

## CARL Executive Board Meeting

Friday, December 8, 2017, 10:00am-3:00pm

Teleconference

### Attendees:

Pearl Ly (President), Talitha Matlin (VP-South/Pres Elect), Maryann Hight (CSU-DAL), Jenny Yap (Secretary), Elizabeth Galoozis (incoming Private Institutions-DAL), Lindsay Shivley (Newsletter Editor), Crystal Goldman (UC-DAL), Lee Adams (VP-North), Ellen Carey (Community Colleges-DAL), Yen Tran (incoming Treasurer), Nicole Branch (Private Institutions-DAL)

### Absent:

### Absent by notification:

Kelly Janousek (Interest Group Coordinator/Incoming VP-South)

Joseph Aubele (Membership Director)

Cynthia Orozco (ACRL Chapters Council Delegate)

Shana Higgins (Past President)

David Drexler (Web Coordinator)

### Meeting Notes

Items	Discussion	Action Items
<p>1. Welcome, <a href="#">Amend/Approve Minutes</a></p> <p>a. Introduce new officers</p> <p>b. Overview of <a href="#">CARL mission</a>, CARL activities, and <a href="#">board responsibilities</a></p> <p>10:04-10:22am</p>	<p>- Minutes from September meeting approved.</p> <p>- Our mission is professional growth (for example through the bi-annual conference and interest group activities) so that will really frame our activities this year.</p> <p>- Members have expressed that they want to do more and people want us to do more. We need to review standing rules for our positions and think of more things we can do that are tied to our mission.</p>	<p><b>Everyone:</b> re-read the description of your position and CARL Bylaws.</p> <p><b>Pearl and Talitha:</b> Set another in-person meeting to discuss board roles</p>

<p>2. CARL Conference Report (Allie et al) 10:23-10:28am</p>	<p><b>Proposals:</b></p> <ul style="list-style-type: none"> <li>- We received 61 proposals for preconferences, Engaging in Practice, Research into Practice, and panel sessions. Of those, we accepted 25.</li> <li>- We also have 5 IG Showcase sessions scheduled.</li> <li>- The proposals for posters and round table sessions are due Jan. 15.</li> <li>- The next step is to build the schedule, which will be completed and posted to the website before the break.</li> </ul> <p><b>Sponsorships:</b></p> <ul style="list-style-type: none"> <li>- As of 11/20/17 we had \$7,750 in sponsorships, and Adolfo has been working to secure additional ones since then.</li> </ul> <p>Discussion about how someone didn't receive notice about their conference submission. Please report issues like that to the board.</p> <p>Conference is on track despite the late start.</p>	
<p>3. President Updates (Pearl) a. CLA Leadership Advisory Committee b. ACRL 2027 Conference Portland Letter of Support 10:28-10:30am</p>	<p>Pearl was asked to be on an advisory board for CLA. They are developing a leadership training program and they want to reach out to academic librarians.</p> <p>ACRL needs letters of support from state chapters that touch Oregon.</p>	<p><b>Pearl</b> will submit a letter of support to ACRL for the future Portland conference</p>
<p>4. WASC ARC Panel organization (Pearl) 10:30-10:38am</p>	<p>Last year we had a panel presentation with UC, CSU, and Private college librarians and how they used the</p>	<p><b>Talitha and Yen:</b> come up with the theme and find</p>

