renew memberships tomorrow along with election information</p> <p>December meeting:</p> <ul style="list-style-type: none"> - People do want to do something in the afternoon after the meeting - Annette: do a CARL meetup/regional networking event? - Pearl: possibly co-sponsor an event with ALIGN? If there's admission to something maybe we can work with an interest group - Lee: the tour of the film archives was great at the Berkeley Art Museum 	<p>Jenny and Pearl will come up with some options for things to do after the meeting and send to the board for a vote</p> <p>Pearl will reach out to ALIGN about co-sponsoring an event</p>

Elected Members	Role	Add reports here
Shana Higgins	President	<ul style="list-style-type: none"> ● Convened and participated in working group for revision of Bylaws and Standing Rules ● Met with Finance Council and IG Coordinator regarding IG budgets and generated income ● Consulted (and signed) with Long Range Planning Committee regarding contract for 2020 conference site ● Consulted with Ilene F. Rockman Award Committee on revisions to review process ● Consulted with CARL members to set up free access to ACRL webinars ● Composed column for newsletter, and an update to CARL homepage ● Responded to emails as needed ● I did not write-up guidelines for conference peer review process. I will work on that for December meeting.
Ben Lea	Vice President-South	
Pearl Ly	Vice President-North	<ul style="list-style-type: none"> ● Convened and chairing Nominations Committee. In progress. ● Participated in working group for Revisions to Bylaws and Standing Rules ● Planning for December Board Meeting ● Responded to emails as needed
Annette Marines	Past President	
Jenny Yap	Secretary	<ul style="list-style-type: none"> ● Completed the minutes from second quarter board meeting. ● Planning under way for December Board meeting
Jordan Nielsen	Treasurer	<ul style="list-style-type: none"> ● Made membership payment deposits ● Issued reimbursements (travel, events, supplies, etc.) and payments

		<ul style="list-style-type: none"> Met with Finance Council and IG Coordinator regarding IG budgets and generated income <p style="text-align: center;">Treasurer's Report:</p> <p>Checking Account Balance (09/18/16): \$57,884.50</p> <p>Savings Account Balance (09/18/16): 21,699.27</p> <p>Total cash on hand (09/18/16): \$79,583.77</p>																														
<p>Melissa Browne</p>	<p>Membership Director</p>	<p style="text-align: center;">Membership Report May 14th – Sept 15th 2016</p> <p>Membership Breakdown: Total Confirmed Members = 242 (members who have joined/renewed since 8/31)</p> <table border="1" data-bbox="781 821 1425 1094"> <tr> <td>CARL Members</td> <td>220</td> <td>91%</td> </tr> <tr> <td>Student Members</td> <td>9</td> <td>4%</td> </tr> <tr> <td>Retired members</td> <td>13</td> <td>5%</td> </tr> </table> <p>By Region</p> <table border="1" data-bbox="781 1167 1425 1409"> <tr> <td>Northern CA</td> <td>78</td> <td>32%</td> </tr> <tr> <td>Southern CA</td> <td>163</td> <td>67%</td> </tr> <tr> <td>Outside CA</td> <td>1</td> <td></td> </tr> </table> <p>By Institution</p> <table border="1" data-bbox="781 1482 1425 1822"> <tr> <td>Community College</td> <td>56</td> <td>23%</td> </tr> <tr> <td>CSU</td> <td>65</td> <td>27%</td> </tr> <tr> <td>Private College/University</td> <td>68</td> <td>28%</td> </tr> <tr> <td>UC</td> <td>29</td> <td>12%</td> </tr> </table>	CARL Members	220	91%	Student Members	9	4%	Retired members	13	5%	Northern CA	78	32%	Southern CA	163	67%	Outside CA	1		Community College	56	23%	CSU	65	27%	Private College/University	68	28%	UC	29	12%
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Other	24	10%
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Interest Groups

ALIGN	28
CARLDIG	165
DIAL	86
SCIL	133
SCORE	77
SEAL	50

Mentoring Program

Mentors	36
Mentees	35

Activities

Membership Activities

§ Memberships expired on 9/1. *All members are due to renew for 2016-2017!*

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

§ Communicated with the SEAL leadership to create a registration form for their Book Arts Tour.

Unfortunately the event was cancelled due to low numbers.

Listserves

§ Continue to manage the CARLALL list. Posted 18 official CARL messages.

§ Initiated discussion on merging the CARLALL and CALIBACA lists. Member comments regarding the proposed change were uniformly positive.

Plans for Next Quarter:

§ Follow up on details regarding merging the CARLALL and CALIBACA lists.

§ Send reminder emails to individuals who have not yet renewed their CARL memberships.

§ Continue to respond to questions about

		memberships and manage the RegOnline database.
Cynthia Mari Orozco	ACRL Chapters Council Delegate	
Ellen Carey	Director at Large, Community Colleges	
Nicole Branch	Director at Large, Private Colleges and Universities	<ul style="list-style-type: none"> ● Reviewed Rockman Award guidelines and rubric and provided feedback for the chair, Lucy Bellamy. ● Reviewed and gave feedback for revisions to the CARL Executive Board Bylaws and Standing Rules.
Lee Adams	Director at Large, UC	<ul style="list-style-type: none"> ● Convened and chaired Conference Proceedings Team, reviewed & edited proceedings submissions, and published proceedings on conference website. ● Wrote Newsletter article about proceedings. As well as emailing listserv about proceedings. ● Responded to emails as needed.
Jacqui Grallo	Director at Large, CSU	
Appointed Members	Role	Add reports here
Brena Smith	IG Coordinator	<ul style="list-style-type: none"> ● IG budgets - IG Guidelines need to be updated ● ALIGN: ongoing discussions with both current BayNet president Pam Howard (who would like us to co-produce a citizen-science event some time before year's end at the California Academy of Sciences) and Santa Clara University UL Jennifer Nutefall (who would like us to help promote a panel discussion she's planning on the intersection of service learning and information literacy, about which she's recently published). ● CARL-DIG Fall program: Telling Our Stories: From Nuance to Hard Data

		<p>When: Friday, December 2 from approx. 9am – 2pm</p> <p>Where: Doheny Memorial Library, University of Southern California</p> <ul style="list-style-type: none"> • SCIL - Fall program proposal - deadline: Sept 23
Cynthia McCarthy	Newsletter Editor	
David Drexler	Web Coordinator	•
April Cunningham	Advocacy Liaison	<p>Advocacy Liaison:</p> <p>(How much guidance? How much autonomy? Member-driven advocacy? What and how connections are made with members?)</p>
Rand Boyd	Archivist	