

CARL Board Meeting #2 Minutes

Friday, May 19, 10:00am-12:00pm

Teleconference

Attendees: Pearl Ly (President), Lindsey Shively (Newsletter Editor), Talitha Matlin (Interim VP-South), Jenny Yap (Secretary), Crystal Goldman (UC DAL), Lee Adams (VP-North), Joseph Aubele (Membership Director), Shana Higgins (Past President), Nicole Branch (Private-DAL), Kelly Janousek (IG Coordinator), Jordan Nielson (Treasurer), Ellen Carey (CC-DAL)

Absent by notification: Maryann Hight (CSU-DAL), David Drexler (Webmaster), Cynthia Mari Orozco (ACRL Chapters Delegate)

Items	Discussion	Action Items
1. Welcome, Introductions, and Amend/approve Minutes from February meeting (Pearl) 10:02-10:06	- New interim VP South (Talitha Matlin) appointed due to resignation of Ben Lea - New IG Coordinator--Kelly Janousek - New newsletter editor--Lindsay Shiveley - February minutes approved	
2. Newsletter Editor update (Pearl) -- 10:06-10:07	Mary Michelle Moore is unable to continue. Lindsey Shiveley is in touch with Cynthia McCarthy, the previous editor, to help with the transition.	Lindsay: in June send out a call for newsletter items; create a July issue
3. Membership Director Report (Joseph) -- 10:07-10:11	There's been membership growth since the February executive board call due to IG meetings, especially the SCIL spring program	
4. IG Coord. Report (Kelly) -- 10:11-10:24	- IGs are usually self sustaining and fund their activities through programs. DIAL is requesting special funding to pursue more activist activities (not political actions) and to pay for special speakers. Discussion of whether or not this is	Kelly: Will send IG report to Pearl who will forward to the executive board Kelly will write up criteria for special initiative funding and will send it to the board.

	<p>sustainable for CARL.</p> <ul style="list-style-type: none"> - the SCIL program brought in new members so perhaps we can justify this as a way to conduct member outreach. It's not a straightforward benefit like money but it is a benefit nonetheless - there was a suggestion to have a special initiatives fund and that other IGs could also apply for special funds as well 	
<p>5. CARL SIG program @ 2017 WASC ARC Conference Report (Crystal) -- 10:24-10:30</p>	<ul style="list-style-type: none"> - The panelists at the WASC ARC were from a CSU, UC, and private college. There held a discussion about how the Framework plays into the WASC self study - Attendees of the program were librarians, faculty (mostly part-timers), and administration. - Discussion about whether this would be a high interest topic for the CARL conference. Lee suggests that it might fit well as a roundtable discussion. 	<p>Crystal: encourage the presenters to put in a proposal to the CARL 2018 conference</p>
<p>6. Awards: Proposal from Ilene F. Rockman Conference Scholarship, CARL Outstanding Member Award (Nicole) -- 10:30-10:36</p>	<p>Nicole is the awards group board liaison.</p> <ul style="list-style-type: none"> - the Rockman Scholarship rubric skews towards early career librarians instead of students because they have more experience. - recommendation that "early career" be 1-2 years of professional experience, the rubric should include a financial aid need component, <p>Discussion that the awards committees need more communication with the board (for example no one knew about the Rockman dinner at ACRL)</p>	<p>Nicole: touch base with chairs of the other awards committees</p> <p>Lee: talk to Pearl and Shana about it outstanding member awards committee (Junior VP is the chair along with 3 members of CARL and the former winner)</p>

<p>7. Mentorship Committee update (Shana) -- 10:36-10:48</p>	<p>Recommendations from continuing members for committee:</p> <ul style="list-style-type: none"> • Update website and forms as needed • Do more regular promotion of the program, akin to what we have done in the past • Discuss new ways to promote the program • Keep in touch with mentors who are on the list but not assigned a mentee • Further discuss targeting promotion to mid-career librarians • Discuss whether to make the committee a standing committee • Consider assessing the program (or at least doing a sort of exit survey) • Work with CARL President and Board regarding mentoring • Include CARL Membership Director on committee (Kelly can say more about this) <p>Discussion of turning this into a standing committee instead of an ad hoc committee (which then has to go into the standing rules).</p> <p>- board agrees that we should assess the mentorship program first (through an exit survey) before turning it into a standing committee</p>	<p>Shana will help find a chair of the mentorship committee (Talitha and Lindsay offered to be members of the committee)</p> <p>Joseph: create a list of potential mentors based on membership list and send to the chair once appointed</p>
<p>8. Advocacy Liaison update (Pearl) -- 10:48-10:51</p>	<p>- Pearl discussed the role with April Cunningham who is not continuing in the role.</p> <p>- The board felt there wasn't enough time to dedicate to this discussion so it will be tabled till the December in-person meeting.</p>	
<p>9. Treasurer Report and transition (Jordan) -- 10:51-10:59</p>	<p>- Jordan received a new position out of state but he has agreed to be treasurer remotely till the end of his term (January 2018). He would like a</p>	<p>Jordan will help transition a new treasurer</p> <p>Pearl and Jordan will work</p>

