

**AMERICAN LIBRARY ASSOCIATION
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
COLLEGE LIBRARIES SECTION**

EXECUTIVE COMMITTEE MINUTES

June 26, 1999
Fairmont-Gold
9:30 a.m. - 11:00 a.m.

Present:

Carolyn A. Sheehy, Chair
John Jaffe, Chair-Elect
Catherine Rod, Secretary
Jennifer Taxman, co-chair, College Libraries Discussion Group
Mickey Zemon, Member-at Large, Vice Chair-Elect
Mark Cain, Secretary-Elect
Paul Frisch, editor, CLS Newsletter
Tara Fulton, member, Leadership Committee
Lewis Miller, chair, CLIP Notes Committee
Jeanne Sohn, co-chair, Medium-sized Academic Libraries Discussion Group
Charlotte Slocum, co-chair, Medium-sized Academic Libraries Discussion Group
Larry Oberg, Past-Chair
Damon Hickey, Past-Secretary, chair, Leadership Committee
Vanaja Menon, co-chair, 1999 Conference Program Planning Committee
Chris Millson-Martula, co-chair, 1999 Conference Program Planning Committee
Pat Suozzi, chair, Membership Committee
Liz Chabot, chair, Continuing Education Committee
Ray English, member
Charles Getchell, co-chair, College Library Directors Discussion Group
Will Bridegam, chair, Standards Committee
Alice Bahr, chair, Research for College Libraries Committee

I. Welcome and introductions

II. Adoption of agenda

Sheehy added two items to the agenda under new business: CLS Liaisons, and reports from ACRL Leadership meeting and ACRL Sections Council. The agenda was adopted with those additions.

III. Approval of minutes of prior meetings (January 30, 1999 and February 2, 1999)

Minutes of the January 30 and February 2, 1999 meetings were approved.

IV. Old Business

1. CLS committee and discussion group minutes.

Committee chairs were reminded that minutes of committee meetings are due to the section secretary within two weeks of ALA. The secretary will forward them to ACRL.

2. CLS committee meetings and no-conflict times

Both ALA and ACRL enforce no-conflict times. Committees will need to look for meeting times during late afternoons or evenings if there are conflicts.

3. CLS membership meeting at Annual Conference

Sheehy reviewed the script for Sunday's membership meeting. She, current officers, officers-elect, and Larry Oberg will be on the stage. Committee Chairs will report from the floor. Sheehy reviewed CLS achievements for the year: revision of Standards for College Libraries; creation of the first CLS Membership Committee; successful launching of the "First Friday Feast"; initiation of the "Open House and Tour" to be held at Loyola University Library; continued support for the mentoring program for first-time college library directors; numerous publication projects including the new DLS logo and brochure, two CLIP Notes, and InPrint which will be ACRL's first full electronic e-text publication; many programs and discussions at various conferences; and a total re-organization of CLS Executive Committee meetings to streamline the conduct of business. The membership meeting will be one-half hour only.

4. Virtual participation on CLS committees

The Membership Committee will discuss the issue of virtual membership and Pat Suozzi will report on their deliberations at Tuesday's meeting. The requirement that members attend two conferences makes it difficult for many people to participate in committee work. Virtual participation provides a way to broaden committee participation.

V. New business

- Procedures for the setting of policies

This issue of whether committees may set policy is not specifically addressed in the section manual. Committee may propose policy, but those recommendations must go to the Executive Committee for approval. Any policy regarding money must go to ACRL. All policies must be in agreement with ALA and ACRL manual policies. Rod will review the manual, check with the University Library section to see how they address the issue and report back.

- Evaluation of special CLS annual conference events: First Friday Feast

The consensus was that the First Friday Feast was a success and should be continued. What worked: it was a convenient location, the restaurant was wonderful, food and service were excellent, the room was private with an intimate atmosphere, tables of eight allowed for conversation, registration was easy and all was well-organized. How effective was it in bringing in new people? Eight new people attended out of 48 total attendees. Red dots on names tags identified new people. Sheehy offered to meet new people in the hotel lobby and escort them to the restaurant. That worked well. Suggestions for next year: Chair should describe him/herself and have prominently displayed identification in hotel lobby. There followed a brief discussion of whether we could charge new people less for the dinner than other, but the consensus was that it would be difficult to administer. Zemon suggested that the chair follow up with new people by sending a letter. Zemon will draw on them for committee memberships as well. Next year, members-at-large will handle the First Friday Feast and Zemon would like suggestions for restaurants in Chicago. Congratulations to Marilyn Dunn and Mickey Zemon for organizing such a successful event.

