

ACRL-CLS Executive Committee Meeting Minutes

June 24, 2006 (Sheraton New Orleans Hotel, Room: Gallier 8 a.m.-10a.m.)

In attendance: Robin Wagner, Chair (Gettysburg College); Lisabeth Chabot, Vice-Chair (Ithaca College); Christopher Barth, Secretary (Kenyon College); Alice Bahr, Member-at-Large (Salisbury University); Dawn Thistle, Member-at-Large (Assumption College); Ann Watson, CLIP Notes (Denison University); Philip Swan, Communications (Hunter College); Irene Herold, Conference Program Planning 2006, College Library Directors (Keene State College); Lynda Duke, Conference Program Planning 2007 (Illinois Wesleyan University); Cecilia Knight, Conference Program Planning 2007 (Grinnell College); John Jaffe, Leadership (Sweet Briar College); Kendra St. Aubin, Membership (Bridgewater State College); Steven Bell, Research (Philadelphia University); David Wright, College Library Directors (Mississippi College); Lori Goetsch, ACRL Board Liaison (Kansas State University); Kitty McNeil, Incoming Membership (Oxford College/Emory University); Rob Lenholt, Incoming Research (Stetson University); Debra Rollins, Incoming Continuing Education (Louisiana State University-Alexandria).

Call to Order and Introductions

Ms. Wagner called the meeting to order at 8:04 with introductions of those present.

Approval of Agenda

Ms. Wagner added the annual conference program task force and the issue that each group does not have to have a program each year to the Other Business section of the agenda.

Approval of Minutes from Annual 2005

The minutes were moved and approved as published on the ALA website.

Officer's Report: Chair (*Robin Wagner*)

Ms. Wagner thanked Ms. Herold for her excellent work in preparing the program for this conference. She also thanked Ms. Chabot for the appointments to committees. We have a number of outgoing chairs this year and she thanked everyone for their good service.

Ms. Wagner apologized for the conflict over the ACRL President's Program on Monday. Originally, this was not the case. She asked that those who are managing committees post meeting reports to the email list so that folks can review them ahead of Monday.

The Friday Night Feast was a wonderful experience again this year. A few comments were raised: 1) Regarding guests, if there is space, they are welcome to attend, though they need to pay the full price not the subsidized price. 2) ACRL does not routinely send out confirmations, unless a receipt is requested. The wording for this should be amended for next year. 3) We may want to extend invitations to liaisons to CLS. 4) Other groups are interested in joining us, is this something we're interested in? 5) The issue of how to handle cancellations/substitutions.

Ms. Wagner distributed our budget where there are funds available and she asked if anyone knows of expenses coming in prior to August 15. The brochure has been completed and the budget spent. ALA does not allow us to carry over funds to the next

operating year. We tried to have Alexander Street Press to sponsor a break for the program, but this did not materialize. We discussed the purpose of the Basic Services line. The suggestion was made to use these funds to provide a reception at a local college library at the Annual conference. Another suggestion was to establish a CLS award recognizing some outstanding achievement in college librarianship or an award for innovation at college libraries. Another proposal from the Leadership committee is reducing costs for the New Directors Mentorship program. Another suggestion was to add color to the newsletter.

From the Sections Council, Ms. Wagner summarized the discussion of improving professional development opportunities and expanding program availability beyond the conference. ACRL has money for new initiatives in 2008. We received some money for 2006 for Research. ACRL is in Baltimore next year in April and committees are reviewing submissions for panels and presentations and posters may still be submitted. We also learned that we don't necessarily have to have a program for each year. Budget requests above and beyond our standard budget also must be prepared and submitted.

Liaisons Report: ACRL Board (*Lori Goetsch*)

Ms. Goetsch as ACRL Board Liaison gave a brief overview of the concern from ACRL that competition at Annual between sections and ACRL is reducing the value of the conference. Should ACRL look at alternatives, and how can we continue programming beyond conferences (using electronic meetings, taking meetings on the road, etc.) An ACRL Board task force looked at this and proposed alternatives at leadership yesterday and discussion occurred at the Sections Council. ACRL is seeking feedback on the magnitude of the problem and creative ideas to address it.

