

## CARL Board Meeting #2 Agenda

Friday, June 8, 2018

10:00 am - 12:00 pm

Virtual meeting via Zoom

### Attendees:

Talitha Matlin (President)

Crystal Goldman (UC-DAL)

Liz Galoozis (Private-DAL)

Jenny Yap (Secretary)

Pearl Ly (Past President)

Zemirah Lee (Mentorship Committee Co-Chair)

Yen Tran (Treasurer)

Joseph Aubele (Membership Director)

Ethan Annis (Mentorship Committee Co-Chair)

Lee Adams (VP-North)

Lindsey Shively (Newsletter Editor)

Mario Macías (CC-DAL)

Kelly Janousek (VP-South)

### Absent:

Dave Drexler (Webmaster)

### Absent by notification:

Maryann Hight (CSU-DAL)

Melissa Cardenas-Dow (IG Coordinator)

Nicole Branch (Advocacy Liaison)

Cynthia Mari Orozco (ACRL Chapters Council Delegate)

### Meeting Notes

Items	Discussion	Action Items
1. Welcome, <a href="#">Amend/Approve Minutes</a> a. Introduce new officers 10:01-10:05	Agenda and minutes approved.  Zemirah Lee and Ethan Annis are the new mentorship committee co-chairs	
2. CARL Conference Update (Lee/Talitha/Joseph)	Conference update from Joseph: 81k gross revenues, 74k net revenues	<b>Talitha, Allie, Joseph:</b> complete

<p>a. Final budget  b. Attendees  c. Talitha will organize a call with the conference organizers after the conference report is completed over the summer to investigate how to best structure conference planning team in the long term.</p> <p>10:05-10:09</p>	<ul style="list-style-type: none"> <li>- Biggest discounts were 3+ registrations.</li> <li>- Sponsors and invited speakers received free registration</li> </ul> <p>Most conference proceedings in Google Drive right now</p>	<p>conference report. In August, meet with site organizing company to identify next conference site</p> <p><b>Talitha:</b> send EM to board about when proceedings will be public</p>
<p>3. President Updates (Talitha)</p> <p>a. Remaining 2018 meeting dates</p> <ul style="list-style-type: none"> <li>i. September 14 (Zoom meeting)</li> <li>ii. December 7 (In-person at Berkeley City College)</li> </ul> <p>b. Membership survey -- questions we want to ask?</p> <p>c. Updates to standing rules regarding outstanding CARL Member Award (see Appendix A)</p> <p>d. ACRL Chapter Report due by July 20</p> <p>10:09-10:36</p>	<p>In-person meeting at Berkeley City College. People can ask institutions to pay for travel but if not, they can ask Yen for a reimbursement. There will be a call-in option as well but Talitha strongly recommends coming in person</p> <ul style="list-style-type: none"> <li>- Elected board members should attend</li> <li>- Any appointed board members can attend</li> <li>- Meeting time: 9:30am breakfast, 10am start, end at 2pm.</li> </ul> <p>Member survey: get ideas of what is the value of CARL. lots of organizations are asking this question</p> <ul style="list-style-type: none"> <li>- potential questions about value of awards and recognition, professional development, availability for professional development, what parts of their careers they want support in, any new IG, how they want to be contacted, more opportunities to meet up outside of conference (informal networking),</li> </ul>	<p><b>Talitha:</b> draft member survey by 6/15 and send to board.</p> <p><b>Everyone:</b> send Talitha suggestions on member survey by 6/29</p> <p><b>Lindsey and Mario:</b> work on the community college corner in the newsletter</p> <p><b>Talitha and David:</b> post new standing rules to website</p> <p><b>Pearl:</b> will look for previous ACRL chapter reports and send to Talitha</p> <p><b>Talitha:</b> work on ACRL chapter report. Will reach out to board members for help and upload everything to</p>

