

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

**EXECUTIVE COMMITTEE MINUTES**

January 10, 1998

New Orleans Convention Center, Room 102

9:30 a.m.

**1. Introductions.** The following were present and introduced themselves:

Lynn Chmelir, Nominating Committee chair, College Library Directors' Discussion Group co-chair

Ann Doyle, Research for College Librarianship Committee chair

Bernie Fradkin, ACRL Board liaison

Tara Fulton, member at large

Larry Hardesty, visitor

Damon Hickey, secretary, Leadership Committee chair, 1998 Program Committee chair

Lewis Miller, CLIP Notes Committee chair

Larry Oberg, section chair

Susan Richards, Communications Committee chair

Charlotte Slocum, College Libraries Discussion Forums co-chair

Pam Snelson, section past chair

Jennifer Taxman, College Libraries Discussion Forums co-chair

Pat Weaver, College Library Directors' Discussion Group co-chair

Mickey Zemon, section past secretary

**2. Adoption of agenda.** The agenda was approved as printed.

**3. Approval of minutes of prior meeting.** The minutes of the meetings of the Executive Committee, June 28 and July 1, 1997, were approved as printed.

**4. Chair's report: Larry R. Oberg.** The chair, Larry Oberg, suggested the possibility of doing something for the Detroit ACRL meeting. Tara Fulton said that the Continuing Education Committee is talking about the possibility of presenting a program. There seem to have been enough social events at past meetings to suggest the CLS not do one also, but that may change.

The section's membership seems to be holding steady. As of October 1997, ACRL had 10,779 members, compared to 10,619 in 1996, a 1.5% increase. CLS had 2,263 members, 2% more than the year before.

**5. Chair-Elect's report: Carolyn A. Sheehy.** There will be discussion of possibly forming a Membership Committee (an item submitted by Carolyn Sheehy, who was unable to attend) under "Old Business."

**6. Past Chair's report: Pam Snelson.** The past chair, Pam Snelson, announced the new officers' Dutch-treat breakfast before the Saturday Executive Committee meeting at ALA Annual.

**7. Members-at-Large: Marilyn A. Dunne and Tara L. Fulton.** There will be a social event after the College Library Directors Discussion Group, planned by the members-at-large.

**8. Committee reports:**

**a. College Library Directors' Discussion Group: Lynn K. Chmelir and Patricia Weaver, co-chairs.** Pat Weaver reported on plans for the College Library Directors' Discussion Group. Soliciting topics in advance has not worked this time, but she hopes possibly to do so in the future.

**b. CLIP Notes: Lewis R. Miller.** Lewis Miller distributed the CLIP Notes Committee's report. The *Friends of the Libraries* CLIP Note is moving forward smoothly, with publication anticipated in early 1999. A proposal for a CLIP Note on local cataloging practices is under review. A formal proposal for a CLIP Note on mission statements is expected by Annual in 1998. The committee is looking for a compiler for a CLIP Note on ADA policies. *Displays and Exhibits* was published and distributed in the summer of 1997, and *Tenure and Promotion* was published and distributed in December.

Lewis Miller distributed a document for review and discussion later, entitled, "Should CLS expand its publications program?"

**c. Communications: Susan Richards.** No report until Tuesday's meeting.

**d. Conference Program Planning (1998): Damon D. Hickey.** The topic for the CLS Program at the 1998 Annual will be, "When Education Becomes a Business, What Happens to Traditional Library Values?" The program will feature four librarians and a moderator who will debate the

impact of the business model on college librarianship. The committee has yet to finalize the names of people to be panelists. Damon Hickey will moderate.

**e. Continuing Education: Tara L. Fulton.** The Continuing Education Committee has done a needs-assessment survey and wants to see the results before proceeding. At the Tuesday meeting the chair hopes to report on the “Hot Topics” videotape that was being prepared, but that is not ready yet to be distributed. A Web site is ready to go once the tape is available.

**f. College Libraries Discussion Forums: Jennifer L. Ross Taxman and Charlotte Slocum.** There were 10–12 in attendance at the last forum, and more are hoped for at Midwinter.

**g. College Library Leadership: Damon D. Hickey.** The committee will report on Tuesday.

**h. Nominating (1997–98): Lynn Chmelir.** Lynn Chmelir thanked the members of the Nominating Committee for their work. The slate for the coming year will be Peter Deekle and John Jaffee for vice chair/chair-elect, Catherine Rod and Scottie Cochrane for secretary, Billy Penington and Mickey Zemon for member-at-large, John Sheridan and Mary Lee Sweat for representative to the ACRL Board. Larry Oberg expressed pleasure over the quality of candidates.

