

CARL Board Meeting #1 Minutes

Friday, February 3, 10:00am-12:00pm

Teleconference

Attendees: Nicole Branch (Private-DAL), Ellen Carey (CC-DAL), Pearl Ly (President), Crystal Goldman (UC-DAL), Ben Lea (VP-South), Jenny Yap (Secretary), Lee Adams (VP-North), Cynthia Mari Orozco (ACRL Chapters Delegate), Maryann Hight (CSU-DAL), Joseph Aubele (Membership Director)

Absent by notification: Brena Smith (IG Coordinator), Jordan Nielsen (Treasurer), Cynthia McCarthy (Newsletter Editor), Shana Higgins (Past President), David Drexler (Webmaster)

Agenda

| Items | Discussion | Action Items |
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| 1. Introductions 10:00-10:05 | | |
| 2. Amend/approve minutes from December meeting 10:05-10:08 | Approved. | |
| 3. [IG Coordinator Report]: New IG guidelines - Brena Smith (absent by notification) 10:08-10:09 | Brena will be transitioning off the board but will work with a new person during the transition | |
| 4. [Treasurer Report]: Jordan Nielsen (absent by notification) a. Stipends follow up - Pearl 10:09-10:14 | Our accounts are doing well. There are \$300 stipends for some board positions (newsletter editor, membership director, webmaster) but he hasn't issued any in 2 years. --they can elect to donate them to a scholarship fund | Pearl will ask Jordan to come up with a mechanism for donation of stipends or request for May meeting |
| 5. Membership Director Report: Joseph - joining at 10:30am 10:51-10:56 | He included everything on the board member report. Our membership went up slightly | |

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| <p>6. CARL appointments: Pearl b. Newsletter editor c. IG Coordinator 10:14-10:16</p> | <p>Got a good pool of people who have shown interest. Brena and Cynthia are willing to help with the transition. 3 year are appointments made by the President</p> | <p>Pearl will make the appointments and announce to CARL ExBoard listserv and begin transitions.</p> |
| <p>7. CARL documents / accounts - Pearl 10:16-10:24</p> | <p>We have a board portal at http://sites.google.com/site/carlbardonly/ It has our old meeting minutes, documents, etc. Discussion about whether or not we should use this to store and share our documents.</p> | <p>Pearl will give people access to the site if they cannot get in now. Email her your Google Doc account to add.</p> |
| <p>8. CARL bylaws vote: Shana 10:24-10:25</p> | <p>90 members voted and the response was positive.</p> | <p>Shana or Pearl will incorporate the new bylaws and add to the website</p> |
| <p>9. Mentorship Committee: Shana 10:25-10:26</p> | | <p>Shana will follow up at the next meeting</p> |
| <p>10. Awards d. Rockman Scholarship Award: Shana, Pearl e. Appoint Awards Committee liaison from the Executive Board: Pearl From CARL Standing Rules: The Awards Committee Coordinator/Liaison shall: 1) be appointed from the elected membership of the Board of Directors, 2) will act as liaison between the awards committees (Ilene F. Rockman CARL/ACRL Conference Scholarship,</p> | <p>We need more coordination between the awards committees. A board member will be the Awards Committee Coordinator/Liaison. (Nicole volunteered to do this)</p> | <p>Nicole will work with Pearl to come up with organization and communication strategy for the Awards liasion.</p> |

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| <p>Member of the Quarter, and Research Grant), and the Board of Directors, 3) provide oversight for committee member selection and rotation of membership, 4) provide oversight for updating materials and website, 5) and provide advice and support for each committee. 10:26-10:29</p> | | |
| <p>11. Advocacy Liaison role + CARL advocacy - DELAYED 10:29-10:31</p> | <p>Current advocacy liaison was unclear about the role so we discussed in December some of our ideas for what this role can be.</p> | <p>Pearl will talk to April about the ideas and report back to the board.</p> |
| <p>12. CARL SIG program @ 2017 WASC ARC Conference: Crystal, Pearl 10:31-10:43</p> | <p>CARL's program idea: https://docs.google.com/document/d/1CYLeiLkPJne5kGLkV_T7L0h-O62gmGjDWOxGpJLfGz0/edit Panelists will highlight an information literacy assessment project at their library. There was a discussion about what the panelists can talk about.</p> | <p>Crystal will be facilitating session in San Diego and working with Pearl to invite speakers.</p> |
| <p>13. 2017 Meeting Schedule: Pearl Friday, May 19: 10am-12pm (Phone) Friday, September 8: 10am-12pm (Phone) Friday, December 8: 9:30-3pm (Location: TBD) 10:43-10:51</p> | <p>Discussion about in-person board meeting in December. Crystal (UCSD) and Ben (USC) offered to host. UCSD isn't that airport accessible. Maybe San Diego State (Jordan) is an option. Cynthia said the Long Beach public library might be willing to host us</p> | <p>Cynthia will ask Long Beach public about their meeting space Crystal will see about USD (close to public transit, maybe free meeting space in the library) Pearl will ask Jordan about San Diego State as backup</p> |
| <p>14. Other?</p> | | |

