

**ACRL Literatures in English Section
Annual 2013 Executive Committee
Combined Meeting Minutes**

LES Exec I, Saturday, June 29, 2013, 8:30am, McCormick Place Convention Center, S505a

In Attendance:

Faye Christenberry (Past-Chair), Sara Seten Berghausen (Reference Discussion Group, Co-Chair), Laura Braunstein (Publications Committee Chair), John Glover (Biblio-Notes Editor), Liorah Golomb (Nominating Committee, Chair), Frank Gravier (Membership Committee, Chair), Harriett Green (Member-at-Large), Arianne Hartsell-Gundy (Vice-Chair), Robin Imhof (Collections Discussion Group, Co-Chair), David Oberhelman (Virtual Participation Committee, Chair and Conference Program Planning Committee, 2013 Chair), Linda Stein (Website Editor), Laura Taddeo (Secretary and Vice-Chair Elect), Tammy Eschedor-Voelker (Reference Discussion Group, Co-Chair), Melissa Van Vuuren (Chair), Alex Watson (New Members Discussion Group, Co-Chair)

LES Exec II, Monday, July 1, 2013, 10:30am, Hyatt Regency Chicago Hotel, Skyway 260

In Attendance:

Judith Arnold (Collections Discussion Group, Co-Chair, 2013), Faye Christenberry (Past-Chair), Sara Seten Berghausen (Reference Discussion Group, Co-Chair), Ruth Boeder (Publications Committee, 2013), Laura Braunstein (Publications Committee Chair), John Glover (Biblio-Notes Editor), Liorah Golomb (Nominating Committee, Chair), Frank Gravier (Membership Committee, Chair), Harriett Green (Member-at-Large), Irene Herold (ACRL Board Liaison and guest), Arianne Hartsell-Gundy (Vice-Chair), Robin Imhof (Collections Discussion Group, Co-Chair), Hazel McClure (Collections Discussion Group, Co-Chair, 2013), David Oberhelman (Virtual Participation Committee, Chair, and Conference Program Planning Committee, 2013 Chair), Linda Stein (Website Editor), Laura Taddeo (Secretary and Vice-Chair Elect), Melissa Van Vuuren (Chair), Alex Watson (New Members Discussion Group, Co-Chair)

Agenda (combined minutes from LES EXEC I and LES Exec II)

LES Exec I

- I. Welcome and introductions (Van Vuuren)**
- II. Agenda approved.**
- III. Minutes from ALA Midwinter 2013 Virtual Meeting approved.**
- IV. Announcements from ACRL Leadership Council (Van Vuuren)**

A. The President's Report (Steven Bell)

1. ACRL's [Information Literacy Competency Standards for Higher Education](#), first adopted in 2000, will be updated to reflect *"the current thinking on such things as the creation and dissemination of knowledge, the changing global higher education and learning environment, the shift from information literacy to information fluency, and the expanding definition of information literacy to include multiple literacies, e.g., transliteracy, media literacy, digital literacy, etc."*
2. A new brand is being integrated into ACRL publications, webpages and messages. The new tagline for ACRL is **"Advancing Learning, Transforming Scholarship."**
3. ACRL section membership limits will be eliminated. Members will be able to join an unlimited amount of sections; this will be implemented in 2014.

B. Communities of Practice

1. Guest Speakers, Etienne and Beverly Wenger-Trayner, Communities of Practice and Learning Consultants, led an interactive discussion on how to build a stronger community of practice within ACRL.

V. General Membership Forum Report (Gravier)

- A. Gravier announced that the LES General Membership forum will take place on Sunday, June 30th. Forum will consist of MLA Liaison update and LES Authors Panel.