	<p>framework in assessment and accreditation. The audience was from a wide range of disciplines and roles. April 25-27 in Burlingame</p> <p>Talitha will help with logistics, Yen, and maybe Nicole will help since she spoke in the past. Pearl and Crystal will be resources</p>	<p>speakers (usually information literacy based in the past but related to accreditation and assessment)</p> <p><b>Pearl</b> will forward to Talitha and Yen the relevant documents</p>
<p>5. ACRL Webinar 10:38-10:45am</p>	<p>Board members were interested in hosting ACRL webinars. We get 6 log-ins for remote viewing for 2 webcasts a year (Oct to Aug)</p> <p>We will put calls out to IGs and Board first to host and it'll be first come first serve. Then it will go out to general membership. We will ensure that hosts will be from different regions in California.</p>	<p><b>Board:</b> watch the schedule for upcoming webinars</p>
<p>6. Membership Report (Joseph) a. Email receipt notification change 10:45-10:47am</p>	<p>In the last membership report there were a lot of inactive members who weren't purged from the system. This report is more accurate.</p>	
<p>7. Treasurer Report (Jordan) a. New treasurer b. Backup treasurer (standing rules) (Pearl) 10:47-10:50am</p>	<p>Jordan moved to a new state and is helping Yen transition into the new role. Pearl might be a back-up Treasurer as well</p>	
<p>8. IG Coordinator Report (Kelly) a. <a href="#">Report link</a> b. Proposed language for IG special projects: "Interest groups that need</p>	<p>Kelly is the new incoming VP-South so we will need a new IG Coordinator</p> <p>Some IGs want money for non-program funding. We need to create documentation process for the Finance Committee to approve.</p>	<p><b>Talitha:</b> agenda item for the next board meeting: new language to IG manual</p> <p><b>Pearl:</b> check with Kelly about</p>

<p>non-program funding will create a plan in consultation with Interest Group Coordinator. The plan will be reviewed by the CARL Finance Committee.”</p> <p>10:50-11:00am</p>	<p>New language to add to the IG manual: <i>“Interest Groups that need funding not associated with planning a program will create a plan in consultation with Interest Group Coordinator. The plan will be reviewed by the CARL Finance Committee.”</i></p> <p>Talitha proposes under \$200 goes to Finance Committee, over that goes to the board</p>	<p>special projects clause in IG manual</p>
<p>9. Outstanding Appointed Board Positions</p> <p>a. IG Coordinator -- soliciting recommendations</p> <p>b. Advocacy Liaison position</p> <p>i. Sharing feedback from April Cunningham</p> <p>ii. Position is vacant for 2018 -- soliciting recommendations and ideas for clarifying role</p> <p>c. Archivist -- Rand Boyd has resigned</p> <p>11:00-11:09am</p>	<p>Three positions open right now: IG Coordinator, Advocacy Liaison, Archivist.</p> <p>Do we want to continue the Advocacy Liaison position? We can discuss that. Nicole is interested in the advocacy liaison position. We are a 501c3 so we can't take a political position but we can disseminate information.</p> <p>Difficult to find a home for CARL paperwork. Maybe UCLA and SJSU since they have a library school?</p> <p>Pearl says Pasadena CC has a digitization certificate so maybe that could be a project for a library school student.</p>	<p><b>Talitha</b> will fill 3 positions as the President</p> <p><b>Pearl:</b> reach out to PCC to see if someone would digitize the CARL archives</p> <p><b>Talitha</b> find a permanent home for the CARL archives.</p> <p><b>Nicole and Talitha</b> will look at the advocacy liaison position and shape it</p>
<p>10. Awards Liaison Updates (Nicole and Lee)</p> <p>a. Update on committee appointment bylaws (Nicole)</p> <p>b. Update on Outstanding Member (Lee)</p>	<p>Nicole: she was tasked with communicating with the awards committees.</p> <p>- The Rockman committee chair resigned and Daniel Ransom stepped in</p> <p>- Research Award committee didn't have a clear process for the award.</p>	<p><b>Talitha:</b> appoint chairs to Rockman and Research Award committees (Elizabeth volunteers to chair the Research</p>

