

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

EXECUTIVE COMMITTEE MINUTES

July 8, 2000

McCormick Center, Room MCC E253d

8:30 a.m. – 11:00 a.m.

Present:

John Jaffe, Chair

Mickey Zemon, Vice-Chair/Chair-Elect

Mark Cain, Secretary

Carolyn Sheehy, Past Chair

Susan Richards, Member-at-Large; Chair, Communications Committee

Florence Goff, Incoming Secretary

Scottie Cochrane, Incoming Vice-Chair/Chair-Elect

Will Bridegam, Chair, Standards Committee

Jo-Ann Michalak, Incoming Chair, Medium Sized Libraries Discussion Group

Charlotte Slocum, Co-Chair, Medium Sized Libraries Discussion Group

Pat Suozzi, Chair, Membership Committee

Alice Bahr, Chair, Research for College Libraries Committee

Charles Getchell, Chair, College Libraries Directors Discussion Group

Lewis Miller, Chair, CLIP Notes Committee

Damon Hickey, Chair, Leadership Committee

Catherine Lee, Editor, CLS Newsletter

Melinda Dermody, Incoming Chair, Communications Committee

Rita Gulstad, Incoming Chair, Continuing Education Committee

Lois Cherepon, ACRLS Board—CLS Liaison

Helen Spalding, ACRL Councilor

I. Welcome and introductions

II. Adoption of Agenda

Approval of minutes from January 15, 2000 and January 18, 2000 was deferred until the July 11 meeting.

III. Helen Spalding Spring 2001 ballot for Vice-President/President-Elect of ACRL

[Secretary's Note: This item occurred in the middle of the New Business portion of the agenda.]

Helen Spalding attended the meeting as a guest. She was interested in hearing our ideas. We talked with her about virtual committee membership. She expressed a concern that membership throughout the Association is down. ALA is looking at this issue. Helen will look

into why the deadline for special events is so tight [see below]. We also discussed with her some of the difficulties with program planning, scheduling and location selection. The group asked Helen when decisions will be made about CLS programs/sessions proposals for the ACRL national conference. Susan Richards responded that the first cut decision on panel sessions will be made at the conference here and then final decisions in August.

IV. Old business

1. Committee Minutes

The Chair reminded all committee chairs to forward minutes to the Secretary of the section within two weeks of the annual conference. [Secretary's Note: See also the discussion under Communications Committee, below. Minutes from the 2000 Annual Conference should be sent to Mark Cain at mark_cain@mail.msj.edu.]

2. Virtual Participation progress & proposal

Program 2001 Committee experimented with virtual committee participation. CLIP notes did two virtual meetings, using chat (AOL Instant Messenger). They worked well. Some issues: when you're in your own library, it's difficult to schedule meetings, because things come up. The committee had to schedule a meeting date and time and an alternate date and time in order to get a quorum. Yet it did get a quorum and get its business done. One of the benefits of using chat is that it automatically creates a full transcript of the meeting, but verbal cues are missed; in addition, few people can type as fast as they can think. There was a brief discussion about the virtues of discussion lists rather than chat sessions for committee work. Scottie talked about using conference calls. They provide some advantages, but someone has to pay for the calls, and the scheduling issue still exists. It was agreed that various types of electronic communication can be combined to enhance virtual participation and that no one means will do everything needed.

V. New Business

1. ACRL Sections Council Report

The business at the Sections Council session primarily consisted of a discussion of what was required of officers and when things were due. Council also talked about initiative funding [see below]. There was also a discussion of how Sections Council could be reconfigured to provide a richer forum for exchanging information among sections, rather than just being a place to receive information from ACRL. John also described a new ALA publicity campaign that soon will be unveiled.

Lois Cherepon introduced herself as the CLS Liaison on the ACRL Board.

2. Election Results

John Jaffe reported that Paul Frisch is the new Member-at-Large, Scottie Cochrane is the new Vice-Chair/Chair-Elect, and Florence Goff is the new Secretary.

3. Friday Night Feast

There were 63 attendees at the Berghoff Restaurant for the feast. We have a July 30 deadline for submitting the ACRL Special Events Form for the third annual Friday night feast in San Francisco (2001 Annual Conference). ACRL must handle the payment directly, which means a longer lead time. We need to have our restaurant selected by July 31, and we need to get the money in the ACRL office well in advance.