- Liaisons to ACRL committees

Zemon reported that liaisons were listed in the ALA handbook and July 14 is the deadline. We need to appoint liaisons from the following committees so they can be listed:

Membership

Leadership

Research

Medium-sized Libraries Discussion Group (to ULS)

Clip Notes (to Publications Committee)

Member-at-Large (to Government Relations Committee if no college librarian is already represented on that committee)

Liaisons will be appointed at Tuesday's executive board meeting.

- Reports from ACRL Leadership Meeting and ACRL Sections Council
- Maureen Sullivan would like comments on the ACRL Strategic Plan for 2002, published in the fall issue of C&RL News. Send them to maureen@arl.org copy to Althea at the ACRL office. The ACRL office needs to have copies of the CLS brochure available to display, distribute at conferences and mail out as appropriate. It was suggested that the brochure also be sent to deans of library schools. There was a discussion as to which CLS committee should be responsible for creating the brochure and which CLS committee should be responsible for distributing it.

There is an existing ACRL brochure which encourages becoming involved in ACRL. Many people have expressed dissatisfaction with the current brochure. Our section needs to have a one sentence description for CLS to go to ACRL for inclusion in a new brochure. We will use the last sentence of the description that is published in our new CLS brochure, with one modification, "development of library services in colleges and small universities." Carolyn will give this new statement to the ACRL office. This change should also be reflected in the by-laws since the current statement only mentions "colleges". John will appoint a by-laws committee to deal with this change.

Filling unexpired terms of section officers is not addressed in the by-laws of some ACRL sections. CLS by-laws do address section officer vacancies.

Social Events: sections are undertaking more social events and need money for deposits, etc. The ACRL Budget and Finance Committee has a motion before it to provide \$1500 support per even for sections to use as a deposit for events. The money must be paid back to ACRL fourteen days before the event. It means more paperwork and restrictions, but sections endorsed the motion. It was suggested that we be allowed to use the ACRL credit card for deposits. Ray English will bring the idea to Althea to take to the Budget and Finance Committee.

ACRL now has a staff member to put web pages directly on the ALA server. John West at Austin College is our current webmaster. The Communications Committee will discuss this to see if it will meet CLS needs. Hickey asked whether ACRL would make decisions on content. Sheehy had not heard this discussed and said that LITA had already moved to the ALA server.

It was agreed at Sections council that section manuals would no longer be published in paper, but would be web-based. CLS already made that decision. Brochures will still be published in paper. Discussion followed regarding which committee should be responsible for maintaining the brochure. Communications created it, but at that time we did not have a Membership committee. Both committees will discuss the issue at their meetings and report back on Tuesday.

- Information and announcements
 1. Liz Chabot reminded everyone that the CLS Open House will be held at Loyola University Sunday, from 5-7 p.m. Take the St. Charles streetcar from Corondolet and Canal.
 2. Will Bridegam reported on the work of the Standards committee. The draft standards have been published in C&RL News, on the CLS web site with a link also from the ACRL web site. A class at the UCLA library school examined the standards as a course project and provided a critique, and it was publicized on the OBEGROUP list. The hearing will be held Monday morning. Jeanne Sohn

remarked that the Medium-sized Academic Libraries Discussion Group would be discussing outcomes assessment in light of the new standards at their meeting.