The suggestion was made to expand co-sponsorship and for ACRL to provide incentives for co-sponsored programs with others. Scheduling was also raised as an issue due to the uniform start times reducing the ability to float between offerings. The point was raised that CLS should always offer a program, and there needs to be vigilance to make sure that the program offered is relevant to small college libraries. This may be an issue with co-sponsoring an event with ULS or another group. Wider distribution of program materials would also be beneficial for those unable to attend specific events. Another idea was to have a conference planning review group to provide greater oversight over the broader conference scheduling. Perhaps ACRL could have a focus, and perhaps offer one hour each to ULS, CLS, and Community Colleges on a common theme. Business meetings and other scheduled events also conflict with program scheduling. If we were to not offer a program every year, we should try to off-year with ACRL so that we don't double book to be easier on local budgets. There would also be difficulty trying to get presenters to attend other regional or state events. A way to distribute video of conference materials would also help distribution. The ACRL Virtual Conference worked well, and perhaps that is a model. Locations/logistics of events is also an issue because things seem to be scattered across town making it a huge challenge to get from one event to another. Taking advantage of combining an event with a meal also decreases conflicts. Separating business days from program days would also provide some reduction in conflicts.

The ACRL Board spent some time this meeting focusing on structure (both section structure and board structure). There are some small sections that are really struggling and have a hard time finding volunteers for committee service. An idea floating around is to expand the options that groups have to form within ACRL so that it is not just as a section or discussion group. Perhaps small sections could disengage as a section and reengage as a special interest group and focus more on content and less on administration. A concern is that by giving up section status, they lose resources (modest they may be). Perhaps sections have not changed to reflect the broader contexts of today's libraries. ACRL is interested in moving more toward a skills-based or content-based board structure, broadening the representation on the board. Exactly how this might be accomplished is unclear, but it is a general thought and goal for broader discussion. The only entity within ALA that is required to have bylaws is the parent entity, which need ACRL and CLS don't really need to have bylaws. The possibility therefore exists to construct a more flexible and nimble division and section.

Finally, the membership survey results have been tabulated and circulated, though we did not receive the CLS section data yet. Mary Jane Petrowski has coordinated this from ACRL. These will be circulated more broadly once they are received.

Ms. Goetsch asked for any other comments for the ACRL Board. The comment was made that committee acronyms are rampant in materials so a procedure to ensure that they are spelled out would be helpful. Moving more to electronic management of business would also be helpful.

Officer's Report: Vice-Chair (*Lis Chabot*)

Ms. Chabot reported that all committee slots are full and a few individuals have not been assigned so if anyone is seeking additional committee members, please contact her. Look at the website if you want to know who is assigned to committees. A 2007 program report will follow.

Officer's Report: Secretary (*Christopher Barth*)

Mr. Barth thanked everyone for submitting minutes following midwinter and advised that he will shortly call for minutes from Annual 2006 from all committees to be compiled for ALA and the CLS website. He also asked that all present sign the attendance sheet.

Officer's Report: Members-at-Large (*Alice Bahr and Dawn Thistle*)

Ms. Bahr has created a great manual for hosting the Friday Night Feast that has been passed on to Ms. Thistle. We discussed archiving it online to ensure that it continues to be passed down. We discussed getting photographs from the event which Mr. Bell took. Ms. Chabot also volunteered to visit Haworth Press to thank them for their support of this event.

The online community options have also been explored and it has possibility though it will require someone to "own" it to make it functional. Additional training is available. Perhaps since we have an abundance of volunteers, perhaps the Communications committee could designate one or two individuals to be Online Community Coordinators

to handle the overall management. This would reduce the administrative responsibility of the chair. It would also be a way for someone to participate who cannot attend Annual or other events. This is a similar model to the webmaster and supporting positions. This seems to be a good fit with the Communications group.