4. Initiative Proposal

We focused our proposal on addressing the ACRL strategic plan by seeking support to do a member survey. It was not funded. Lois Cherepon suggested that we resubmit, making modifications as needed, and also ask the ACRL Board to provide more information about why the proposal was not funded. The Board is meeting today at 2 p.m. and again at Tuesday, also at 2 p.m. The first 27 minutes of the meeting is an open mike session, and it is an opportunity to get section ideas and concerns before the board. Mickey raised the issue that there needs to be better guidelines or better feedback on proposal ideas both before and after a proposal is submitted.

5. Committee Appointments

We put the committee volunteer form on the web page; over 40 people volunteered. We will want to keep track of the response generated as a result of this web accessibility. Mickey distributed a list of all the committees and individuals assigned to them. At the July 11 meeting, we will discuss the committee structure and the appropriate numbers of people on the committees. [Secretary's note: We did not do this, so this might be an agenda item for Midwinter.]

A concern was expressed that the section is not always adhering to the ALA rule about term limits for committee participation. There is a two-term limit, but in a very few cases some people are on committees far longer than that. This issue will be put on the agenda for Midwinter.

6. Nominating Committee Report

Mickey Zemon thanked the Committee, which consisted of Will Bridegam, Janis Bandelin, Marilyn Mitchell, and Susan Richards, for putting together the slate of candidates. They are:

Mark Cain and Charles Getchell for Vice-Chair/Chair-Elect

Alice Bahr and Dena Hutto for Secretary

Lis Chabot and Lewis Miller for Member-at-Large

7. Conference Program 2000 Committee

There are two programs at this conference. The first is entitled "Applying the New Standards for College Libraries" (Sunday, 10 a.m. at McCormick N228). The CLS business meeting will precede the program at 9:30.

The other program is sponsored jointly with the University Library Section. It occurs today from 2-4 p.m. at McCormick S103. The session title is "20/20 Vision for the Future." Keynote speaker is John Lombardi, former President of the University of Florida. There is a reaction panel of three librarians, including Michelene Jedrey from CLS.

8. Conference Program 2001 Committee

Mickey reported on behalf of Marilyn Dunn. Approval for the CLS program is still pending. The title of the proposed session is "Virtual Space/Virtuous Place." Samuel Demas of Carleton College will discuss how he has used the library as a cultural center. Dr. Laverna Saunders from Salem State will discuss the virtual library. The Committee is looking for a keynote speaker.

9. Bylaws Revisions

In January, Carolyn Sheehy was given the charge to oversee revising the Bylaws. Carolyn reviewed the proposed changes with the group. One major issue raised was the composition of the Executive Committee. Right now, the official Executive Committee is just the officers, but actual practice is that committee chairs also serve as part of the committee. We will not move the Bylaws forward now, but form a small working committee to analyze this issue and the issue of term limits on committee assignments. John, who now assumes the role of past chair of the section, will chair this group. Membership will also include the incoming section Chair (Mickey), current Secretary (Florence) and Past Secretary (Mark).

10. CLS membership meeting at Annual Conference

This will be a very brief session, including a pitch for membership in the section.

11. Standing Committee Reports

- CLIP Notes Committee: A written report was distributed. CLIP Note 29— *Library Web Site Policies*—is out. Some other ideas for items in the series are being considered.
- Communications Committee: There will be a meeting this afternoon. The Committee will continue to work with the newsletter editor, listserve owner and website editor.

Susan Richards raised the issue of posting "the unapproved" minutes of two committees. The webmaster is proposing that only approved minutes be posted on the web site and that the site be the official section archive. After some discussion, the Executive Committee recommended that the Communications Committee discuss the possibility of having all minutes finalized within two weeks of the conference, voted on virtually, and then sent to the Secretary of the section. The Secretary will then send the final versions to the ACRL office and to John West directly for posting on the web site. The Communications Committee will discuss this at their meeting at Conference and return to the Executive Board with a final recommendation.

Mickey reminded the Secretary that the CLS manual needs updating. This is one of the responsibilities of the Past Secretary. Mark will work on this during the summer and fall and bring forward the proposed changes for a vote at Midwinter.