VI. Old Business

A. Review of 2012/2013 LES Budget

1. Amount spent: \$519.70. Things that were funded by LES funds: Job Shadowing Program (small amount), the emerging Leader co-sponsorship. Money left as of 6/29/13: \$672.30. Will use some of the remaining money for the LES Social Hour on Saturday, June 29, 2013 and to treat LES Program speakers to dinner on Saturday, June 29, 2013.
2. Next year's Budget: Think of the best use of funds for next year. Ex: Partial Funding for the MLA Liaison, Sarah Wenzel, to attend the 2014 MLA conference will come from LES budget.
3. Discussed whether or not we can buy refreshments for LES working meetings with budget. Melissa Van Vuuren will check with ACRL and report back at Exec II.

B. Funding MLA Liaison

1. This is typically a three year term. LES needs to decide by January 2015 if we want to renew Sarah Wenzel or recruit a new person. Funding from

ACRL is not guaranteed, need to apply for it. Sarah has received funding from ACRL for two years. Sarah has requested LES funding for 2014 MLA meeting, about \$300.

2. Are we setting a precedent for funding? Discussed developing some type of policy guidelines for funding for future liaisons. Decided that our policy should be that LES cannot provide Liaison more than 25% of LES budget, subject to available funds. Liaison is also required to send out a report of the MLA conference.

VII. New Business

A. Virtual Participation Survey Results (Oberhelman)

1. Results of survey showed that LES should continue with virtual Midwinter meetings. Some respondents suggested having virtual meeting during the actual Midwinter meeting, but this is not possible, since Chairs have to be physically present at Midwinter. Others suggestions included: have Discussion groups in-person at Midwinter because they seem to be harder to conduct in a virtual setting; hold a social hour at Midwinter.
2. WebEx is too expensive and subscription will be cancelled. Free/or cheaper alternatives are being explored, such as conferences calls, chat, Adobe Connect, etc. Also, more training on how to hold and participate in virtual meetings will be offered. Amanda Rust will arrange training.
3. Other ways to communicate throughout the year: Suggestions include: Dovetailing on other regional meetings/conferences (ex: regional ACRL or regional MLA conferences). Frank Gravier will ask the Membership Committee to organize conference calendar to help develop this idea.
4. Amanda Rust will be replacing David Oberhelman as chair, but David will remain a committee member. Thank you to Aline Soules, John Glover and Harriett Green for their help with the survey.
5. Motion passed to continue Midwinter meetings virtually.

B. Publications Communication Survey Results (Glover)

1. Over 10% response rate. Results of survey revealed most members are satisfied with LES Listserv and Biblio-Notes as main forms of communication. Respondents prefer social media as a supplemental communication tool. Book reviews and resource recommendations stood out as favorite news items in Biblio-Notes. Suggestion was made to have regular column with review of books. John Glover will investigate if we can have publishers send LES members books to review for Newsletter.
2. Blog: LES members value Blog, but it is hard to get contributions. Should we merge Blog and Biblio-Notes? Maybe gets posts from Facebook feed. Possibly use Word Press to push out news.
3. Special thanks to Laura Braunstein and Ruth Boeder who helped with survey.

C. Emerging Leader Co-sponsorship with WESS and SEES (Hartsell-Gundy)

1. Co-sponsored with WESS last year. This year LES co-sponsored with ARTS. Next year LES will co-sponsor with WESS and SEES.

VIII. LES Exec I adjourned at 9:55am

IX. Reports (LES Exec II, Monday, July 1, 2013)

A. Chair: Van Vuuren

1. Welcome to newcomers: Judith Arnold, Ruth Boeder, and Hazel McClure.
2. Checked with Megan Griffin and LES budget can be used for refreshments for working meetings, but arrangements should be made before start of conference.
3. Committee minutes due by July 19th and should be posted to LES Wiki and ALA Connect; Requests for reimbursements due by August 15th.

