

CARL Board Quarterly Reports & Agenda

Time period: September 19 - December 9, 2016

Friday, December 9, 2016, 10:00am - 3:30pm

Berkeley City College

2050 Center St, Berkeley, CA 94704

Room 341 (Third floor, Teaching and Learning Center)

Attendees: Pearl Ly (VP North), Shana Higgins (President), Jenny Yap (Secretary), Annette Marines (Past President), Ellen Carey (CC-DAL), Cynthia Mari Orozco (ACRL Delegate), Lee Adams (UC-DAL, incoming VP North), Nicole Branch (DAL Private Colleges and Universities), Maryann Hight (incoming CSU-DAL), Melissa Browne (Membership Director), Crystal Goldman (incoming UC-DAL)

Absent by notification: Brena Smith (IG Coordinator), Jacqui Grallo (CSU-DAL), Joseph Aubele, Jordan Nielsen (Treasurer), Ben Lea (VP South), Cynthia McCarthy (Newsletter Editor), David Drexler (Web Coordinator), April Cunningham (Advocacy Liaison)

Items	Discussion	Action Items
1. Hellos, Welcome new members of the Board of Directors: Pearl --10:08-10:11am	New board members present: Maryann Hight and Crystal Goldman	
2. Amend/approve minutes from September meeting --10:11-10:12am	Approved.	
3. [IG Coordinator Report]: Brena Smith (absent by notification)	Appointed members have a 3 year term and can continue serving (including Brena Smith, David Drexler, Cynthia McCarthy) IG guidelines tabled till next call	Brena: Send new IG guidelines to the board for review. Brena will be invited to the next board call to discuss.

<p>--10:13-10:23</p>		<p>Pearl: send an email to CARL-ALL to elicit interest in appointed positions if current members are not continuing</p>
<p>4. [Treasurer Report]: Jordan Nielsen (absent by notification) --10:23-10:31am</p>	<p>Funds come from membership dues, ACRL, conference, portion of IG revenue.</p> <p>We receive \$1 per ACRL member in California--we submit receipts to them in July. (things to get reimbursed: RegOnline, food, supplies)</p>	<p>Pearl: Add ACRL report items to 2nd quarter board meeting agenda</p>
<p>5. Membership Director Report: Melissa --10:31-10:36am</p>	<p>Renewals going well. 350 members. Two listservs merged (CALIBACA and CARLALL) Some IGs open up their listservs to anyone and they manage the lists.</p>	<p>Melissa: Brena suggests that IG's should work with Melissa to set up RegOnline</p>
<p>6. Affirmative vote on proposed additions/revisions to Bylaws and Standing Rules: next steps: Shana --10:36-10:56am</p>	<p>Standing Rules: Long Range Conference Planning Committee makeup approved, Campus Liaison Coordinator position removed, new position is an Awards Committee liaison</p> <p>Bylaws (to be voted on by the membership): added code of responsibility for board members, added member of board can be removed by vote, removal of member due to not paying dues</p> <p>Voting discussion: it may be possible to vote multiple times in CARL elections etc because if you use different IPs you can access it multiple times. Survey Monkey Premium accounts might have the capability to send unique survey links to people.</p>	<p>Pearl: Appoint an Awards Committee liaison from the Executive Board</p> <p>Pearl: Create new generic CARL gmail account to store documents and for registering accounts</p> <p>Pearl/Shana: After January 17th hold a special vote for the new proposed Bylaws.</p> <p>Shana: look into unique survey links for Survey Monkey (https://help.surveymonkey.com/articles/en_</p>

		US/kb/Tracking-Email-Invitations)
<p>7. Mentorship Committee: Shana --10:56-11:39am</p>	<p>Difficult to find mentors in community colleges. Kathleen is stepping down as mentorship committee chair. Suggests we regularly promote the program, update website, keep in touch with mentors, updating mentor list, target promotion to mid career librarians, make the committee a standing committee, assess the program, work with Board for mentorship</p> <p>Cynthia: CLA has a lot of mentees. Maybe we should promote CARL within their membership and the mentorship program. Have an academic librarians panel at CLA?</p> <p>Discussion about mentorship committee reporting and whether or not it should have a board liaison, be a standing committee, an IG, have a board member as the lead, or have it as a standing item on the board agendas.</p> <ul style="list-style-type: none"> - Annette: it might make sense to have a committee report to the IG Coordinator because they have a set structure for reporting. - Ellen: maybe have one of the directors at large take on a liaison role. - Annette: how should we split up the roles? We need a membership (?), award committee, and mentorship liaison but four DALs. - We should have two DALs work on two liaison roles together. - Keep mentoring committee as ad-hoc until we assess it to be a standing committee <p>Discussion regarding stipends and whether they should continue for treasurer, membership director, and newsletter editor, etc.</p>	<p>Ellen: will email the community college list for a call out for interest in mentorship</p> <p>Cynthia: create an academic librarians panel for CLA</p> <p>Pearl: Will do a write up in newsletter about mentoring. Do a call out for newsletter editor</p> <p>Shana: email Ben Lea about next steps for mentorship committee</p> <p>Shana or Pearl?</p>