- Continuing Education Committee: The Committee is talking about the ACRL National Conference proposed program for 2001. It is also participating with the Standards Committee in helping with this Sunday's on the standards. We are also helping develop a conference program proposed at Executive Committee. This program is about the work college librarians do in recruiting to the field.
- Leadership Committee: The Committee has not met yet at the conference. It will report on Tuesday.
- Membership Committee: The Committee has not met yet at the conference. It will report on Tuesday.
- Research for College Librarianship Committee: The Committee has been working on two tasks. First is a joint panel discussion at Midwinter with the CLIP Notes Committee on mentoring opportunities in ALA for publication and research. Second is a publication entitled: *In Print: Research Opportunities for College Librarians*. Because it uses a database and a web interface, it's a moving target. As a result, it's been challenging to produce. The committee is also interested in working with other committees within ACRL to promote setting up a database of research interests, i.e., things librarians are thinking about researching. It may be a good tool to identify collaborators for research projects.
- Standards Committee: The Committee plans a follow-up program at ACRL National as well as the possibility of publishing through ACRL. The CLS web site also has good information about the work on the new standards.
- College Libraries Discussion Group: The Group will meet on Sunday, from 4:30-5:30 p.m., in MCC S504b-c.
- Medium Sized College Libraries Discussion Group: This group will meet in MCC N136 from 2-4 on Sunday. The topic is "Fear of Fund Raising."
- College Libraries Directors Discussion Group: This group will also meet Sunday, 2-4 p.m. The location is MCC N426a. Tara Fulton will join as co-chair of this group after the annual conference.

VI. Information items and announcements

Mickey asked if we could consider holding the wrap-up Executive Committee meeting on Monday afternoon instead of Tuesday morning. The Committee will discuss this at its Tuesday meeting.

John had several items for distribution.

VII. Adjournment

Respectfully submitted.

Mark Cain

Secretary

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**AMERICAN LIBRARY ASSOCIATION
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COLLEGE LIBRARIES SECTION**

EXECUTIVE COMMITTEE MINUTES

July 11, 2000

Marriott Downtown, Room Ohio, Northwestern

8:00 a.m. – 11:00 a.m.

Present:

John Jaffe, Chair

Mickey Zemon, Vice-Chair/Chair-Elect

Mark Cain, Secretary

Carolyn Sheehy, Past Chair

Susan Richards, Member-at-Large; Chair, Communications Committee

Florence Goff, Incoming Secretary

Scottie Cochrane, Incoming Vice-Chair/Chair-Elect

Will Bridegam, Chair, Standards Committee

Pat Suozzi, Chair, Membership Committee

Alice Bahr, Chair, Research for College Libraries Committee

Charles Getchell, Chair, College Libraries Directors Discussion Group

Damon Hickey, Chair, Leadership Committee

Melinda Dermody, Incoming Chair, Communications Committee

Lis Chabot, Chair, Continuing Education Committee

Tara Fulton, Incoming Co-Chair, College Libraries Directors Discussion Group

Marilyn Dunn, Chair, Program 2001 Committee

Cecilia Knight, Co-Chair, College Libraries Discussion Group

I. Welcome and introductions

II. Adoption of Agenda

III. Approval of minutes of prior meetings (January 15, 2000 and January 18,2000)

The minutes of both meetings were approved.

IV. Old business

1. Program 2000

There was a good reaction to the program on applying the new "Standards for College Libraries." Over 300 persons attended. At the business meeting before the program, the persons who developed the new standards were honored for their work. In the evaluations, it was clear that everybody wants applications and concrete examples. The evaluation forms for the program provided an opportunity for people to request information and to receive a contact to become more active in CLS. A number of people indicated they wished to be contacted. Also on the evaluations, we got some suggestions for future program topics.

Will Bridegam offered up a few cautions for the future, as we provide guidance to libraries on how to implement the standards. College libraries must win the support of the accrediting agencies and work with them. As we provide examples to others, we must be very careful not to put other institutions in an awkward position. Will recommended sharing aggregate data rather than actual data for individual institutions whenever possible.

2. Joint ULS/CLS Program Report

The CLS/ULS joint program on Saturday, "20/20 Vision for the Future," was well attended. It was also well received and reviewed in *Cognotes*. The ULS program chair said that the evaluations for Mich Jedrey's participation were very favorable. Several people said she was the best librarian on the panel. The session was an excellent example of collaboration between the two sections.

3. Virtual membership pilot proposal

The Executive Committee approved sending it forward to the ACRL Board for their review at Midwinter. Meanwhile we'll move forward in the implementation. The CLIP, Research and Membership committees are the only ones for now that may have virtual members. We will put the virtual membership policy document on the web site so prospective participants will know what they're getting into. In addition, when a chair does a call for members, s/he can give some indication of what will be expected of a virtual member. Committees will need to develop job descriptions for virtual members; we will discuss these, along with all the officer job descriptions, at Midwinter.