**i. Research for College Librarianship: Alice Bahr (report by Ann Doyle).** The committee’s dual focus is on research on college libraries and research by college librarians. Liaisons from the committee attend the ALA Committee on Research and Statistics and other research committees throughout the organization. The committee is promoting sales and tracking sales of publications. At Midwinter it is sponsoring a panel discussion to encourage greater interest in research and publication. “Ready, Set, Go: Publish and Present” is this year’s panel topic. A member will serve on the Contributed Papers Subcommittee for the ACRL National Meeting as well. This is not done automatically, and whoever is chairing the Research for College Librarianship Committee needs to ask the section chair to be sure the chair of the National Conference appoints someone from that committee to the Contributed Papers Subcommittee. Larry Oberg will check into the possibility of making this an automatic procedure. ACRL seems to be touchy about designating slots for representatives from particular sections, for fear that every section will expect to have one. The College Library Leadership Committee has experienced this frustration also.

**j. Standards: Willis E. Bridegam.** No report.

**k. Medium-Size Libraries Discussion Group: Jeanne G. Sohn.** No report.

**9. ACRL Liaison Reports.** The chair wondered why we have these particular liaisons, some of whom rarely come to Executive Committee to report. Are these the committees with which we want to liaise? It appears that there are two kinds of liaisons: some ACRL committees designate someone to report to the sections (ACRL Board and Racial and Ethnic Diversity Committee, for example), while in other cases we have asked members of the section to attend meetings of ACRL committees on our behalf and to report back to us.

It was noted that the past secretary is responsible for revisions to the section Manual. Mickey Zemon commented that the chair of the Medium-Size Libraries Discussion Group is our representative to the University Libraries Section, but that does not appear as yet in the Manual.

**Bernie Fradkin** reported for the **ACRL Board**. He remarked that representatives to sections are appointed for four years, and his term will conclude after this meeting. As noted by the chair earlier in the meeting, Bernie reported that there has been a slight increase in ACRL membership. ACRL is the largest ALA division. The ACRL Board will be reviewing the membership survey report (which is generally favorable to the division). Bernie credited the success of the division largely to the work of the sections, and hoped that there would be strong liaison activity between the division and its sections. The board will look at the Academic Library Outcomes Assessment Task Force report and the Extended Library Services review, among other topics (these two having special interest for CLS). Bernie will copy and distribute the latter report.

## **10. Old Business.**

**a. Membership Committee.** Carolyn Sheehy, although absent, sent a report asking that the section establishing a section Membership Committee in order to

- develop and implement a continuous program to recruit new members to the section;
- create orientation activities for new section members;
- evaluate why members leave the section and encourage members to return;
- monitor statistical changes in section membership;

- develop (in conjunction with the Communications Committee) a section brochure and other section promotional materials;
- coordinate section outreach activities to promote college librarianship; and
- serve as a link with ALA/ACRL membership committees.

The chair has the authority with the advice and consent of the Executive Committee to create a new committee. Larry Oberg is convinced of the need for such a committee, but believes the Carolyn should appoint it. He believes, in addition to the functions enumerated above, that the committee should write to new members and those that have dropped membership each year. Mickey moved and Susan seconded a motion to establish a Membership Committee. The motion passed unanimously.

**b. CLS brochure.** There are two funds available to us. One is for a brochure and the manual. We can still get up to \$600 from ACRL this year for a brochure. Susan commented that the Communications Committee could make application for the funds, and the new Membership Committee could produce the brochure.

**c. New initiative money.** The deadline for applying for new initiative money is in March for “leading edge” projects. These funds were used to produce Continuing Education’s videotape.

**d. CLS manual revisions [Mickey Zemon].** Mickey Zemon presented a list of possible revisions to the CLS Manual.

**(1) Preface - The CLS Historical Commission.** Delete “prepared by the CLS Historical Commission” (which prepared only the earliest version).

**(2) Structure of the College Libraries Section.** Eliminate College Libraries Discussion Forum Committee. There is only the College Libraries Discussion Group now.

**(3) Liaisons.** We need two different paragraphs on liaisons: one on CLS-appointed liaisons and another on ACRL Board and committee liaisons to CLS. In the latter case, the CLS board may make nominations, but these people are then elected by the ACRL Board or committees, and these people are their liaisons, not CLS’s. Do we want to put something in the bylaws about liaisons, or keep them out (there is nothing currently in the bylaws about liaisons)?