<p>i. Add language to Standing Rules re: nominating Board Members</p> <p>c. Confirmation of Rockman Scholarship recipients (Jenny)</p> <p>11:09-11:24am</p>	<p>The last chair said after the last CFP they didn't grant any awards and we haven't given any out in a while.</p> <p>Lee: for Outstanding Member Award, a member asked if they could nominate a current board member. Standing rules don't say yes or no but because the board votes to approve it wouldn't be appropriate. We need to add language to standing rules to exclude board members.</p> <p>The board approves of the Rockman Committee's two nominations for the conference scholarship.</p>	<p>Award Committee)</p> <p><b>Talitha and Elizabeth:</b> work on revising the Research Award Committee webpage</p> <p><b>Lee:</b> write proposed language about Outstanding Member Award and Executive board will vote on it.</p> <p><b>Board:</b> contact David Drexler or Pearl if you need to be added to Google site</p> <p><b>Jenny:</b> communicate with the Rockman Committee that we approve of their nominees. Get clarification about award presentation and dinner at conference (loop in Nicole)</p>
<p>11. Mentorship Committee Update (Shana)</p> <p>a. Recommend issuing a call for additional members</p>	<p>- Mentorship Committee matches mentors and mentees in CARL. Committee recruits people into the program and matches based on interest.</p> <p>- Exit Interview is to see what they</p>	<p><b>Talitha</b> will work with current 3 members and see if they can take on the committee or decide to lean on</p>

<p>b. Lindsey Shively, Susan Jackson, and Kathlene Hanson (current chair) are willing to continue</p> <p>c. Recommendations from current chair:</p> <ul style="list-style-type: none"> <li>-Composition: 4 members; one each from UC, CC, CSU, private; elect/appoint chair from this group</li> <li>-Joseph (Membership Director) has initiated sending monthly report of those indicating interest in program</li> <li>-Update forms and website</li> <li>-Review procedure and processes</li> <li>-Exit <u>interview survey</u></li> </ul> <p>11:24-11:33am</p>	<p>got out of it and how to improve it. What should we do with the information from the exit interview?</p> <ul style="list-style-type: none"> <li>- DALs can help find mentors from that area? Been difficult to find mentors from CCs so it's important to find a committee member from a CC.</li> <li>- Lindsay: The committee hasn't met yet and hasn't had a chair. A smaller committee is fine</li> </ul>	<p>the DALs</p>
<p>12. Lunch (12:30pm) -- Urge Gastropub, 255 Redel Road, San Marcos, CA</p>	<p>Lunch Cancelled. The in-person meeting today was canceled due to wildfires near CSU San Marcos.</p>	
<p>13. 2018 December Meeting Location</p> <p>a. NorCal (Berkeley?)</p> <p>11:34-11:36am</p>	<p>Berkeley City College will host again in December.</p>	<p><b>Talitha</b> will work on setting the date.</p>
<p>14. Review actions</p> <p>a. Set 2018 meeting dates/times (Talitha)</p> <p>b. Confirm CARL Conference Awards Dinner date/time and invite board (Nicole)</p>	<p>February meeting will be online.</p> <p>During the CARL conference we will meet as a board and review our roles and standing rules and discuss them then.</p>	<p><b>Everyone:</b> read through reports on the agenda</p>

c. Appoint IG Coordinator, Archivist, and Advocacy Liaison (Talitha) d. WASC ARC Panel 11:36-11:42am		
Meeting adjourned at 11:44am.		

<b>Elected Members</b>	<b>Role</b>	<b>Add reports here</b>
<b>Pearl Ly</b>	President	<ul style="list-style-type: none"> <li>● Planning Dec meeting with Talitha at CSUSM</li> <li>● Representing CARL on the CLA Leadership Grant advisory committee</li> <li>● CARL Conference Sponsorship Team</li> <li>● Contacted Treasurer (Jordan) re: transition planning</li> <li>● Responded to emails as needed</li> </ul>
<b>Talitha Matlin</b>	Vice President-South	<ul style="list-style-type: none"> <li>● Planned Dec meeting with Pearl</li> <li>● Responded to emails as needed</li> <li>● Worked with Treasurer to add signatories</li> </ul>
<b>Lee Adams</b>	Vice President-North	<ul style="list-style-type: none"> <li>● Sent call for nominations for Outstanding CARL members</li> <li>● Conducted conference hotel site visit, determined location of registration &amp; food. Liaised between conference chair and hotel contact</li> <li>● Participated in conference planning discussions</li> <li>● Wrote Fall 2017 Newsletter “President’s Message” on behalf of Pearl who was on leave.</li> <li>● Responded to emails.</li> </ul>
<b>Shana Higgins</b>	Past President	<ul style="list-style-type: none"> <li>● Managed elections (&amp; fumbled the announcements a bit)</li> <li>● Gathered feedback, recommendations</li> </ul>