On the subject of job descriptions, Florence and Mark are reviewing the description Mickey did for her position and are developing a similar description for the Secretary and Past Secretary jobs. They will develop a template for others to use. Florence will send out the template at the time she calls for job descriptions. The descriptions will be due around November 1. We will review them at Midwinter.

V. New business

1. 2nd Executive Committee Meeting Time consideration

We will schedule the Midwinter wrap-up meeting for Monday so we can all get out a day earlier. We'll see how it goes. If ACRL changes the time slot for its President's Program at

Annual, as a result of new track system, it may be possible to move the Annual wrap-up meeting to Monday as well, but for now it will remain on Tuesday morning.

2. Program 2001

Marilyn Dunn, Chair of the 2001 Program Committee reported on the proposed program "Virtual Space/Virtual Place. More detail is now available on the program. Laverna Saunders will speak on the transformation of libraries over the past 10 years. She'll stress the collaborative spirit necessary to integrate "the traditional library, the virtuous spaces of intellectual discourse and cultural activity, with newer electronic learning environments." [from the proposal] She represents a public college with residential and commuter populations. Sam Demas, from Carleton College, will talk about the library's mission as a cultural center of the college, and the kinds of partnerships necessary to put this together for art shows and other programming. A key point in the presentation is that college libraries are not just delivery systems but places. We then have some other options. The Committee is considering a prominent librarian to give a keynote speech; another alternative is to have a panel. The Committee will put out a call for digitized images of good spaces. If you have any ideas for how to fill out this program, let the Committee know.

3. Standing committee reports

- CLIP Notes Committee: There is no additional report beyond the written one submitted on Saturday.
- Communications Committee: The Committee submitted the following motion, as amended by Carolyn Sheehy. The committee moves that:

The Executive Committee and Standing committee minutes be approved by committee members within two weeks of the midwinter and annual meeting and then immediately be sent to the CLS Secretary, who will then send a copy of said minutes to the Web editor. (This will be in the body of an e-mail message). And that the CLS Web site serve as the formal archive for approved section minutes.

The motion was approved by the Executive Committee.

The Communications Committee Chair cautioned all new committee chairs: Requests for posting information on the CLS web site must not be submitted directly to the webmaster. They must go through the Chair of the Committee, the CLS Section Chair or, in the case of minutes, through the Secretary.

- Continuing Education Committee: The incoming Chair, Rita Gulstad, wants to do some things besides programs, e.g., video training on topics such as applying the new standards. She is also interested in an interactive tutorial on statistics for librarians.

Hugh Thompson has expressed interest in ACRL publishing the workbook the Standards Committee produced. We want to make sure that the Continuing Education Committee does not duplicate this work.

- Leadership Committee: The Committee is working on a panel program proposal for ACRL national on "The College Library Directorship as a Career Alternative for Mid-Level University Library Managers." Larry Hardesty is also developing a program related to the mentoring process. The Committee has sketched the outlines for a journal article on the recruitment process for college library directors. The target audience is not librarians, but a broader higher education readership, essentially individuals, such as provosts, faculty, etc., who would be involved in the recruitment process. The Committee also discussed some program possibilities for future conferences and relationships we might want to establish in order to do those programs.
- Membership Committee: The Committee discussed what needs to happen in order to have a Friday night feast in San Francisco. We may need a virtual member to handle local arrangements. We do have a suggested restaurant now. We have to submit the request to ACRL by July 30. If you have any other suggestions for restaurants or people to help, let Patricia know.

We also discussed the membership survey. As was mentioned at the July 8 Executive Committee meeting, our proposal for Initiative Funding to perform this survey was turned down. ACRL is going to do a membership survey of its own, and they asked for comments from the Committee by July 30. The committee is investigating if there is information in the survey that can be extracted for CLS purposes. We want to know if we will be able to get a subset of the data, including membership list data.

Some concern was expressed by the Executive Committee about how ALA runs labels far in advance of a mailing, so if addresses are changed, many pieces in the mailing may be mis-addressed.

The Membership Committee also talked about the ACRL new member mentoring program, and will be considering how we can talk CLS members into being mentors as part of this program. The Committee would compile a packet of information for the mentor that would have the CLS brochure and other section information; these materials could then be given to the mentee.

- Program Committee 2001 -- Virtual Space/Virtuous Place

[Secretary's note: see above.]