Committee Reports: CLIP Notes (*Ann Watson*)

Ms. Watson reported this group will meet tomorrow. They have just published *Managing Student Employees at College and University Libraries*. Three of ACRL's top 10 publishing titles are CLIP Notes. They have been working to update their mailing list for CLIP Notes surveys. Their Users survey used this newly-refined list, though there are still issues with the list and results were not as high as desired. The survey may be out by mid-winter. The plagiarism publication has been in limbo due to the changing employment status of the compilers, but it will be complete. It should be published by midwinter. Another title on emergency response is also in the works. Additional subjects for future publications include outsourcing, copyright, friends committees, lending policies for media, and information commons.

Committee Reports: Communications (*Philip Swan*)

David Cassens has transferred web editing duties to Peter Gilbert. A question was raised on how to submit updates to the site. All edits should go to Peter. Alice Crosetto is looking into online communities, distance meeting opportunities, etc. Anne Garrison has put out the Spring issue of the CLS Newsletter. The next issue is due on October 5. Pictures and stories from ALA are welcome. The note was made to interview Ray English on receiving his ACRL award. Feedback on the Katrina Relief stories was positive so broader-based content is welcome. Code cleanup is happening on the website by Mr. Gilbert. The ALA content management system is complicated and slow and is an impediment to easy management. ALA is implementing a new CMS this summer that may improve things. New college website profiles are ongoing by Christopher Milson-Martula, though we learned that colleges are not regularly notified that they are being profiled there. Dawn Popoff is looking for more profile volunteers and this area needs a better mechanism to network. Perhaps connecting to Membership would be a possibility. Ensuring that non-directors are included is important as well. An incentive to be profiled could be a free ticket to the Friday Night Feast. A new member profile would be something for the newsletter as well. A diary of the librarian's first year is an idea for the web or newsletter. Should the newsletter continue to be print and online? LAMA is moving to all online publication. The print newsletter is a perquisite for being a member. Issues-based articles about how to problem-solve are great to have included as well. Etiquette guidelines for COLLIB-L have been developed, but now that things have become more civil on the list, this has been a lower priority. Peter Gilbert as webmaster is seeking feedback on the site and on how content gets conveyed to him. We noted there is no information on becoming a member of CLS. Perhaps this can be highlighted more prominently. We felt that the website needs to be looked at more intentionally. Perhaps the Communications committee can tackle this.

Committee Reports: Conference Program Planning 2006 (*Irene Herold*)

Ms. Herold asked everyone to come tomorrow. We did not get sponsorship for food, but the presentation should be wonderful. It will be 10:30-12:00 in the convention center (283-285)

Committee Reports: Conference Program Planning 2007 (*Lynda Duke, Cecilia Knight*)

Ms. Duke and Ms. Knight reported that their program proposal: Embracing Change: How to Energize Library Staff has been submitted. They have a committee and the program will be in the same time slot next year.

Committee Reports: Continuing Education (*Susan Barnes Whyte*)

Ms. Wagner read a report from Ms. Whyte. They have submitted a program for ACRL on blended librarianship. Email messages were posted to the list serve of appropriate meetings for college librarians.

Committee Reports: Leadership (*John Jaffe*)

Mr. Jaffe provided a brief report on the College Library Director Mentorship program. This year there were 17 matches with 208 total matches in the history of the program. Some fees were reduced to accommodate institutional budgets. Mr. Hardesty has retired from his position at the University of Nebraska-Kearney. This program is not officially connected to CLS, though CLS is interested in strengthening partnerships. For now, they are happy being an independent organization, but they feel a strong connection with CLS. Perhaps CLS could provide scholarship/award funds for new directors otherwise unable to participate in the program. This would provide a linkage between CLS and the Mentorship program. The dollar amount might be \$600 total for two reduced-cost scholarships. The Executive Committee asked that the committee prepare a formal proposal for this initiative. The question was asked if the program has ever assessed the performance of the program. We also wondered why some individuals choose or are unable to attend.