B. Vice-Chair/Chair-Elect: Hartsell-Gundy

1. Main work has been committee appointments, which are now all populated.
2. LES Social Hour was a success-about 22 people attended, including new members.
3. ACRL Publication: LES investigating the possibility of editing a book on digital humanities. Vote taken; all in favor that topic should be digital humanities. Arianne will check with the Digital Humanities Discussion Group to avoid duplication. Liorah Golomb and Laura Braunstein volunteered to be co-editors. Kathleen Johnson and Steve Harris edited the last LES/ACRL publication: *Teaching Literary Research: Challenges in a Changing Environment*. They recommended sending a book proposal first to ACRL, then send out a call for chapters after proposal is accepted. First call for chapters should go to LES members, then other groups like WESS, etc.
4. Thank you to Melissa Van Vuuren for her work as Chair and also for meeting all the new ALA scheduling challenges.

C. Past Chair: Christenberry

1. Currently serving on the ACRL Publications Coordinating Committee.

D. Secretary: Taddeo

1. No report-Minutes will be submitted by July 19th to Wiki and ALA Connect.

E. Member-at-Large: Green

1. Worked on Conference Program Planning Committee, Virtual Participation Survey, and helped organize social hour.

F. Membership: Gravier

1. Directory of Literature Librarians is being updated.
2. Ex-officio member of ACRL Membership committee.
3. There is a slight decline in LES membership; need to do more proactive recruiting; ideas for this include looking at new job appointments and contacting people directly.
4. Planning in process for Annual meeting in Las Vegas. Goal is to have Membership business meeting at Midwinter and forum (like this year's Authors Panel Discussion) at Annual. Please send Gravier ideas for 2014 Membership forum.
5. Nancy Foasberg will write a post for the LES Blog about this year's Forum/Authors Panel discussion.
6. Options Fair- Laura Taddeo attended Options Fair-very low turn-out. Maybe we should spend some of the LES budget on LES giveaways like pens or notepads with LES logo or stickers with literature quotes, etc. LES Member-at Large will investigate this idea further.

G. Mentoring Program: Golomb

1. Job shadowing program has ended. LES now has a Mentoring Program in place. The idea is to measure people's strengths and interests and match people accordingly. There were several mentees interested in digital humanities; need more mentors who have this knowledge. John Glover and Melissa Van Vuuren are mentors; hopes to have more LES members outside of LES Exec volunteer as mentors. This should be a more successful program than the shadowing program because there are no geographic or scheduling challenges. People can work together virtually and around their own schedules.

H. Virtual Participation: Oberhelman

1. Will continue with Virtual Midwinter meetings (see notes from LES Exec I above).

I. Planning: DeVoe

1. No Report – DeVoe could not attend Annual due to family emergency.

J. Publications: Braunstein

1. Bibliography was updated from static document on the Wiki to a live document on Zotero; the old bibliography is still on the Wiki. There are 1383 items in bibliography; new categories will have scope notes; there will be a new section added on digital humanities; a link to the Zotero Bibliography was added to the Home page of the LES Website. Thank you

to Blake Landor for his maintenance of bibliography. Ruth Boeder will replace him.

2. Ruth Boeder will write up an executive summary of the Publications Communication Survey and mount on LES Wiki. As noted above in LES Exec I notes, members were satisfied overall with communications tools. There is a desire for more specialized literature recommendations of books, databases; perhaps an ongoing Blog or Newsletter feature could be “5 thoughts about....”.

K. Biblio-Notes (Glover)

1. Newsletter needs more contributions; will put out more calls for submissions; will contact ACRL for Google analytics to see how often newsletter is accessed.
2. Book Reviews: Will pursue idea about getting review copies of books from publishers and feature books in newsletter. Fiction and Non-fiction should be reviewed. Raised the question: Has LES has ever had advertisements in Newsletter besides the ones from ACRL? Will check with ACRL about this.