Research for College Librarianship Committee: Along with the CLIP Notes Committee Chair, the Committee came up with a Midwinter discussion, tentatively entitled, "1-800 publish: helplines for advancing yourself in [and] the profession." [The discussion will include three pairs of mentors/mentees, one from the ACRL Research Committee's Research Mentoring Project, one from CLIP Notes, and a third from *Publications in Librarianship*. Topics include how to find help from ACRL to start and finish a research project, how to get help to suggest and complete a CLIP Note publication, and how to turn a dissertation into a book.

- Standards Committee: Nothing new to report.
- College Libraries Discussion Group: This group met Sunday, from 4:30-5:30. Six people came. Topics included distance learning, contracts for electronic

resources, servicing a combined public and academic clientele, academic contracts (professionals on 9 month contracts trying to keep a place open for 12 months), nontraditional models for libraries, and finding a home within ACRL.

Concern was expressed that the name of this discussion group isn't very descriptive, which is why attendance isn't as high as it could be. It was proposed that the name be changed to the College Librarians and Staff Discussion Group. The motion carried. A formal request must be sent to CLS Secretary to make this change in the CLS Manual. Scottie will communicate this change to ACRL and ALA. Mickey will let John West know for the web site.

- Medium Sized College Libraries Discussion Group: This group will submit a report separately.
- College Libraries Directors Discussion Group: The group met Sunday afternoon; it had 28 participants. We tend to have more attendance at Midwinter, because there is less competition. We had an international visitor from Japan, a former college librarian going on to teach library science. We also had a product manager from the American Chemical Society. Topics of discussion included buildings, fundraising, e-everything, the expanded roles of libraries on campus, and disposing of unwanted treasures in the collection. We had four new directors or individuals going into new jobs.

A question was asked as to how can we avoid scheduling both the directors and medium sized discussion groups at the same time. We are going to try to avoid this. Mickey will talk with the medium size group about finding another time.

VI. Status of college librarians

College librarianship is different from university librarianship. It is more collegial than administrative, more generalist than specialist, less hierarchical. Will Bridegam doesn't feel we have discussed this adequately, including faculty, academic and classified status. We need definitions, qualifications, statistics, regional differences. The AAUP status statement about academic librarians doesn't really describe us. We need to talk about aspirational versus reality, i.e., what we aspire our status to be rather than what it currently is. Will would like to propose a new committee to, among other things, develop a status document. The document would describe both college librarians and support staff. The document may lead to something that we also need: standards for college librarianship. Will and Scottie will draft a proposal for consideration at Midwinter.

VII. ACRL annual Conference Denver -- Status of Planning and CLS involvement

The Leadership Committee has proposed two sessions for the conference, and Carolyn has submitted one on behalf of the Continuing Education Committee on recruiting students to the profession. There will also be a program on applying the new Standards for College Libraries.

In the past, the section has tracked how many proposals were submitted/presented by and about college libraries. We'd like to do that again. Susan Richards will provide that information about panel presentations. The Executive Committee agreed that the Research Committee is an

appropriate group to track this information. We'd like to know the number of submissions and number of actual ones presented for contributed papers, poster sessions, panels, pre-conference sessions and workshops at ACRL national conferences. The large presentations are the main ones to track, so we'll leave the final decision up to the committee as to what to track and how. That committee can draw on the Continuing Education Committee to help do that work, as well as use the mentor program in the Research Committee.

VIII. Reminder

Send **approved** minutes of meetings to the CLS Secretary within two weeks of the conference.

IX. Timetable for Guidelines/CLS manual revisions

This and job descriptions are going to be due the first week of November. Everyone is asked to send the job descriptions to the new CLS Secretary, Florence Goff, and suggested changes to the CLS Manual to the Past Secretary, Mark Cain.

X. Committee Term Limits

There was a Discussion about the two-term limit for committee assignments. This is an ALA/ACRL limit, not one imposed by the section. We will try to conform to it but use our own judgment and not worry about it if we have some assignments beyond the two terms.

XI. Information /Announcements:

1. First call for Midwinter Agenda Items

So far, the following items have been proposed for the Midwinter agenda:

- Discussion of committee structure
- Bylaws revision
- Manual revision
- Job descriptions for officers and committee chairs
- Job descriptions for virtual membership
- College librarians and staff status committee

[Secretary's note: other ideas should be sent to Mickey Zemon.]

2. The Paraprofessional of the Year Award is new. If you have staff you think would be good candidates, you are encouraged to nominate them.

3. John thanked the Executive Committee for a good year, and the Committee thanked him for his leadership.

XII. Adjournment

Respectfully submitted.

Mark Cain

Secretary