	<p>backup person in this position especially with conference coming up (previous treasurer also said this was needed).</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Talitha brought up that in other groups she's worked with the President and VP also have access to the bank account - Discussion of whether or not incoming VPs will always be the backup and have access to the bank and financials. - the board recommends that the incoming VP (Lee Adams) will be the backup person since she will be on the board longest. - There are three stipended positions on the board (newsletter editor, website editor, membership director). No one has ever requested a stipend since Jordan has been treasurer. <ul style="list-style-type: none"> - recommendation to send an annual notice to the three positions asking if they want the stipend or want to donate it back to CARL. 	<p>on modifying the standing rules re: new VP as a backup treasurer</p> <p>Jordan (and future treasurers): create an annual notice for stipended positions</p>
<p>10. CARL 2018 Nominations and Elections Committee (Pearl) -- 10:59-11:01 11:22-11:26</p>	<ul style="list-style-type: none"> - There will be elections in the Fall for 2018 CARL Board: VP-South, President, Treasurer, Secretary, DAL Private and DAL CC's - Talitha has to run and be elected as President even though she was appointed VP/President Elect per Standing Rules - 5 members are part of the committee and 3 of them should be from the South including the chair (per Standing Rules). Jenny, Pearl, 	<p>Shana and Pearl will find a chair for the committee.</p>

	and Shana volunteered to be on the committee.	
<p>11. CARL 2018 Conference Report -- Conference Planning Team, Conference Volunteers, Budget, Registration, and more (Allie, Talitha, Lee, Joseph et. al.) -- 11:02-11:22</p>	<ul style="list-style-type: none"> - Conference planning is going well. 35 people have volunteered for the conference and Lee and Allie will form the committees by mid-June. - On 4/24 a save the date went out to CARL-ALL and to Nevada library directors (they don't have an ACRL chapter), and Cynthia sent it to ACRL delegates. - The Keynote and 2 spots for the plenary sessions will hopefully be confirmed by mid June - A CFP will be sent out on 5/22 and the website will follow shortly. - Roundtable discussions are new this year - We will keep the code of conduct from last time as is - Discussion about the keynote speaker's fee and costs for keynote. - Discussion about keeping the registration fees the same as the previous conference even though attendance is anticipated to be lower (historically lower in the North) and we might not make a profit from this conference. Board agrees to keep the prices the same - We will have a 15k sponsorship fundraising target that will be solicited from vendors (sponsorship team is Pearl and Adolfo Prieto) - board (approved) the conference planning committee's budget amount 	
<p>12. Remaining 2017 Meeting Schedule (Pearl and Talitha) -11:26-11:32</p>	<ul style="list-style-type: none"> a. Friday, September 8: 10am-12pm (Phone) b. Friday, December 8: 9:30-3pm (Location: San Diego, TBD) 	<p>Talitha: book meeting room at CSU San Marcos.</p> <p>Pearl: set-up Google doc for coordinating travel for December meeting</p>

	- Discussion about holding in-person board meeting at CSU San Marcos. - for the December meeting, board members flying in will coordinate travel times and transport to CSUSM	
13. Other?	No new business.	

Meeting adjourns at 11:34am.

Elected Members	Role	Add reports here
Pearl Ly	President	<ul style="list-style-type: none"> • New appointments for newsletter editor, IG Coordinator, Interim VP-South • Formed CARL 2018 Conference Planning Team in consultation with Shana and Lee • Joined CARL Conference Sponsorship Team • Contacted Advocacy Liaison (April) re: role and suggestions • Contacted Treasurer (Jordan) re: transition planning • Collaborated with Crystal for WASC SIG CARL presentation • Responded to emails as needed
Talitha Matlin (appointed)	Interim Vice President-South	<ul style="list-style-type: none"> • Joined CARL 2018 Conference Planning team • Participated in CARL 2018 conference planning call • Working on securing San Diego location for December 8 board meeting. Most likely CSU San Marcos.
Lee Adams	Vice President-North	<ul style="list-style-type: none"> • Discussed CARL 2018 Conference Planning Team with Pearl and Shana. • Joined CARL 2018 Conference Planning team and have participated in 3 conference calls with the Conference team