	<ul style="list-style-type: none"> - Stipend should be offered because it's a lot of work. They have the option to decline. Schedule an annual email to offer stipends with the option to decline <p>Rockman Scholarship discussion: more outreach is needed. Should the two letters of recommendation not be a requirement if it's a barrier for people to apply?</p>	<p>Check with Jordan if stipends have been issued for this year</p> <p>Pearl/Shana: check in with Lucy Bellamy for Rockman Scholarship awardee</p>
<p>8. Advocacy Liaison role + CARL advocacy: Shana, Nicole --11:40am-12:15pm</p>	<p>Advocacy liaison role needs to be more defined because how does CARL respond to things that concern our members and academic librarianship (students, learning, research)?</p> <p>Nicole: we should flesh out this role to enhance and clarify our role in advocacy efforts. For example, we might respond to things like the recent political events and with the CDC not funding gun research (Dickey Amendment)</p> <p>CARL can advocate but not lobby</p> <ul style="list-style-type: none"> - Maybe we should just pressure ACRL to do something instead of responding ourselves? - Create a mechanism for any members to submit an issue to someone so the board can respond to it or create an easy way for membership to respond as private citizens <p>Role definition: things should come to the board so we can discuss strategy and decide how to proceed. Liaison gives input and helps deploy it.</p> <p>We should get feedback from membership about whether or not they want CARL to do this. CLA has lots of resources so they are able to do this.</p>	<p>Pearl: add advocacy liaison role in newsletter article (?)</p>
<p>9. CARL SIG program @</p>	<p>Annette: the panel she saw last time (Nicole was part of it) that was great was more discussion based instead of a presentation.</p>	<p>Crystal and Pearl will organize the panel</p>

	<p>Adams, Nicole Branch, Ellen Carey, Ben Lea, and sponsorships person.</p> <p>Possible location for 2017 Board meeting: CSU Long Beach or somewhere in San Diego</p>	<p>Pearl: send out Doodle poll to set next 4 board meetings</p>
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Elected Members	Role	Add reports here
Shana Higgins	President	<ul style="list-style-type: none"> ● Participated in review of Bylaws & Standing Rules ● Coordinated vote on revisions to Bylaws & Standing Rules ● Submitted generic proposal (as placeholder) for 2017 CARL SIG @ WASC ARC conference ● Responded to emails ● Draft guidelines for conference peer review process -- Not yet done. ● Did not meet with Ben & Annette to propose different method of recruiting VPs
Ben Lea	Vice President-South	
Pearl Ly	Vice President-North	<ul style="list-style-type: none"> ● Coordinated December board meeting logistics with Jenny Yap ● Set up Moffit Library visit for CARL board with Lee Adams ● Responded to emails as needed
Annette Marines	Past President	
Jenny Yap	Secretary	<ul style="list-style-type: none"> ● Completed minutes from the September board meeting ● Helped organize in-person board meeting at Berkeley City College
Jordan Nielsen	Treasurer	<ul style="list-style-type: none"> ● Made membership payment deposits ● Issued reimbursements (travel, events,

- supplies, etc.) and payments
- Responded to emails

Treasurer's Report:

Checking Account Balance (12/08/16):
\$62,584.75

Savings Account Balance (12/08/16):
\$21,701.97

Total cash on hand (12/08/16):
\$84,286.72

**Melissa
Browne**

Membership Director

Sept 16th-Dec 2nd Membership Report

Membership Breakdown:

Total Confirmed Members = 357 (members who have joined/renewed since 8/31)

