

CARL Executive Board Meeting

Friday, September 8, 2017 10:00am-12:00pm

Teleconference

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

Absent: Jordan Nielson (Treasurer)

Absent by notification: David Drexler (Webmaster), Cynthia Mari Orozco (ACRL Chapters Delegate), Pearl Ly (President),

Items	Discussion	Action Items
1. Welcome, Amend/Approve May 19 Meeting Minutes 10:03 - 10:06	- Minutes approved.	
2. CARL Conference Report (Allie et al) <ul style="list-style-type: none">○ Registration opened on Sept. 1○ Proposals - A CFP reminder will go out after Labor Day, not to overwhelm people with conference emails. We're already received a few submissions.○ We have Program Review Coordinators who will be coordinating the work of the review teams. Lee and Allie will be meeting with them in	- Three invited speakers confirmed. - Joseph: 1 registrant already! Aldolpho Prieto at Fullerton has gotten at least 1 sponsor so far.	Everyone: encourage people to submit a proposal. Allie will send CFP reminder this week Lee will do a site visit soon.

<p>a couple weeks to finalize their roles.</p> <ul style="list-style-type: none"> ○ Lee will be doing a site visit sometime this fall to go over the space and start thinking about room assignments. ○ Have enough volunteers ○ 3 confirmed speakers: Miguel Figueroa (ALA Center for the Future of Libraries), Charlotte Roh (diversity in library scholarship/publishing), Zoe Fisher (student privacy and “big data”) <p>10:07 - 10:11</p>		
<p>3. Membership Report (Joseph) 10:12 - 10:21</p>	<ul style="list-style-type: none"> - 2nd quarter of membership growth (52 new members in 2 quarters) - Only a few people have not renewed - Autorenewals: members can't change credit card information unless they have a balance due (Joseph can change it manually) - Members can't change member status from Student to Regular on RegOnline (Joseph can change it manually too) 	<p>Joseph: look into changing the notification for email receipts to make it clear it's CARL so that members don't flag the purchase</p>
<p>4. Treasurer Report (Jordan)</p> <ul style="list-style-type: none"> ○ Amending standing rules for Junior VP as backup treasurer (Pearl - delayed) ○ Annual notice for stipended positions <p>10:22 - 10:24</p>	<ul style="list-style-type: none"> - We're adding a second signatory to bank account in case the Treasurer isn't available 	

<p>5. IG Coordinator Report (Kelly) 10:25 - 10:29</p>	<ul style="list-style-type: none"> - Asked active Interest Groups if they're going to send in proposals - 4 currently sending in proposals on behalf of IGs - SEAL has been inactive for a while so we will try to revive them since it's a popular IG - DIAL wants non-programming funding since they work with outside groups - The planning manual on pg 9 talks about special projects. Add 1 line that talks about how IGs can create special projects with approval of treasurer 	<p>Kelly: send to the board language about how IGs can do a special project</p>
<p>6. Awards Liaison Updates (Nicole/Lee)</p> <ul style="list-style-type: none"> o Rockman o Outstanding CARL Member o Research Award <p>10:30 - 10:39</p>	<ul style="list-style-type: none"> - Rockman Committee tweaking rubric and timeline so that we can approve winner at our December meeting - Research Award Committee: haven't met since 2014. No award granted in 2016. Previous chair is happy to review awards but can't chair it. <ul style="list-style-type: none"> - purpose of the committee is that the research proposal awarded gets seed money to conduct the research and they present their research at the next conference - A call for nominations for the Outstanding CARL member award will go out soon with a deadline of Feb 2 - We need more clarity on how members are appointed to committees. We need to standardize across all committees 	<p>Next Year's President: appoint 2018-2019 Research Award Committee</p> <ul style="list-style-type: none"> - Clarify committee membership process for all committees and, standardize process of appointments <p>Nicole: look at bylaws to see if they have rules about appointment of the various awards committees and share with board</p>
<p>7. Mentorship Committee Update? (Shana) 10:40 - 10:45</p>	<ul style="list-style-type: none"> - Mentoring Outreach and Recruiting (MOR) Committee finds mentors and mentees and matches them up based 	