	<p>creating community question, list of possible IGs they want</p> <ul style="list-style-type: none"> <li>- Discussion of when to send the survey. Once in August, again in September, close in October.</li> <li>- Draft report of results by December meeting for discussion</li> </ul> <p>Mario: he will send out his survey again as he got 6 responses. But he did receive good information</p> <ul style="list-style-type: none"> <li>- CARL can foster local microcommunities. Many CC librarians need mentorship, research help, connecting with each other</li> </ul> <p>CARL member award standing rules: discussion of proposed changes. Changes approved</p> <p>ACRL Chapter Report: it's due July 20. We can ask ACRL for funding support</p>	<p>Google Drive</p>
<p>4. CARL Board restructuring project (Pearl)</p> <ul style="list-style-type: none"> <li>a. <a href="#">CARL Standing Rules 9.19.16</a></li> <li>b. <a href="#">CARL Bylaws 2.1.17</a></li> </ul> <p>10:36-10:52</p>	<p>Discussion about board roles being more clear.</p> <p>Pearl shared standing rules and bylaws documents and discussed how they are organized, what's been updated, and how we can use them to better document our processes. She had to clean up and clear up a lot of different wordings of bylaws (some things voted by via email was wrong, wrong wording updated, etc)</p>	<p><b>Pearl, Crystal, Lindsay, Kelly, Maryann, Liz:</b> will work on board restructuring ideas and report back during September meeting. Reach out to Cynthia about ACRL Liaison role</p> <p><b>Everyone:</b> read the Advocacy Liaison role document. Send Nicole feedback</p>
<p>5. Membership Report (Joseph)</p> <p>10:52-10:56</p>	<p>Lots of new mentees now!</p> <p>Look at information in Joseph's board</p>	<p><b>Talitha:</b> get Zem and Ethan in touch with Joseph to get accurate</p>

	report	mentorship lists
<p>6. Treasurer Report (Yen)</p> <p>a. Proposed language for additional signatories</p> <p>b. Update on bank account signatories</p> <p>10:56-11:07</p>	<p>Yen went over language for additional signatories. Both VPs will be signatories.</p> <p>Yen had trouble with adding herself as a signatory and with the accountants who needed to finish the 2017 taxes so she hasn't added Kelly as a signatory yet.</p>	<p><b>Yen:</b> Add new information to treasurer's handbook (on Google site now)</p>
<p>7. IG Coordinator Report (Melissa)</p> <p>11:07-11:09</p>	<p>Melissa worked with Kelly to transfer responsibilities of IG Coordinator.</p>	<p><b>Kelly:</b> work with David Drexler to add changes to program manual on website</p>
<p>8. Outstanding Appointed Board Positions (Talitha)</p> <p>a. Archivist -- Rand Boyd has resigned</p> <p>b. Rockman Scholarship Committee Chair</p> <p>11:09-11:14</p>	<p>Talitha didn't want to find archivist until permanent home was found. Still looking for a permanent home.</p> <p>New physical materials aren't much: just the conference proceedings and newsletters</p> <p>Kelly: We've been relying on webmaster to maintain electronic archives.</p>	<p><b>Pearl, Crystal, Lindsay, Kelly, Maryann, Liz:</b> look at need for an archivist during board restructuring</p> <p><b>Talitha:</b> ask Rockman committee if they want to be chair or have them find a new chair. Ask if other folks want to be webmaster otherwise David is happy to continue</p>
<p>9. Awards Liaison Updates (Liz)</p> <p>a. Research Award Committee (Liz)</p> <p>i. Seeking approval to appoint new committee members</p> <p>ii. 10 volunteers with current CARL membership:</p> <p>iii. In terms of encouraging people who haven't been as involved with CARL</p>	<p>Liz put out call for volunteers for Research Award Committee. Total of 5 people will be on the committee</p> <ul style="list-style-type: none"> <li>- She looked at their statements and how much they've been involved in CARL (we want to encourage new people to volunteer)</li> <li>- Also looking for diversity of institutions and experiences</li> </ul>	<p><b>Talitha:</b> send draft email to <b>Liz</b> about Research Award Committee appointments to appointees</p> <p><b>Talitha:</b> follow-up with folks not chosen for Research Award Committee and offer them other opportunities to</p>

