

**ACRL Literatures in English Section Midwinter 2012 Executive Committee
Meeting Agenda**

Virtual Meeting via WebEx

Tuesday, January 17, 2012 9:00 am (PST)

In attendance: Faye Christenberry (Chair), Jaena Alabi (Membership Chair), Laura Braunstein (Publications Chair and Promotional Video Task Force), Amanda Dinscore (New Members Discussion Group, Co-chair), Tammy Eschedor-Voelker (Reference Discussion Group, Co-chair), John Glover (*Biblio-Notes* Editor), Liorah Golomb (Past Chair), Frank Gravier (Planning Committee, Chair), Harriet Green (New Members Discussion Group, Co-chair), Robin Imhof (Collections Discussion Group, Co-chair), David Oberhelman (Member-at-Large and Virtual Participation Committee Chair), Chris Ruotolo (Webmaster), Amanda Rust (Secretary and LES-L Moderator), Melissa Van Vuuren (Vice-Chair/Chair-Elect)

I. Welcome and introductions (Christenberry)

- A. Some pre-discussion leads to procedural question: is chair expected to be physically at ACRL leadership council, even if their own section is virtual?
- B. We decide on audio introductions, so that we can put a voice to a name.

II. Approval of agenda (Christenberry)

- A. Approved.

III. Approval of minutes from ALA Annual 2011 (Christenberry & Rust)

- A. Approved. NB: draft Midwinter minutes due by February 17th.

IV. Announcements from Chair (Christenberry) *announcements from ACRL Leadership Council and ACRL Board update (Herold) will happen later*

- A. ACRL Leadership Council has not met yet, but Christenberry will type up notes and send out to Exec. Seems to be a large agenda this year, with main focus being the division-level committee restructuring proposal. May eliminate some, combine some, but difficult right now to see what ACRL will decide to do. Board has looked at online comments from members and will incorporate those into new proposal. Golomb has been following comments on discussion list, and there did seem to be some pushback. The decisions will likely not affect LES in any way – seems focused on larger upper-level committees like Conference Planning and Intellectual Freedom. Christenberry will forward agenda to Exec (via Connect), and give email report afterwards.
- B. Our new board liaison Herold was travelling to Midwinter today, but otherwise would have sat in with us: something to consider for scheduling future virtual meetings. If there are questions, we can send to LES Exec and Christenberry will check with Herold at Midwinter this weekend. If there are questions re: virtual participation, feel free to copy Virtual Participation Committee Chair Oberhelman, who would like feedback on how virtual process is going.

V. General Membership Forum Report (Alabi)

- A. Met the first week of December, via Adobe Connect. Had about 40 participants, more than what is usual at in-person discussion for Midwinter. Oberhelman gave survey asking participants about format, and almost everyone answered that virtual meetings are a necessity due to funding cuts. Consensus seemed to be that virtual for Midwinter suffices, with preference for in-person meetings for Annual. Some topics are better suited for virtual; in this case, presenters were showing LibGuides, so a virtual format where everyone could view on their own computer worked well. Good topic choice, general agreement was that it went well. There were small technical difficulties, and did require some extra work on back-end by Christenberry at hosting institution. Do's and Don'ts document from VPC was also helpful.

VI. Old Business:

A. Review of 2011/2012 LES budget, forecasts for 2012/2013 budget (all)

1. We have a healthy budget. We know that we've spent some money on an Emerging Leader, but we do have extra. Ideas? VPC proposes not renewing the WebEx subscription, but that is an option. Also, programming in Annual may need some money, but probably not enough to spend out budget.
2. Discussion of amount of support for Emerging Leader. We could add more, and would want to make sure the participant has asked for all the reimbursement she can: we budgeted \$750 total and only had to give \$500. Christenberry will contact ACRL liaison and double-check on whether the participant should apply for more. There is some discussion in chat about the total amount participants can even receive – seems to only be \$1000 total so we have probably already hit our limit.
→ <http://www.ala.org/educationcareers/leadership/emergingleaders>
3. Other ideas include support for the Annual Social and local literary tour. We will look into a bus trip and tour of the Huntington, and Christenberry will put out announcement on LES-L. Scheduling around the preconference will be a consideration, but Monday afternoon seems good for the tour. The Getty may also be an option, if the Huntington doesn't work out.
4. If the Digital Humanities pre-conference needs any extra materials, LES could cover that as well.