	<p>on interest. The committee needs a chair and members</p> <ul style="list-style-type: none"> - It needs a clear charge for appointment of members so it will be included in the work with the rest of the committees - Ellen: There is interest from community college librarians to be mentors - Nicole: all committees do have charge statements except for the mentoring group but it should have a charge as well. All committee charges state they are appointed by President. 	
<p>8. CARL Elections Update (Shana)</p> <ul style="list-style-type: none"> o Due dates: <ul style="list-style-type: none"> i. September 6 - Nominations ii. September 18 - Statement of Candidacy Form o Positions: <ul style="list-style-type: none"> i. President / Past-President (2 years) - candidate confirmed ii. VP-South / President / Past-President (4 year) - no candidates iii. Treasurer (3 years) - 1 candidate confirmed iv. Secretary (2 years) - no candidates 	<ul style="list-style-type: none"> - No candidates for VP South or Secretary - Shana can help convince people to serve - Talitha: CSU Dominguez Hills just hired a bunch of people - Lindsay: Northridge just hired people too 	<p>Everyone: find people for nominations!</p> <p>Shana will reach out to new hires at CSU DH and Northridge</p>

<p>v. Director-at-Large Community Colleges (2 years) - 1 candidate confirmed</p> <p>vi. Director-at-Large Private (2 years) - 2 confirmed, 2 possible candidates</p> <p>10:46 - 10:49</p>		
<p>9. December board meeting logistics (Talitha)</p> <ul style="list-style-type: none"> o CSUSM, Friday, December 8: 9:30-3pm - start making travel arrangements o Transportation coordination - if flying into San Diego and need a ride to CSUSM OR if you can provide a ride from airport, fill out form o Post-meeting social event? <p>10:49 - 10:58</p>	<p>- Meeting location and time are set.</p> <p>- CSUSM is a 1 hr drive from San Diego airport (plan to arrive at airport by 8am)</p>	<p>Everyone: make travel plans for the meeting and email Talitha ideas for social event</p> <p>Talitha: add to travel form if you have room if someone wants to spend the night</p> <ul style="list-style-type: none"> - Finalize room for meeting
<p>10. Other? Meeting adjourns at 10:59</p>		

Elected Members	Role	Add reports here
Pearl Ly	President	<ul style="list-style-type: none"> ● Solicited CARL conference keynote speaker ● Worked on conference sponsorship with Adolfo Prieto

Talitha Matlin (appointed)	Interim Vice President-South	<ul style="list-style-type: none"> ● Worked on conference planning with conference team ● Coordinating Dec board meeting
Lee Adams	Vice President-North	<ul style="list-style-type: none"> ● Worked with conference team on conference keynote speakers, program proposal process, logistics, etc. ● Forwarded conference call for proposals & registration emails to BayNet listserv. ● Convened the Outstanding Member Award Committee. ● Responded to emails.
Shana Higgins	Past President	<ul style="list-style-type: none"> ● Solicited volunteers and convened a Nominations & Election Committee. ● Two CARLALL messages have been sent for nominations. We're still in need of candidates for nearly all open positions. ● Responded to emails.
Jenny Yap	Secretary	<ul style="list-style-type: none"> ● Responded to email ● Drafted minutes for second board meeting ● Searched for interested candidates for the Nominations and Election Committee
Jordan Nielsen	Treasurer	<ul style="list-style-type: none"> ● Corresponded with accountant to prepare 2016 CARL 2016 income tax forms ● Responded to emails from Interest Groups, Board Members, etc. ● Corresponded with insurance company about renewal and payment <p style="text-align: center;">Treasurer's Report:</p> <p>Checking Account Balance (09/08/17): \$63,855.49</p> <p>Savings Account Balance (09/08/17): \$21,710.10</p> <p>Total cash on hand (09/08/17): \$85,565.59</p>