**(4) Past Chair.** No change needed.

**(5) College Libraries Discussion Forum Committee.** Wording needs to be added to the section on the College Libraries Discussion Group (p.8, now under “College Libraries Discussion Forum Committee”) to show that this group’s discussions will “address the needs of librarians who are not directors *and library support staff...*”

**(6) Medium-Sized Libraries Discussion Group.** Add on p.9 and in the paragraph on CLS liaisons that the chair of the Medium-Sized Libraries Discussion Group serves as liaison to the University Libraries Section (ULS).

**(7) Officers.** On p.10, in the **bylaws**, article IV, section 1, the list of officers should include members-at-large, who are listed on p.7 of the Manual as elected officers of the Executive Committee. This must be presented to the secretary two months before being voted on by the membership. The Manual may need to be changed to clarify that certain people (e.g., past chair, past secretary) who are members of the Executive Committee are not necessarily the same as the officers of the section.

**(8) Committees.** On p.11, in the **bylaws**, article VI, section 3, should we consider adding a section on how ad hoc committees may attain permanent status? It was felt that this addition is not needed, since there is already a procedure for approving new committees.

**(9) Meetings.** On p.12, in the **bylaws**, article X, there is some confusion about whether reference is being made to the Executive Committee meeting or to the membership meeting. Perhaps adding “membership” before “meetings” would be appropriate. A meeting must be held at Annual. Attendance is usually better when it comes immediately before the CLS program, but it must be listed in the program.

**(10) CLS Archives.** Is there a finding aid to the CLS archives?

**(11) Getting Involved in the College Libraries Section.** Should these paragraphs on p.14 be eliminated from the Manual?

**(12) Membership.** Membership statistics on p.16 should be taken at the same time each year. When?

Mickey would welcome comments on these or other changes in person or via e-mail.

## **11. New Business.**

**a. Committee liaisons; how and why?** Discussed under 9. and 10.d.(3) above.

**b. Review of charge to the CLIP Notes Committee (Lewis Miller).** Lewis Miller distributed a paper entitled, "Should CLS expand its publication program?" The concern was with how to respond to a proposal to produce a publication that would encourage library-science students to enter college librarianship. Should this be done by the CLIP Notes Committee, a new ad hoc committee (or the new Membership Committee), or the Communications Committee? There was some feeling that the CLIP Notes Committee should continue to focus on CLIP Notes, which have been so successful. The Communications Committee will discuss this issue and report back.

**12. Adjourn.** The meeting adjourned.

Damon D. Hickey, secretary

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**EXECUTIVE COMMITTEE MINUTES**

January 13, 1998  
New Orleans Convention Center, Room 58  
9:30 a.m.

**1. Introductions.** The following were present and introduced themselves:

Will Bridegam, Standards Committee chair  
Sharon Britton, Communications Committee representative  
Marilyn Dunn, member at large  
Paul Frisch, CLS Newsletter editor  
Tara Fulton, member at large  
Charles Getchell, visitor  
Larry Hardesty, visitor  
Damon Hickey, secretary, Leadership Committee chair, 1998 Program Committee chair  
Eugene Mitchell, ACRL Academic Status Committee liaison  
Larry Oberg, section chair  
John Sheridan, ACRL Board liaison  
Pam Snelson, section past chair  
Jeanne Sohn, Medium-Sized Libraries Discussion Group chair  
Pat Weaver, College Library Directors' Discussion Group co-chair  
Mickey Zemon, section past secretary

**2. Adoption of agenda.** The agenda was approved as printed.

**3. Approval of minutes of prior meeting.** No minutes to approve.

**4. Chair's report: Larry R. Oberg.** No further report.

**5. Chair-Elect's report: Carolyn A. Sheehy [Larry Oberg].** No further report

**6. Past Chair's report: Pam Snelson.** No further report.

**7. Members-at-Large: Marilyn A. Dunne and Tara L. Fulton.** No further report.

**8. Committee reports.**

**a. College Library Directors' Discussion Group: Lynn K Chmelir and Patricia Weaver, co-chairs.**

Pat Weaver reported that there were more than sixty present at the Directors' Discussion Group, including several who had not been before. There were breakout groups on library technology/automation/relation to computing departments, collection development especially with respect to electronic journals, distance education, consortia and budgeting issues, personnel and administrative issues, and building space and planning. There were two sessions of forty-five minutes each, so that everyone had a chance to participate in two discussions. The chairs will try again to solicit topics in advance via e-mail before Annual.