		<ul style="list-style-type: none"> <li>from CARL Mentorship Cmte members</li> <li>• Responded to emails as needed.</li> </ul>
<b>Jenny Yap</b>	Secretary	<ul style="list-style-type: none"> <li>• Completed notes from September board meeting</li> <li>• Volunteered for poster sessions committee for CARL conference</li> <li>• Responded to emails</li> </ul>
<b>Jordan Nielsen</b>	Treasurer	<ul style="list-style-type: none"> <li>• Responded to emails from Interest Groups, Board Members, etc.</li> <li>• Began the process to establish a backup Treasurer (Pearl Ly)</li> <li>• Made deposits, payments, etc. as needed</li> </ul> <p style="text-align: center;">Treasurer's Report:</p> <p>Checking Account Balance (12/08/17): \$74,376.09</p> <p>Savings Account Balance (12/08/17): \$21,712.80</p> <p>Total cash on hand (12/08/17): \$96,088.89</p>
<b>Joseph Aubele</b>	Membership Director	<ul style="list-style-type: none"> <li>• Confirmed members: 320 <ul style="list-style-type: none"> <li>○ 289 Regular members</li> <li>○ 18 Student members</li> <li>○ 13 Retired members</li> <li>○ NorCal Members: 97</li> <li>○ SoCal Members: 223</li> <li>○ Outside CA: 0</li> </ul> </li> <li>• Membership by Institutions <ul style="list-style-type: none"> <li>○ Community Colleges: 78</li> <li>○ CSU: 95</li> <li>○ UC: 30</li> <li>○ Private: 89</li> </ul> </li> <li>• IG Membership <ul style="list-style-type: none"> <li>○ ALIGN: 59</li> <li>○ CARLDIG: 212</li> <li>○ DIAL: 140</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>○ SCIL: 189</li> <li>○ SCORE: 112</li> <li>○ SEAL: 73</li> <li>● Mentors/Mentees <ul style="list-style-type: none"> <li>○ Mentors: 44</li> <li>○ Mentees: 54</li> </ul> </li> <li>● Answered questions regarding membership, membership status, and membership renewal.</li> <li>● Collaborated with conference planning team.</li> <li>● Moderated CARLALL list (54 messages to date).</li> <li>● Spent considerable time investigating membership data within RegOnline. “Lapsed” members now outnumber current members, registrants cannot be removed from system.</li> </ul>
<b>Cynthia Mari Orozco</b>	ACRL Chapters Council Delegate	
<b>Ellen Carey</b>	Director at Large, Community Colleges	<ul style="list-style-type: none"> <li>● Responded to emails as needed.</li> </ul>
<b>Nicole Branch</b>	Director at Large, Private Colleges and Universities	<ul style="list-style-type: none"> <li>● The chair of the Rockman Scholarship Committee needed to take a medical leave. Daniel Ransom (California College of the Arts, and former Rockman Scholarship Committee Chair) agreed to step in as chair.</li> <li>● CARL Research Award Committee: The committee has been inactive since 2014. The former Chair sent over documents that she had. After conferring with Lee and Talitha we decided to hold off on reforming this committee.</li> </ul>
<b>Crystal Goldman</b>	Director at Large, UC	<ul style="list-style-type: none"> <li>● Responded to email as needed.</li> </ul>
<b>Maryann Hight</b>	Director at Large, CSU	Responded to emails Assigned to Conference Proceedings committee

		for 2018 CARL conference
<b>Appointed Members</b>	<b>Role</b>	<b>Add reports here</b>
<b>Kelly Janousek</b>	IG Coordinator	<a href="#">Report attachment</a>
<b>Lindsey Shively</b>	Newsletter Editor	<ul style="list-style-type: none"> <li>• January call for submissions sent out 12/1</li> </ul>
<b>David Drexler</b>	Web Coordinator	
<b>Vacant</b>	Advocacy Liaison	
<b>Vacant</b>	Archivist	