VII. New Business

A. Virtual Midwinter Meeting update (Oberhleman)

1. Experience so far
 - A. This is our 6th meeting in WebEx, and from the surveys the feedback is generally positive, except for a few small technical problems. One person had severe problems with their computer crashing, but in general there has not been a lot of trouble. If presenting you do want a wired connection.
 - B. Have had about 30 survey responses total, 17-18 strongly in favor of virtual meetings particularly due to funding issues. About 5 really

- wanted to continue with face-to-face instead, and the remainder preferred face-to-face but could live with virtual.
- C. Oberhelman has had to host meetings, which has not proved to be a huge burden. Meetings have tended to fall in the middle of the day, matching with his availability. Will try to create clearer guide to posting notices/minutes to clarify flow between wiki/Connect/email list.
 - D. Scheduling-wise, since DGs do not have anything to report back to Exec, it seemed to work well to allow them to meet at a time of their choosing, rather than necessarily within a strict timeframe before Exec.
2. Recommendations from VPC
- A. ALA-Provided Platform: Last year LES purchased WebEx for about \$460 per year. This seems like a lot of money for the amount of meetings we actually have had in WebEx. VPC recommends dropping WebEx in August, and using ALA's iLinc or services offered by LES members. Oberhelman spoke to ALA about this: iLinc has 4 meeting rooms, and can hold up to 100 people so would work with DGs.
 - 1. NB: chairs should schedule with Megan Griffin at ALA 3-2 months in advance, due to demand. ALA does provide tech support if anything goes wrong.
 - B. Member-Provided Platforms: VPC will develop a resource list with contact info of LES members who could host virtual meetings using services provided by their libraries/universities, as Christenberry did with Adobe Connect and the Membership Forum. This list could have basic info like which software was available, number of participants, whether there are required downloads. It would be available on the LES Wiki and periodically updates by the VPC.
 - C. As a third option, members could use plain conference calls.
 - D. As needed, VPC will monitor free/subscription virtual meeting platforms but will concentrate on iLinc and member-provided systems.
3. Discussion
- A. Green notes that she has used iLinc before and it is a good option. LES also has fewer standing committees, and smaller standing committees than some other sections, so it does seem a better allocation to use funds for other projects. It also removes some of the hosting burden from VPC Chair. VPC will test iLinc this February/March.
 - B. Christenberry notes that we can, while at Annual, decide when Midwinter meetings are and put in requests then, to account for scheduling needs. As more sections go virtual there will be more demand for iLinc, so getting requests in early would be a good idea.
 - C. Christenberry wants to know if the guidelines for scheduling were helpful, particularly re: info on dates and deadlines, so this is something we'd need to update moving forward. Is this a foregone conclusion that we will continue with virtual Midwinter? Do we want to re-open this discussion and decision up to new participating members?

- D. There are two ways to proceed: vote year-to-year on whether to continue with virtual Midwinter, or decide to go virtual until we decide otherwise. That still needs to be put out to LES Membership. We could also put out a more formal survey of entire LES Membership. Do we want to have zero presence at Midwinter? Some?
- E. One other factor may be if ALA/ACRL provides better way for hybrid meetings. That could be a method for allowing in-person and virtual networking. Right now, ALA/ACRL does not officially support. There is also chat discussion that we could set up informal Midwinter for those that do attend, and LES could support a Midwinter social. Glover notes that it's also easier to get funding for preconference / Annual by showing your organization that you save money on Midwinter.
- F. Would also be good idea to have Midwinter schedule indicate that LES meetings are occurring, just not that day. Christenberry will check with Herold / ACRL. This Midwinter LES had no presence on the official schedule, which may have been misleading for some members.
- G. Exec votes on and passes the decision to have virtual Midwinter for one more year, after which there will be a survey to membership for additional feedback.**
- H. Rust will post best practices doc to wiki as editable wiki doc. Oberhelman also welcomes people to sitting in on VPC's test of iLinc. The upcoming unknown is the meeting of all three DGs at once, which we may want to split back out next year. We will see!

B. Digital Humanities Discussion Group (Van Vuuren)

- 1. Approved by ACRL in October, designed as a cross-section group not tied to LES/WESS. There is an active mailing list and ALA Connect space. The first meeting will happen at ALA Annual in Anaheim. Van Vuuren will share those with LES-L, and will also send out a reminder to LES-L that the group exists and they should join.
- 2. Kate Brooks (WESS) will schedule first meeting, Van Vuuren will ask her to see if she can take LES meeting schedule into account.

C. Annual 2012 Pre-Conference workshop (Courtney/Green)

- 1. ACRL is coordinating a lot of the event, speakers have already been confirmed. Format is lecture and information sharing in the morning, hands-on workshop in afternoon.
- 2. Now figuring out logistics, materials, and software for workshop portion of the afternoon.
- 3. Possibility: sponsor registration fee for a library science student, a participant in the job shadowing program. Green will discuss with Courtney and other planners.
 - Discussion of selection: There are about 140 student members of LES. Selection requires development of application, submission method, and criteria – the Pre-Conference Workshop Committee does think it is

feasible to do this in time for Annual. We would likely need to have a person prepared to pre-pay and LES reimburse at Annual. Pricing is \$105 student, \$255 division member, \$295 ALA member.

- Green will be sure to contact both job shadow participants and LES-L members, once form is put together.
 - Rust will make sure job shadowers are on LES-L, and Christenberry will make sure they are members of LES, to be eligible for the scholarship.
4. One other use of funding: internet access for pre-conference workshop, or providing a flash drive with the special software and other materials needed for hands-on workshop. ACRL may also be willing to cover some of these costs.