L. Web Site/Archives (Stein)

1. Received Drupal training. Updates Web pages continually. Will place links to pages that are updated more frequently in the center of Web page and place items that need less updating (like Facebook and Twitter) on side of Web page.
2. Has received some material to archive like bibliographies and programs, but is wondering about the rest of the LES documents. In the past, the LES secretary collected material in folders for 5 years and sent it to ACRL. There is nothing in the LES manual that outlines the correct procedures. This is a good time to address this, since LES Governance documents are being updated. Items that should go in Archive should include: agendas, minutes, programs, survey data, Biblio-Notes, old bibliographies, annual reports, photos. What about Virtual meetings? How are they being archived besides taking minutes? Publications and Planning Committee will coordinate an adhoc committee to address overall Archive issues.

M. Discussion List Moderator: Braunstein

1. Braunstein reported for Amanda Rust who was unable to attend LES Exec.
2. Listserv has 518 members (up from 509).

N. Social Media Coordinator: Laura Braunstein

1. Braunstein reported on Social Media for Amanda Binder who was unable to attend LES Exec.
2. 78 Facebook friends; this is comparable to other ACRL sections.

3. 49 Twitter followers; will put out another call for people to sign up.
4. In order to promote events they need to exist on our Website. (ex: Authors Panel discussion needed a link on our Website).

O. 2013 Conference Program Planning: Oberhelman

1. Over 200 people attended this year's special program: *Literary Texts and the Library in the Digital Age: New Collaborations for European and American Studies*. Program was well received. Speakers were taken out to dinner after talk.

P. 2014 Conference Program Planning: Oberhelman

1. Looking into a joint program with WESS and SEES. Potential topic: Working with multi-cultural patrons. Deadline for proposal is September 1, 2013.

Q. 2014 Nominating Committee: Christenberry

1. Working on nominations; need more volunteers. If you would like to suggest someone, please contact Faye Christenberry.

R. Reference Discussion Group: Berghausen

1. 27 people attended the lively discussion.

S. Collections Discussion Group: Imhof

1. 20 people attended and participated in discussion. Part of the discussion centered on the necessity to update the *LES Statement on Primary Materials*. This document was created in 1997. A taskforce will be created to work on statement update. Kathy Johnson already volunteered, but we need to put a call out to LES for additional people to join task force.
2. Also discussed the need to create weeding guidelines for literature librarians. Melissa Van Vuuren is interested in this. A call will be put out to recruit additional people for special task force.
3. Welcome to in-coming Co-Chairs of discussion group: Judith Arnold and Hazel McClure.

T. New Members Discussion Group: Watson

1. Had a very low turnout at Discussion Group-only 3 new members attended; 2 came to social hour.
2. Membership committee should send out more welcomes to new members.
3. Should this group be disbanded or re-branded? Will send out message to past chairs of New Members Discussion Group for advice about how to move forward.

X. ACRL Board Update: Herold

1. Irene Harold will be taking a new job at the University of Hawaii at Mānoa. Her new contact info/email address is: University Librarian, heroldi@hawaii.edu.
2. In regards to keeping archives, other sections rely on their secretary to collect materials. They have a “Past Secretary” to collect material. Irene will check with ACRL regarding correct LES archiving procedures and report back to Chair of LES.
3. Beginning in 2014, ACRL will no longer have a limit on the number of sections members can join. This could either increase or decrease membership for LES.
4. Members of LES should be encouraged to use ALA Connect. Members can create new communities around shared interests, respond to emerging issues or create and manage shared projects.
5. LES should promote section through the Collib-L, the discussion list of the Association of College and Research Libraries' College Libraries Section.
6. LES should contact Megan Griffin at ACRL for information about working with publishers and any questions about advertising for Biblio-Notes and receiving review books.
7. Adobe Connect is available for virtual meetings.

XI. LES Exec II adjourned at 11:41*

*Due to the new ALA scheduling guidelines, LES was restricted to one hour for the Exec II meeting scheduled at 10:30 on Monday, July 1. Do we need more time? Perhaps have members send written reports prior to LES Exec II to save time. However, it is important to have chairs report after the All Committees meeting. Could they send their reports by email after conference if we run out of time?

Minutes taken by Laura Taddeo, LES Secretary, 2012-2013