**b. CLIP Notes: Lewis R. Miller.** No further report.

**c. Communications: Susan Richards [report by Sharon Britton].** The CLS Newsletter, under Paul Frisch's editorship, looks good. The section Web site now has a counter, thanks to John West at Austin College. Larry Oberg, who has been "owner" of the listserv at Willamette, asked that someone else take it over, and the committee worked on developing guidelines: no moderator, anyone can join, commitment of at least two years, owner should be a section member. Larry Oberg asked for suggestions of people who would do a good job with the listserv. The committee discussed the CLIP Notes Committee's concerns about what to do with publication



proposals that do not fit the guidelines for CLIP Notes. The Communications Committee would be happy to review such proposals to see whether they are appropriate for the Newsletter or Web site. If not, they could go back to the CLIP Notes Committee. Susan Richards will follow up with Mike Kathman, who proposed a publication to encourage library-science students to become college librarians. Libraries will be encouraged to send their newsletters to the committee to see whether they contain articles that might be appropriate to post to the section Web site. Another possibility would be Web links to Web versions of college library newsletters.

**d. Conference Program Planning Committee (1998): Damon D. Hickey.** The 1998 Program Planning Committee previewed a list of possible panelists and Damon will be contacting them in order to secure four people, two of whom will argue vigorously that a business approach is good for preserving traditional library values, and two of whom will take the contrary position.

**e. Continuing Education: Tara L. Fulton.** So far only thirty people have responded to the Needs Assessment Survey. Of these, the chief concerns seem to be technology and staffing/reorganization. The committee wants to propose a panel program for the Detroit ACRL Meeting on "Global Expectations, Local Resources: Managing Technology in the College Library." The committee hopes to have an open house during Annual in Washington at Marymount. They hope to have a "swap and shop" of ideas and programs on staff development and creating a dynamic staff.

**f. College Libraries Discussion Forums: Jennifer L. Ross Taxman and Charlotte Slocum.** No further report.

**g. College Library Leadership: Damon D. Hickey.** Larry Hardesty reported on the Mentoring Program for new library directors, which had its annual seminar just before Midwinter. All twelve new directors participated. Larry has sent out more than six hundred letters to deans this year. It took a little longer to make matches, and the group is a little smaller this year due to finances (the program is no longer subsidized). The committee decided that the difficulty of putting together the mechanism for providing financial assistance would not be justified by the few additional directors who would participate as a result. At this point no foundation seems willing to provide long-term financial support. Susan Richards reported on the ACRL Leadership Development Committee, which she attended on behalf of the CLS Leadership Committee. The latter has now appointed Susan as its liaison to the ACRL committee, which has promised to include at least one college librarian in any future programs. The CLS committee generated a list of possible participants for ACRL-sponsored programs. The ACRL committee is planning a program for Annual on the topic, "Enhancing Your Leadership Tool Kit," featuring people from several academic libraries followed by case-study breakout sessions. Larry Hardesty will pursue getting something related to the Mentoring Program linked to the CLS Web site. There is to be a Higher Education Summit at the American Association of Higher Education program in March, and perhaps a college librarian could be invited; Susan Richards will check on the possibility. The CLS committee will sponsor a discussion at Annual in Washington on the topic, "I Never Knew I Was a Library Leader," aimed at staff other than library directors. Evan Farber suggested that we submit for the ACRL Meeting in Detroit a proposal for a program on what makes for a good job interview, viewed from the standpoint of both librarians and those who hire them, and the committee will pursue that possibility.

**h. Nominating (1997–98): Lynn Chmelir.** No further report.

**i. Research for College Librarianship: Alice Bahr [report by Mickey Zemon].** There was an excellent discussion session conducted by the committee.

**j. Standards: Willis E. Bridegam.** The Standards Committee addressed six topics: (1) the need for library standards or guidelines for institutions for strategic planning; (2) how technology is influencing the delivery of information services; (3) how the old standards (largely prescriptive input standards) minus the numbers, might be used for new guidelines or standards (the committee is leaning toward guidelines rather than standards); (4) the principles for applying the outcomes assessment (who should formulate the assessment questions, whom you should ask, and what you should ask, what techniques do you use, and how often do you ask?); (5) does the committee want to write the guidelines and when? (question from Carolyn Sheehy)—the committee's does want to write them and its target date is 2000/01; and (6) would the committee like to be involved in writing guidelines for branch libraries (last guidelines were written in 1996/97)?—the committee would like to be involved.

At its second meeting the committee talked with Paul Walker, chair of the University Undergraduate Library Standards Committee, about those standards and how they are being developed.