<p>(from what I can tell) and considering their statements of interest, I propose appointing Sarah Dahlen, Brian Greene, Katherine Staab, and Jennifer Thompson.</p> <p>11:15-11:23</p>	<p>When Liz reaches out to everyone about the appointments, she will tell other people about volunteer opportunities in CARL</p>	<p>volunteer</p> <p><b>Lee</b> send Talitha names of people not chosen for the Outstanding Member Award Committee.  <b>Talitha:</b> offer those folks other opportunities to volunteer</p>
<p>10. Mentorship Committee Update (Ethan/Zem)</p> <ol style="list-style-type: none"> <li>a. Mentorship Committee Report</li> <li>b. Possible changes to mentor/mentee interest form regarding gender preferences</li> </ol> <p>11:23-11:46</p>	<p>Ethan and Zem share mentorship committee report. 22 mentors and 25 mentees. Good number of mentors are from community colleges. They need to find more mentors and mentees in general</p> <p>What incentives can we offer mentors and mentees? -create a form letter for their dossier</p> <p>Need some kind of onboarding training document for mentors and expectations for mentees</p> <ul style="list-style-type: none"> <li>- Kelly: we did create roles and responsibilities doc</li> </ul> <p>The idea to create webinars for tenure process, putting together a conference proposal, etc for early career librarians</p> <p>Form language for mentor/mentee interest: we ask for gender preference but we don't have them self-identify their gender. Discussion about what we should do about mentor/mentee preferences</p> <p>Talitha: ACRL mentoring form has demographic info that's optional.</p>	<p><b>Zem and Ethan:</b> give an update on their work in September.</p> <p><b>Ethan:</b> Create a form letter for mentees and mentors</p> <p><b>Lee, Talitha, Jenny:</b> send Ethan and Zem mentor/mentee guidelines from other organizations</p> <p><b>Talitha:</b> send ACRL mentoring form to Ethan and Zem</p>

	Maybe we should use their language	
11. Review action items 11:46-11:50		
Meeting adjourned at 11:50		

Appendix A - Board Member Reports

Elected Members	Role	Add reports here
<b>Talitha Matlin</b>	President	<ul style="list-style-type: none"> <li>• Wrote newsletter announcements</li> <li>• CARL Archives transferred to ELAC, but need to find a more permanent home</li> <li>• In progress identifying new appointed positions</li> </ul>
<b>Lee Adams</b>	Vice President-North	<ul style="list-style-type: none"> <li>• Participated in post-conference discussions.</li> <li>• Gave feedback to the conference hotel/AV</li> <li>• Responded to email as necessary</li> </ul>
<b>Kelly Janousek</b>	Vice President-South	<ul style="list-style-type: none"> <li>• Transfer IG Coordinator materials and questions to Melissa. Answered her questions of duties.</li> <li>• Pending signature status on bank account.</li> <li>• Reviewed ACRL Chapters listserve.</li> </ul>
<b>Pearl Ly</b>	Past President	<ul style="list-style-type: none"> <li>• Looked for latest word versions of bylaws and standing rules</li> <li>• Reviewed bylaws and standing rules for updates and recommended changes</li> <li>• Responded to emails as needed</li> </ul>
<b>Jenny Yap</b>	Secretary	<ul style="list-style-type: none"> <li>• Responded to emails</li> <li>• Sent meeting notes from 2016 and 2017 to David Drexler for inclusion on website</li> <li>• Hosted ACRL webcast at Berkeley City College</li> </ul>
<b>Yen Tran</b>	Treasurer	<ul style="list-style-type: none"> <li>• Sorted out issues with the bank re: adding</li> </ul>