<p>Joseph Aubele</p>	<p>Membership Director</p>	<ul style="list-style-type: none"> ● 432 CARL Members (+26 from last mtg) <ul style="list-style-type: none"> ○ 384 Regular members (+27) ○ 22 Student Members (+2) ○ 26 Retired Members (+7) ○ 138 NorCal (+13) ○ 293 SoCal (+14) ○ 2 Outside California ● Membership by Institutions <ul style="list-style-type: none"> ○ CC 107 (+10) ○ CSU 115 (+6) ○ UC 43 (+1) ○ Private 115 (+8) ● IG Membership <ul style="list-style-type: none"> ○ ALIGN 78 (+9) ○ CARLDIG 287 (+10) ○ DIAL 166 (+13) ○ SCIL 238 (+11) ○ SCORE 148 (+8) ○ SEAL 91 (+8) ● Mentors/Mentees <ul style="list-style-type: none"> ○ Mentors 63 (+9) ○ Mentees 75 (+9) ● Answered questions regarding membership, membership status, and membership renewal. <ul style="list-style-type: none"> ○ Extended renewal dates for 11 new members who registered in August 2017. ○ Renewal challenges/RegOnline (Credit Cards). ○ 27 confirmed members with a balance due (renewals). ○ Reviewed list of 21 members in “declined” status. <ul style="list-style-type: none"> ■ 15 had missed two renewal payments (\$80 balance) ■ One had missed three renewal payments (\$120) ■ One had missed four renewal payments (\$160) ■ 2 had never paid for their original membership.

		<ul style="list-style-type: none"> ■ Total balance unpaid \$2,620. ■ 17 were auto renew ● Collaborated with conference planning team to setup registration for CARL conference attendees as well as sponsors. <ul style="list-style-type: none"> ○ Continuing to participate in overall conference planning. ○ Question: Membership status and conference proposals. ● Moderated CARLALL list <ul style="list-style-type: none"> ○ Processed 51 messages
Cynthia Mari Orozco	ACRL Chapters Council Delegate	<ul style="list-style-type: none"> ● At ACRL Chapters Council meeting at ALA, we were encouraged to consider an ACRL officer visit or ACRL licensed workshops
Ellen Carey	Director at Large, Community Colleges	<ul style="list-style-type: none"> ● Responded to emails as needed. ● Solicited community college volunteers for the CARL Mentoring Program through California community college librarians listserv and referred interested librarians to the Mentoring Program website
Nicole Branch	Director at Large, Private Colleges and Universities	<ul style="list-style-type: none"> ● Spoke to one person to recruit for the board election; speaking to another nominee next week. ● Contacted previous chair of grants committee; committee has been inactive for some time; talking with Lee, Talitha, and Shana re. How to proceed. We'd like to have an award for the upcoming conference. ● In contact with chair of the Rockman committee to discuss their timeline and scoring rubric. ● Just a note: I really think having a liaison to the committees is a good idea.
Crystal Goldman	Director at Large, UC	<ul style="list-style-type: none"> ● Responded to emails as needed. ● Volunteered to serve on CARL conference proposal review committees

Maryann Hight	Director at Large, CSU	<ul style="list-style-type: none"> • Responded to emails as needed • Volunteered to serve on CARL conference committees (waiting to hear more about that from the organizers!)
Appointed Members	Role	Add reports here
Kelly Janousek	IG Coordinator	<p>Interest Group Report 3d Quarterly 2017 ALIGN Summer tour August 11, 2017 to Golden Gate National Recreation Area Archives and Internet Archives Conference Proposal, None CARLDIG-S Nothing happened over summer Conference Proposal, yes working on proposal DIAL Emails about diversity conferences and events to share with members. Conference Proposal, Yes, working on proposal SCIL Business Meeting — Friday, June 2, 10:30-12:00, University of Redlands, Library Forthcoming Business Meeting — Sept. 22, 2017 - 9am to 12pm, CSU Dominguez Hills - University Library Conference Proposal, will be determined at meeting SCORE Business Meeting – forthcoming September 19, 2017 via zoom Conference Proposal, Yes, working on proposal SEAL Not functioning, have not been able to get people to run for officers. Am working with previous chair to revitalize this group.</p>
Lindsey Shively	Newsletter Editor	<ul style="list-style-type: none"> • Call for submissions for Oct newsletter out
David Drexler	Web Coordinator	

Vacant	Advocacy Liaison	
Rand Boyd	Archivist	