Committee Reports: Membership (*Kendra St. Aubin*)

As of May we have 2793 members (a 4.37% increase from last year). From May 2005 to May 2006 we sent out 496 welcome letters, 101 welcome back letters for reinstated members and 479 letters to dropped members. Nine people responded and eight were willing to volunteer for committees. Reasons for dropping membership were job change or oversight. Retirement, cost, or concerns over ALA were also concerns. Thank you notes were sent to dinner recipients. Only one of seven actually joined. We sent 130 brochures to 3 ACRL chapters. We sent a recruitment letter to library school Deans about CLS. Recruitment messages have been sent out on COLLIB-L. The group has revised the CLS brochure this year as well. Ms. Wagner asked about reimbursement for postal expenses. Most communications are done through email.

Committee Reports: Nominating (*Rick AmRhein*)

No report. A member-at-large should be a participant in the Nominating Committee, though we don't believe this is in practice. Ms. Chabot made a note of this to follow-up on for next year.

Committee Reports: Research (*Steven Bell*)

Mr. Bell reported that *Your Research Coach* is going well. This program connects folks who want help to begin publishing with librarians with publishing experience. *InPrint* is being worked on by the group and ACRL has agreed to make this a free website for ACRL members. It will be a CLS-led initiative, but other ACRL Research committees are being invited to participate. The committee has tried to be collaborative with other ACRL Research groups generally. CLS is co-sponsoring the Publish, Don't Perish program at Annual and will present on the *Your Research Coach* program. A research survey recently conducted had a low response rate (less than 200). Most individuals reported that they would not submit a proposal for ACRL 2007. More encouragement is needed. Committee leadership is in place for transition.

Committee Reports: Standards (*Jules Tate*)

No report.

Discussion Group Reports: College Library Directors (*David Wright*)

About 34 participants attended at Midwinter and discussions were good. The note was made to not schedule discussion groups back-to-back.

Discussion Group Reports: Medium-Sized Academic Libraries (*Brian Rossmann, Janelle Zauha*)

No report.

Liaison Reports

No reports. (see ACRL Board Liaison Report of Ms. Goetsch earlier in the meeting). Ms. Chabot commented that we should review the purpose and staffing of ACRL Liaisons. Communication from ACRL may be an issue.

Other Business: Midwinter Meeting

For the program committee, not meeting at Midwinter was a significant challenge. The 2007 program committee did meet at Midwinter. CLIP Notes also meets at Midwinter. CLS was thought to be the vanguard in dropping Executive Committee meetings at Midwinter, but this has not been the case. Not having new committee members meet in person until one year into service is a challenge, so while Midwinter might not be mandatory, it certainly can be beneficial. We discussed the original intent that was to provide flexibility, not to necessarily be a formal mandatory policy. Attending the Annual meeting prior to coming on committee service should also be encouraged. Connecting the Executive Committee together also was something that is important. Participating in broader ALA meetings is also important. Ms. Chabot reported that the Executive Committee will meet at Midwinter 2007 in Seattle for those who can attend. We summarized that Executive Committee should meet at Midwinter and committee meetings should be optional. We discussed whether committee meeting scheduling at Midwinter should be the committee chair. This presents a challenge for changing committee leadership that could result in uneven and irregular meeting schedules. Program and CLIP Notes committees were found to have compelling reasons to meet at

Midwinter and the Nominating committee should make this clear to new members. Perhaps we could offer a new member orientation at Midwinter as well.

Other Business: Online Communities

Mr. Bell said that if the previously discussed team within the Communications committee could get legs and begin work, that could allow greater adoption of these technology tools. Perhaps calling those folks “resource support” that it would convey that assistance is available. Listing the names of those folks would also promote this team.

Other Business: Information Literacy “Traveling Show”

Mr. Bell introduced this idea as a way to connect college students to information literacy. The program would be peer-to-peer, and designed to be current and student-focused, and is not in a traditional library instruction vein. Perhaps involving the Instruction Section would be a possibility. Further discussion with ACRL should take place in moving forward to ensure it is compatible.

Other Business: Executive Committee Meeting II on Monday

We decided to cancel the Monday meeting to allow the committee to attend the ACRL President’s program.

Ms. Wagner adjourned the meeting at 10:27 a.m.