3. Chris Millson-Martula and Vanaja Menon encouraged everyone to attend the CLS program on Sunday morning. In addition to the keynote speech, there would be three case studies presented. The program has a web site which is linked off of the CLS web page.
4. Pat Suozzi reported that the new membership committee would be discussing virtual membership and would draw up a schedule for contacting new and lapsed members on a regular basis. The committee worked with the Communications committee on the new membership brochure, providing the content.
5. Damon Hickey reported that the Leadership Committee would be sponsoring a discussion Sunday afternoon on shared leadership at three institutions: Wellesley, Gustavus Adolphus, and Grinnell.
6. Lewis Miller reported that the issue of compensation for contributors to CLIP Notes was on the agenda of the ACRL Publications Board and he was waiting to hear their decision. He also called for volunteers for upcoming CLIP Notes. Possible topics include: computer use policies, electronic reserves, and fee-based services
7. Jeanne Sohn reported that she was working on greater publicity for the Medium-Sized Academic Libraries Discussion Group including announcements available in the Conference Center.
8. Jennifer Taxman reported that the College Libraries Discussion Group was co-sponsoring the shared leadership program on Sunday afternoon.
9. Alice Bahr reported that Larry Oberg had arranged to have a college librarian as a member of the contributed papers subcommittee for the ACRL national conference, but the individual read no papers. Both Zemon and Fulton had served as readers for previous ACRL conferences. It is important the college librarians be represented on future contributed papers subcommittees.

Sheehy suggested that the CLS chair send a letter to the planners of the national conference to encourage representation of college librarians.

10. Zemon commented on time-slot problems. Many programs were in competition with each other because of the few slots available. She asked whether committees could look at late afternoon slots for meeting times. Sheehy promised to discuss this issue further at Tuesday's meeting and also determine which committee would be responsible for the new CLS brochure.

VI. Adjournment

The meeting was adjourned at 11:00 a.m.

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**AMERICAN LIBRARY ASSOCIATION
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
COLLEGE LIBRARIES SECTION**

EXECUTIVE COMMITTEE MINUTES

Tuesday, June 29, 1999
Conference Center Room 165
9:30 a.m.

Present:

Carolyn Sheehy, Chair
John Jaffe, Chair-elect
Catherine Rod, Secretary
Mark Cain, Secretary-elect
Jennifer Taxman, co-chair, College Libraries Discussion Group
Alice Bahr, chair, Research for College Librarianship Committee
Liz Chabot, chair, Continuing Education Committee
Will Bridegam, chair, Standards Committee
Pat Weaver, co-chair, College Library Directors Discussion Group
Bill Brown, ACRL Board Liaison
Jeanne Sohn, co-chair, Medium-sized Academic Libraries Discussion Group
Mickey Zemon, Member-at Large, Vice-chair Elect
Damon Hickey, Past-secretary, chair, Leadership Committee
Pat Suozzi, chair, Membership Committee
Cecilia Knight, co-chair, College Libraries Discussion Group
Marilyn Dunn, Member-at-Large
Vanaja Menon, co-chair, 1999 Conference Program Planning Committee
Tara Fulton, member, Leadership Committee

I. Welcome and Introductions

Sheehy introduced Bill Brown, our liaison from the ACRL Executive Board.

II. Adoption of Agenda

The agenda was adopted with the following additions under Old Business: distribution of CLS brochure, CLS committee meetings and no-conflict times, and virtual participation on CLS committees.

III. Old Business

1. CLS Brochure

Members of both the Communications Committee and the Membership Committee agreed that the Membership Committee should be responsible for the storage and distribution of the CLS brochure (including providing the ACRL office with an adequate supply). The Communications Committee is responsible for the creation of the CLS brochure. Melinda Dormandy from Lake Forest College has the master for the brochure.

2. CLS committee meetings and no-conflict times

Time slots for meetings are a problem. Too many things are scheduled simultaneously. ACRL and ALA enforce non-conflict times, so committee chairs were encouraged to look for alternative times for meetings.

3. Virtual participation on CLS committees

There is some concern that virtual participation will discourage members from attending ALA conferences, however some CLS committees would like to experiment with it in order to allow more member involvement on committees. Many CLS members cannot afford to attend two out-of-state meetings a year. The CLS Membership Committee will investigate the possibilities. LITA has developed guidelines we can look to and CLIP Notes is ready to start. It was agreed the CLS will experiment with virtual membership next year. Com to Midwinter with a list of possible virtual members, committees, and guidelines for participation.

IV. New Business

- Clarification of status of web site. Listserv, and newsletter

The CLS Executive Committee agreed that the CLS newsletter was an official organ of CLS and that the web site and listserv were not official organs of CLS. Zemon commented that it is not obvious from the CLS website that people should use the

ACRL committee form to volunteer for CLS committees. It should be highlighted on our web site to avoid confusion. Rod will forward this concern to the CLS webmaster.