**k. Medium-Size Libraries Discussion Group: Jeanne G. Sohn.** Twenty-five people attended the discussion group, similar to previous years, from institutions varying widely in size and librarians of many backgrounds. The group talked about the library as a teaching organization. One librarian's question—If we teach, do we need "on-the-floor" reference work?—stimulated much discussion. (No one was willing to eliminate reference work, or the professional from the reference desk.) Two people mentioned their appreciation for the genuine discussion, rather than a panel presentation masquerading as a discussion group. Larry Oberg raised the possibility of a Web page for the group.

## **9. ACRL Liaison Reports.**

**a. ACRL Board: John Sheridan.** The ACRL Board is discussing the issue of liaisons. The board would like to develop a higher-education forum in Washington that could involve other higher-education organizations such as the American Association for Higher Education. John hears a difference in tone between large and small institutions that is reflected in the relationships between their librarians and their faculties. He sees his role as a representative of CLS as ensuring that the college libraries' perspective is present in ACRL reports (such as the Rewards and Priorities Task Force report that deals with what counts toward promotion and tenure for librarians with faculty status). ACRL is in a strong financial position. John hopes that the association will take more initiatives with its funds. He also invited comments by CLS people about issues that might be taken to the board.

Damon Hickey suggested again the issue of liaisons between ACRL committees and committees with similar concerns in the sections. Some liaisons are appointed by ACRL. But others are initiated by sectional committees and are not formal representatives. At this point the ACRL Leadership Committee welcomes a representative from the CLS Leadership Committee, but

refuses to make this person a committee member, because every section might expect similar treatment (even though CLS is the only section at this point that has such a committee). While this arrangement works, it requires that the CLS representative has to take the initiative to find out when the ACRL committee is meeting, and is not part of formal communications among the committee members between meetings. Why would ACRL not want sectional committees to have a closer relationship with similar committees that it creates? John promised to pursue this issue with the ACRL Board.

**b. Academic Status: Gene Mitchell.** The Committee has changed its name to the Committee on the Status of Academic Librarians." It is looking into revising the Standards for Faculty Status, last done in 1992, during 1998. This is not the same as the Guidelines for Academic Status. Only minor changes in the former are expected, and the committee hopes to have a draft for the March *College & Research Libraries*. At present there is no longer any mechanism in ALA for enforcing these standards. Support remains strong for full faculty status as the standard, although only about half of academic institutions have some form of faculty status for librarians. The committee has not discussed tenure in particular. The committee, in changing its name, hoped to look beyond the faculty status issue to the overall issue of the status of librarians in academic institutions, for example the effects of re-engineering and downsizing, outsourcing of technical services, the merger of libraries and computing, and academic-public library partnerships. The committee is concerned also that many recent library-science graduates have no idea of what faculty status means or any commitment to it. The committee is developing a Web site with a searchable database.

**c. Budget and Finance: Janice Kemp.** Larry Hardesty presented a report. ACRL currently has a budget surplus, resulting in cautious optimism.

**d. Government Relations: Peter Deekle.** Damon read a written report from Peter, who urged librarians to obtain copies of *Principles for Licensing Electronic Resources*, prepared by the Working Group on Electronic Resources (AALL, ALA, AAHSL, ARL, MLA, and SLA), which is available on the ALAWON Web site.

**e. Racial and Ethnic Diversity: Clarence Toomer.** No report.

**f. Standards and Accreditation: Carolyn Sheehy.** No report.

**g. Membership: Carolyn A. Sheehy.** No report, but the chair noted that on Saturday we approved a new CLS Membership Committee, which Carolyn will appoint.

## **10. Old Business.**

**a.** Mickey asked what is being done about a revision of *Books for College Libraries*. Charles Getchell responded that this issue has been moved on to ALA, and the issue is not dead.

**b.** Mickey asked again for comments on the manual to be sent to her.

**c.** The chair reminded members of the March 15 deadline for applications for new initiatives funds from ALA.

## **11. New Business.**

**a.** Tara suggested that the liaison question be on the agenda for our meetings at Annual.

**b.** Larry Hardesty asked whether CLS would like to discuss with ALISE what college libraries would like to see in library-science graduates and how to interest library-science students in college librarianship. (The Oberlin Group had a productive luncheon meeting with several library-school deans.) Larry will consider bringing a proposal to Annual. The chair encouraged the Research Committee to look into the possibility of researching whether college librarians were influenced to go into college librarianship by where they got their undergraduate education or by their experiences in library school.

## **12. Adjourn.**

Damon D. Hickey, secretary