		<p>regarding the theme, save-the-date, volunteer recruiting, and call for proposals, among other things.</p> <ul style="list-style-type: none"> ● Responded to emails as needed
Shana Higgins	Past President	<ul style="list-style-type: none"> ● Discussed CARL 2018 Conference Planning Team with Pearl and Lee ● Responded to emails as needed ● Contacted currently listed Membership Cmte. members. Need additional/new members + revision of practices
Jenny Yap	Secretary	<ul style="list-style-type: none"> ● Completed notes from February board meeting ● Volunteered for 2018 conference
Jordan Nielsen	Treasurer	<ul style="list-style-type: none"> ● Issued reimbursements (travel, events, supplies, etc.) and payments ● Responded to emails from Interest Groups, Board Members, etc. ● Corresponded with insurance company about insurance renewal <p style="text-align: center;">Treasurer's Report:</p> <p>Checking Account Balance (05/19/17): \$67,228.39</p> <p>Savings Account Balance (05/19/17): \$21,701.97</p> <p>Total cash on hand (05/19/17): \$88,930.36</p>
Joseph Aubele	Membership Director	<ul style="list-style-type: none"> ● 396 CARL Members (+21 since February meeting). <ul style="list-style-type: none"> ○ 357 Regular Members (+16) ○ 20 Student Members (+5) ○ 19 Retired Members ○ 125 NorCal (+7) ○ 269 SoCal (+13) ○ 2 Outside California ● Membership by Institution <ul style="list-style-type: none"> ○ CC, 97 (+7)

		<ul style="list-style-type: none"> ○ CSU 109 (+4) ○ Private, 107 (+3) ○ UC, 42 (+2) ● IG Membership <ul style="list-style-type: none"> ○ ALIGN, 69 (+7) ○ CARLDIG, 277 (+13) ○ DIAL, 153 (+9) ○ SCIL, 227 (+11) ○ SCORE, 140 (+8) ○ SEAL, 83 (+4) ● Mentors/Mentees <ul style="list-style-type: none"> ○ Mentors, 54 (+1) ○ Mentees, 66 (+7) ● Answered questions received through email and about CARL memberships and membership status. ● Collaborated with SCIL leadership to setup registration for SCIL Spring Program, monitored registrations, processed cancellations, provided reports as requested. ● Moderated the CARLALL list. Processed/posted 48 messages. ● Participating in CARL 2018 planning.
<p>Cynthia Mari Orozco</p>	<p>ACRL Chapters Council Delegate</p>	
<p>Ellen Carey</p>	<p>Director at Large, Community Colleges</p>	<ul style="list-style-type: none"> ● Responded to emails. ● Voted to approve Talitha Matlin as interim VP-South
<p>Nicole Branch</p>	<p>Director at Large, Private Colleges and Universities</p>	<ul style="list-style-type: none"> ● Met (via phone) with Pearl regarding the committee liaison role. ● Met (via phone) with Janet Pinkley, incoming chair of the Rockman Scholarship Committee. We discussed the modifying the “early career” librarian eligibility (adjusting this down to one or two years) as well as modifying the scoring rubric to include financial need. Janet will send me a modified rubric and eligibility criteria. We also discussed

		<p>up-channeling information to the board (for the award dinner, for example) and completing the review of applications in time to prepare a recommendation for the December board meeting.</p> <ul style="list-style-type: none"> • I will be following up with the other chairs over the next couple of week.
Crystal Goldman	Director at Large, UC	<ul style="list-style-type: none"> • Responded to emails as needed. • Coordinated and moderated the CARL SIG program at the 2017 WASC ARC Conference
Maryann Hight	Director at Large, CSU	<p>Responded to emails as needed. Approved interim appointment for VP-South, Talitha Matlin Volunteered via email for conference planning committees</p>
Appointed Members	Role	Add reports here
Kelly Janousek	IG Coordinator	Received the May 2017 midyear report from 5 of 6 IGs. Report will be placed separately in file.
Mary-Michelle Moore	Newsletter Editor	Solicited contributions from CARL members for April newsletter. Published newsletter and has resigned. Lindsey Shively is the new newsletter editor.
David Drexler	Web Coordinator	Ongoing: work toward new site design, job listings. New: Site for CARL 2018 conference.
Vacant	Advocacy Liaison	
Rand Boyd	Archivist	