CARL Members	328	92%
Student Members	11	3%
Retired members	18	5%

By Region

Northern CA	115	32%
Southern CA	242	68%
Outside CA	1	

By Institution

Community College	82	24%
California State University	96	28%
Private College/University	107	31%
University of California	40	12%
Other	16	5%

		<p><u>Interest Groups</u></p> <table border="1"> <tr> <td>ALIGN</td> <td>51</td> </tr> <tr> <td>CARLDIG</td> <td>251</td> </tr> <tr> <td>DIAL</td> <td>132</td> </tr> <tr> <td>SCIL</td> <td>198</td> </tr> <tr> <td>SCORE</td> <td>119</td> </tr> <tr> <td>SEAL</td> <td>73</td> </tr> </table> <p><u>Mentoring Program</u></p> <table border="1"> <tr> <td>Mentors</td> <td>51</td> </tr> <tr> <td>Mentees</td> <td>52</td> </tr> </table> <p>Activities</p> <p><u>Membership Activities</u></p> <p>§ Answered questions received through email and by phone about CARL memberships and fees.</p> <p>§ Communicated with the CARLDIG-S leadership to create a registration form for their Dec. 2nd program and facilitate registrations.</p> <p><u>Listservs</u></p> <p>§ Coordinated the merger of the CALIBACA and CARLALL lists.</p> <p>§ Updated the CARLALL list to match the current CARL membership roster.</p> <p>§ Continued to moderate the CARLALL list. Posted 58 messages.</p>	ALIGN	51	CARLDIG	251	DIAL	132	SCIL	198	SCORE	119	SEAL	73	Mentors	51	Mentees	52
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<p>Cynthia Mari Orozco</p>	<p>ACRL Chapters Council Delegate</p>	<ul style="list-style-type: none"> • Responded to CARL & ACRL Chapters Council emails • ACRL Chapter allocations: CARL has been allocated \$1,030 for the 2016-2017 fiscal year 																
<p>Ellen Carey</p>	<p>Director at Large,</p>	<ul style="list-style-type: none"> • Responded to emails 																

	Community Colleges	
Nicole Branch	Director at Large, Private Colleges and Universities	<ul style="list-style-type: none"> • Helped review Bylaws & Standing rules • Santa Clara hosted a CARL ALIGN event (organized by the Santa Clara University Librarian, Jennifer Nutefall and ALIGN) on November 18th. The program included a presentation about service learning and library instruction and lunch.
Lee Adams	Director at Large, UC	<ul style="list-style-type: none"> • Responded to emails. • Arranged tour of the renovated Moffitt Library, UCB for the Board.
Jacqui Grallo	Director at Large, CSU	<ul style="list-style-type: none"> • Spoke with David--my term is up but I'd be happy to continue working on the website refresh project
Appointed Members	Role	Add reports here
Brena Smith	IG Coordinator	<ul style="list-style-type: none"> • SCORE: New officers; set up Facebook page; OER webinar. • ALIGN: Working on establishing leadership; held program at Santa Clara; working on establishing collaboration with BayNet: citizen-science program; planning informal meet up during winter. • CARL-DIG: Field trips - Getty GRI, Southern California Library for Social Studies Leadership, Research library Natural History Museum. Program: <i>From Nuance to Hard Data</i> (70 attendees, \$1942) • SCIL: Changes in leadership; Field Trip: Library tours (Disney, The Brand, The Art Center); Program: <i>Experi(m)ent(i)al: Developing Process-Oriented, User-Focused Methodologies in the Library</i> - co-sponsored with LAUC - Irvine. Currently looking for a venue to host SCIL Works 2017. Planning spring program at UCSD • SEAL: Hosted ACRL Webinar – Excavating RDM from Library Data viewing; “From the chair: Recent participation levels with SEAL-S suggest that it time we conduct a needs assessment to better understand the needs of our membership and what types of activities they would support.” <p>Let me know if anyone has questions/comments</p>

		<p>about my proposed changes to the IG Guidelines.</p> <p>Also, I believe my term is up.</p>
Cynthia McCarthy	Newsletter Editor	
David Drexler	Web Coordinator	<ul style="list-style-type: none"> • Ongoing content updates (newsletter, Rockman scholarship info) • Next steps for web refresh: review of content organization/structure. Will begin this month. • DD is handling job postings while Julian Prentice is on leave.
April Cunningham	Advocacy Liaison	
Rand Boyd	Archivist	