		<p>Yen to the account. Still working on removing Pamela and Jordan (previous Treasurers) from account and adding Kelly.</p> <ul style="list-style-type: none"> <li>● Paid Accountants for 2017 tax preparations and other fees: <ul style="list-style-type: none"> <li>○ \$25 Registry of Charitable Trusts</li> <li>○ \$10 Franchise Tax Board</li> <li>○ \$1500 tax preparations</li> </ul> </li> <li>● Resolved issues with Accountants re: previous invoices not getting to Jordan. Paid: <ul style="list-style-type: none"> <li>○ \$950 Annual accounting write up Jan-Dec 2016</li> <li>○ \$150 annual preparation and submission of 2017-1099 and 1096 forms</li> <li>○ \$25 reduced late fees</li> </ul> </li> <li>● Wrote reimbursement checks</li> <li>● Account balance 6/7/18: \$93,760</li> </ul>
<p><b>Joseph Aubele</b></p>	<p>Membership Director</p>	<ul style="list-style-type: none"> <li>● Confirmed members: 422 <ul style="list-style-type: none"> <li>○ 372 Regular members</li> <li>○ 37 Student members</li> <li>○ 13 Retired members</li> <li>○ 136 NorCal members</li> <li>○ 284 SoCal members</li> <li>○ 1 Outside California member</li> </ul> </li> <li>● Membership by Institutions <ul style="list-style-type: none"> <li>○ Community Colleges: 98</li> <li>○ CSU: 125</li> <li>○ UC: 44</li> <li>○ Private: 114</li> </ul> </li> <li>● IG Membership <ul style="list-style-type: none"> <li>○ ALIGN: 90</li> <li>○ CARLDIG: 270</li> <li>○ DIAL: 196</li> <li>○ SCIL: 240</li> <li>○ SCORE: 159</li> <li>○ SEAL: 88</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>● Mentors/Mentees <ul style="list-style-type: none"> <li>○ Mentors: 51</li> <li>○ Mentees: 83</li> </ul> </li> <li>● Answered numerous questions regarding membership, membership status, and CARL 2018 conference.</li> <li>● Moderated CARLALL list <ul style="list-style-type: none"> <li>○ April 2018: 32 messages</li> <li>○ May 2018: 12 messages</li> <li>○ June 2018 (MTD): 7</li> </ul> </li> <li>● CARL 2018 Final Numbers <ul style="list-style-type: none"> <li>○ 266 Registrants <ul style="list-style-type: none"> <li>■ 143 CARL members</li> <li>■ 14 Student members</li> <li>■ 57 Non-CARL members</li> <li>■ 46 Single day registrations</li> <li>■ 6 Sponsor registrations</li> </ul> </li> <li>○ Opening reception tickets: 13</li> <li>○ Total preconference registrations: 51</li> <li>○ Gross Revenues: \$81,272.50</li> <li>○ Net Revenue: \$74,346.18</li> <li>○ Fees: \$4,953.82</li> <li>○ Discounts: \$5,472.50</li> <li>○ Sponsors: \$2,100.00 <ul style="list-style-type: none"> <li>■ Group Discount: \$2,155.00</li> <li>■ Invited Speakers: \$1,175.00</li> </ul> </li> <li>○ Cancellations: -\$997.50</li> </ul> </li> <li>● CARL 2018 Sponsorships <ul style="list-style-type: none"> <li>○ Total Sponsors: 15</li> <li>○ Gross Revenues: \$15,001.56</li> <li>○ Fees: \$819.76</li> <li>○ Net Revenues: \$14,181.80</li> </ul> </li> </ul>
<p><b>Cynthia Mari Orozco</b></p>	<p>ACRL Chapters Council Delegate</p>	<ul style="list-style-type: none"> <li>● Helped facilitate transfer of CARL Archives to ELAC--can house temporarily!</li> <li>● Attending ALA Annual for the ACRL Chapters meetings</li> </ul>
<p><b>Mario Macias</b></p>	<p>Director at Large, Community Colleges</p>	<ul style="list-style-type: none"> <li>●</li> </ul>



<b>Liz Galoozis</b>	Director at Large, Private Colleges and Universities	<ul style="list-style-type: none"> <li>Revised website content for Research Grant website, implemented by Dave Drexel: <a href="http://www.carl-acrl.org/research-grant/research-grant-application.html">http://www.carl-acrl.org/research-grant/research-grant-application.html</a></li> <li>Solicited volunteers for Research Grant committee</li> </ul>
<b>Crystal Goldman</b>	Director at Large, UC	<ul style="list-style-type: none"> <li>Answered questions via email, as necessary</li> </ul>
<b>Maryann Hight</b>	Director at Large, CSU	<ul style="list-style-type: none"> <li>Answered questions via email as necessary</li> <li>Attended CARL Conference</li> <li>Serving as reviewer for CARL conference proceedings</li> </ul>
<b>Appointed Members</b>	<b>Role</b>	<b>Add reports here</b>
<b>Melissa Cardenas-Dow</b>	IG Coordinator	
<b>Lindsey Shively</b>	Newsletter Editor	<ul style="list-style-type: none"> <li>July newsletter callout sent 6/6</li> </ul>
<b>David Drexler</b>	Web Coordinator	<ul style="list-style-type: none"> <li></li> </ul>
<b>Nicole Branch</b>	Advocacy Liaison	<ul style="list-style-type: none"> <li>I have started drafting a more specific role expectations, suggested activities, resources, and potential relaunch of the Advocacy Liaison role. This was sent to the board over email-- your feedback is welcome!</li> </ul>
<b>Vacant</b>	Archivist	