D. Emerging Leader with WESS (Van Vuuren & Hartsell-Gundy)

1. Had strong applicant pool of 15 candidates overall (14 LES, one member of both, 1 WESS).
2. Modern Languages and Cultures Librarian Kristen Totleben from the University of Rochester was selected, and was clear front runner/choice for all selectors.
3. Process went really well, were no hiccups in communication.

VIII. Reports:

- **Chair: Christenberry**
 - Room reservations for Annual are in process, should be finished soon. Program Saturday 1:30 – 3:30.
- **Vice-Chair/Chair-Elect: Van Vuuren**
 - Have made most other reports. Also looking for additional volunteers, encourages us to apply, there does seem to be reticence, due to economics? Programs and Nominating are the committees with the most need.
- **Past Chair: Golomb**
 - Reports elsewhere and under job shadow.
- **Secretary: Rust**
 - No new business.
- **Member-at-Large: Oberhelman**
 - Tasks have largely dovetailed with VPC tasks, reported elsewhere.
- **Membership: Alabi**
 - Reported elsewhere.
- **Job Shadowing: Golomb**
 - Has made some progress, and asked assistant get together contact list for library schools. Will contact schools and email lists to begin setting up a new round.
- **Virtual Participation: Oberhelman**
 - Reported elsewhere.
- **Planning: Gravier**
 - Finished governance, approved at Annual and posted on web pages and wiki.
 - Have been working on review of competencies, and have decided to go for full-blown review including literature review as well as inclusion of LES membership, WESS, and MLA standards. Will want broad feedback. Has also established liaison with Instruction to review.

- **Publications: Braunstein**
 - Glover will report on Biblio-Notes.
 - Website: Ruotolo has interest in stepping down, and McCullough is interested in stepping up so he can start working on Drupal migration. Ruotolo has additional information to report in the website section.
 - Landor has been doing great work spearheading the transfer of the LES Bibliography to Zotero, and had made a lot of forward movement.
 - McCullough is looking for more blog participants, and will put out call to LES list.
 - Social media is becoming more of a shared responsibility between Pubs and Membership. Does seem like LES-L is main venue for communication, so not sure how much it is appropriate to push conversation to blog/Facebook.
- **2012 Conference Program Planning: Martin**
 - Everything is all set. Speakers are confirmed, time slot is ready to go. The topic is [Fair Use, Intellectual Property, and New Media](#).
- **2012 Nominating Committee: Oberhelman**
 - Have candidates, committee worked well together.
 - Chair-elect: Hartsell-Gundy, Gravier
 - Secretary: Alabi and Taddeo
 - At-Large: Green and Watson
- **Reference Discussion Group: Berghausen/Eschedor-Voelker**
 - For Reference DG have only had two topics suggested: roving reference, and the Google Age lit review. Would have time for more topics, please send to either chair.
- **Collections Discussion Group: Imhof/Soules**
 - Imhof reminds Exec that DGs will be combined and held on the 26th, 2pm Eastern. Soules did not receive many topics for discussion, so will likely send out second call for topics. Also likely that there will be much discussion around e-books, so there should be rich discussion, but please send additional topics to chairs.
- **New Members Discussion Group: Dinscore/Green**
 - Call for topics, and also did not receive too many. Also decided to cover e-books, as this is an area of concern: how to literature students and faculty use e-books, particularly as compared to those in the sciences. Christenberry will send a final reminder of the DG meetings to LES-L on Monday after Midwinter.
- **BiblioNotes Editor: Glover**
 - First issue was finished and released to ACRL on time. May have been glitches on how intro email was sent out, so will include link when sends out call for articles for new issues.
 - Will try to solicit images and other embedded media a little more heavily, since those can be included in the online format. Costs did not allow as much in the print format.
- **Website Editor: Ruotolo**
 - Website rolled over into Drupal in December. In preparation, every page on ALA was touched in some way. Was a good opportunity to delete outdated pages (Ruotolo did archive so they are saved). The new website does look nice, same basic design with new overall format. We did lose some specialized format like ticker for blog headlines on home page, links to special forms. There are still a few small problems like broken links and correct banner rendering.

- Ruotolo encourages members to look at website and report bugs to her. Definitely still are broken links throughout site, ALA may plan to redirect in the future.
- Ruotolo must rotate off, McCullough has agreed to step in. He has already gone through ALA Drupal training, will begin co-administration at Annual and take on responsibilities after Annual. McCullough will continue to maintain blog, too.
- **Discussion List Moderator: Rust**
 - More subscribers (up 10% last two years in a row). Sent out list reminder on privacy settings / etiquette. NB: list archives are not closed.
- **Promotional Video: Braunstein/Jackson**
 - Christenberry notes that this is an excellent video, is curious to hear how it's been used.
 - Faculty members involved have posted to their website, or shown off to colleagues.
 - 715 hits on YouTube!
 - Golomb notes that the video task force did excellent work, particularly as Braunstein came in late. Applause all around for the video.

IX. Adjourn

- A. Christenberry will send reports on Dallas leadership council, and our other questions for ACRL, as well as the room information for Annual meetings as soon as she has it.
- B. We finish on time, right at 2pm!