- Evaluation of special CLS annual conference events: program, discussions, hearing

a. Vanaja Menon reported about 500 people attended the CLS program. Initial examination of the evaluation forms indicate most people rated the program quite highly. Response to the keynote speech was divided, but the case studies were rated "excellent" by 62.7% of the respondents. Sheehy thanked the program planning committee on behalf of the section for an outstanding job. A brief discussion of future program ideas took place.

b. Jeanne Sohn reported that the Medium-sized Academic Libraries Discussion Group was attended by eighteen people. The discussion group was mentioned twice in *Cognotes*. Sohn commented that people in that discussion had little familiarity or experience with outcomes assessment.

c. Cecilia Knight reported that the Leadership Discussion Group was attended by thirteen people, probably down due to the number of conflicts during that time period. The topic was shared leadership and included examples from Wellesley, Gustavus Adolphus, and Grinnell. The discussion was co-sponsored by the College Libraries Discussion Group.

d. Liz Chabot reported that the open house at Loyola University was a success. The transportation by streetcar was unique and fun. She thanked Mary Lee Sweat and her staff for a wonderful experience.

e. Will Bridegam reported on the hearing for the draft CLS Standards.

There was a good, substantive discussion with some excellent comments on the standards, but it is clear there is a need to educate people about outcomes assessment. The Standards Committee would be willing to participate in a program devoted to that topic. The goal is to have the standards ready for acceptance by midwinter. There are four levels of approval which must take place before they are adopted:

CLS Executive Committee
ACRL's Standards and Accreditation Committee
ACRL Board of Directors
ALA Standards Committee

A program or discussion of the approved standards would then take place at the annual conference in Chicago. Bridegam will make the latest version of the standards available on his web site along with information expressing the latest thinking of the committee. Fulton recognized Bridegam's personal style as a key to the success of the committee's efforts and suggested that a program featuring people who have used the standards be planned for 2002. Sheehy also congratulated Bridegam and his committee on their remarkable accomplishment.

We are the first section to revise its standards based on outcomes assessment, and it appears that we will be six months ahead of our timetable for reaching that goal.

f. Pat Weaver reported on the College Library Director's Discussion

Group which was attended by twenty-two directors. Attendance was down due to the competition from other programs scheduled at the same time. There were two discussion topics: serials and human resources. Zemon asked whether it might be a good idea to have a joint discussion with both the directors and the college libraries group. Directors would probably not be open to that due to the confidentiality of many of their discussions.

V. Information items and announcements

1. Liz Chabot reported for the 2000 Program Planning Committee. There are now co-chairs of this committee. The 2000 program will be co-sponsored with the University Libraries Section. Plans are to have a college visionary as a keynote speaker with a panel of librarians to react or pose questions to the speaker. She asked for suggestions of names for keynote speakers. The program will be held on Saturday, July 8, from 2-4 (the ULS program slot). That would leave the CLS spot on Sunday morning for a discussion on the new standards.
2. Zemon suggested that the by-laws needed revision on a continuing basis and recommended that the past chair and past secretary work with the current chair and secretary to present revisions. This group would be responsible each year to review the bylaws. It was agreed. Sheehy will serve as chair of next year's bylaws committee.
3. Liaisons to ACRL committees were specified to the following committees.

ACRL Membership—Pat Suozzi
University Libraries Section—Jeanne Sohn
ACRL Research—Alice Bahr
Leadership—Susan Richards

If no college librarian is currently serving on the ACRL Government Relations Committee one of the Members-at-Large will be the liaison.

4. Liz Chabot reported that the continuing education committee was considering a program on library/computing relationships which would include a swap and shop for handouts. Sheehy pointed out that a CLS discussion on computer center/college library relationships had been held at ALA Annual in San Francisco, but because of continuing interest in this subject, another program might be warranted.

V. Information items and announcements

On behalf of the section, Jaffe commended Sheehy on her effectiveness as CLS Chair this year.

VI. Adjournment.

meeting was adjourned at 10:00 a.m.