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Adjourned at 10:56

| Elected Members | Role | Add reports here |
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| Pearl Ly | President | <ul style="list-style-type: none"> ● Finalize Rockman Scholarship award ● Set 2017 Meeting Schedule ● Investigated CARL documentation strategies ● Recruitment for open board appointments ● Planning CARL SIG Program for WASC ARC Conference with Crystal. ● Respond to emails as needed |
| Ben Lea | Vice President-South | |
| Lee Adams | Vice President-North | <ul style="list-style-type: none"> ● Reviewed proposed Bylaws addition and recommended change. Then, voted on them. ● Reviewed Rockman Scholarship recommendation and responded. ● Responded to emails as needed ● Fixed missing paper on the 2016 Conference Proceedings webpage |
| Shana Higgins | Past President | <ul style="list-style-type: none"> ● Bylaws vote: set-up and collection of vote by CARL membership on 2 Bylaws additions. Thanks to Melissa Browne for providing membership email contacts. Results - both approved by large margins; 90 (total) members voted, appx. ¼ of CARL membership. ● Responded to emails as needed |
| Jenny Yap | Secretary | <ul style="list-style-type: none"> ● |
| Jordan Nielsen | Treasurer | <ul style="list-style-type: none"> ● Made membership payment deposits |

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| | | <ul style="list-style-type: none"> • Issued reimbursements (travel, events, supplies, etc.) and payments • Responded to emails <p style="text-align: center;">Treasurer’s Report:</p> <p>Checking Account Balance (02/03/17): \$64,004.01</p> <p>Savings Account Balance (02/03/17): \$21,701.97</p> <p>Total cash on hand (12/08/16): \$87,705.98</p> |
| <p>Joseph Aubele</p> | <p>Membership Director</p> | <ul style="list-style-type: none"> • 375 total members (118 NorCal, 256 SoCal, 1 Outside). • 10 registrations/renewals this year. • Membership by institution <ul style="list-style-type: none"> ○ CC, 90 ○ CSU, 105 ○ Private, 104 ○ UC, 40 ○ Other, 18 • IG Memberships: <ul style="list-style-type: none"> ○ ALIGN, 62 ○ CARLDIG, 264 ○ DIAL, 144 ○ SCIL, 215 ○ SCORE, 132 ○ SEAL, 79 • Mentors/Mentees <ul style="list-style-type: none"> ○ Mentors, 53 ○ Mentees, 59 <p>The complete 1st quarter report is available online at https://docs.google.com/document/d/1ADV-J8ijlEPb2XqVGsUbWljEB8TDTn3gskRzG8aSjcw/edit?usp=sharing</p> <p>SCIL Works Registration comparisons available online at https://docs.google.com/spreadsheets/d/1R5Ew7AbJnjZ4uVpLwBg_4tKeGiaEZVGN2D5Y3ucBZB8/edit?usp=sharing</p> |

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| Cynthia Mari Orozco | ACRL Chapters Council Delegate | <ul style="list-style-type: none"> ● Attended ACRL Chapters Council at Midwinter <ul style="list-style-type: none"> ○ 4 ACRL-licensed workshops available, soon to be 6 (\$\$\$) ○ ACRL leadership provides invited talks, no charge to the chapter (once every 4 years) |
| Ellen Carey | Director at Large, Community Colleges | <ul style="list-style-type: none"> ● |
| Nicole Branch | Director at Large, Private Colleges and Universities | <ul style="list-style-type: none"> ● Attended 4th quarter 2016 Board meeting ● Responded to Rockman Scholarship approving committee selection ● Responded to Board emails regarding membership vote on bylaws |
| Crystal Goldman | Director at Large, UC | <ul style="list-style-type: none"> ● Planning CARL SIG Program for WASC ARC Conference with Pearl. ● Responded to emails as needed. |
| MaryAnn Hight | Director at Large, CSU | <ul style="list-style-type: none"> ● Attended 4th quarter 2016 Board meeting ● Responded to Rockman Scholarship award review, and recorded my approval of the committee choice. <ul style="list-style-type: none"> ● Responded to emails as needed. ● Approved and voted on by-law change |
| Appointed Members | Role | Add reports here |
| Brena Smith | IG Coordinator | |
| Cynthia McCarthy | Newsletter Editor | |
| David Drexler | Web Coordinator | Dreamhost, our web hosting service, reported malware on the CARL site, suggesting that it had been compromised. After investigation, this appears to be a false alarm--the files flagged are years old and in an inactive area of the site. Regardless, I thought it worthwhile to review |

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| | | Dreamhost accounts and change passwords or remove those that don't appear to be in use. If anyone has trouble with account access, please contact me to get it restored. |
| April Cunningham | Advocacy Liaison | |
| Rand Boyd | Archivist | |