

Minutes
ACRL LES Membership Committee Meeting
Monday, June 29, 8:30 a.m.
Hilton San Francisco, Golden Gate 5
Chair: Liorah Golomb (lgolomb@ou.edu)

Present: Fred Folmer, Matt Knight (by phone), Piper Martin, Hazel McClure, Abby Scheel (by phone), Tammy Voelker, Liorah Golomb (Chair)

Absent: Kelly Diamond, Heather Simoneau, Jen Stevens

The minutes of the virtual midwinter meeting of January 14, 2015 were unanimously approved.

Announcements

- News from ALA, ACRL (Liorah, Piper).
 - ALA is in the process of finding a new platform to replace the unpopular ALA Connect.
 - A few ACRL sections are in danger of dropping below the 400 member mark which, if sustained for three consecutive years, would relegate them to interest group status. LES, however, has a healthy membership: 576 members, including 10 institutional members, as of May, 2015.
 - Succession documents for section membership committees were discussed at the ACRL Section Membership Committee meeting. Also discussed was co-chair provisions. See New Business.
 - Piper Martin represented the section at ACRL 101. She reported that there was a low turnout due in part to the conflict with Gloria Steinem's talk. Piper did however speak to a few people and she emphasized that it isn't necessary to be a literature librarian to join the section, and that it's a good section to belong to for those who want to get involved.

2015 General Membership Forum

- A panel discussion on mentoring took place at the General Membership Forum. The panel consisted of Laura Braunstein (Dartmouth), John Glover (Virginia Commonwealth), John Edward Martin (U. of North Texas), and Christin Kollen (U. of Arizona). Liorah Golomb moderated. Sixteen people attended. Panelists agreed that trust and being able to feel comfortable asking for help were crucial factors in successful mentorship relationships. A distinction was made between subject specialist mentors and functional mentors, and both can be valuable. Regarding the degree of formality that should exist in mentorship relations, some regular checking-in can be helpful. It was felt that "ground rules" and expectations should be defined at the outset.

Brainstorming for 2016 forum at ALA Annual

- The topic of "imposter syndrome," which was raised at this year's forum discussion, was proposed for 2016. This would encompass issues such as feeling that one has not or cannot achieve mastery of new duties or subject matter, or that one does not deserve the job. Some suggested readings could be recommended in advance of the discussion, and it could be announced on the New Members Roundtable list in addition to the usual places. There was no decision as to whether this would take the form of a panel discussion or just an open topic at the Forum. The committee will come to a decision about both the format and the topic at or before our virtual Midwinter meeting.

- ACTION: Chairs will solicit discussion on this topic closer to MW.

State of the membership (Liorah)

- Stats
 - As of May 2015 LES membership stood at 576 individual members, up from 501 in May 2104, and 10 institutional members, the same number as last year.
 - Only 3 people responded to membership surveys sent as links with email to new, dropped, and reinstated members. All responses were to the “dropped” survey. One person is no longer pursuing a career in librarianship; two are still trying but as of yet hadn’t gotten a job. Liorah also received a couple of emails from members who had retired and, sadly, one from a friend of a member who had passed away. No one expressed dissatisfaction with the section.
- New/Dropped/Reinstated letters. Revised letters have been well received, judging from a few thank-you emails Liorah got.

Update on Mentoring Program (Liorah for Kelly)

- Kelly Diamond sent a report which Liorah gave. Since Midwinter she has matched five mentees with mentors, which represents all of the mentees who applied. Kelly received some feedback from former mentors who expressed satisfaction with the experience and wanted to continue. A couple of former mentors suggested instituting new vetting processes to make sure mentees were more enthusiastic about participating and maintaining contact with their mentors
- Kelly’s suggestions:
 - Provide mentors / mentees a list of guidelines at the beginning of the partnership to make responsibilities transparent.
 - Provide a resource list of articles about mentorship best practices or post bibliography on a LES webpage.
 - Institute monthly or bi-monthly email prompts send to mentors / mentees; these prompts should be focused on issues of interest to LES librarians and designed to spark discussion.
 - ACTION: Hazel McClure and Fred Folmer have volunteered to work with Kelly to accomplish these tasks.

Update on Calendar Project

- John Glover will contact people on Publications who volunteered to work on the project to see if they are still interested. Jen Stevens and Tammy Voelker have volunteered from Membership. A stronger effort will be made to coordinate volunteers to get the project going.
 - ACTION: Liorah will contact John shortly.

New Business

- Succession planning for section (e.g., co-chairs, formal document)
 - The committee discussed the possibility of having co-chairs, one who would roll off after the other for continuity. At the Section Membership Committee meeting Liorah learned that in some sections, there are two elected Members at Large, and one of them automatically serves as co-chair of Membership. LES only elects one Member at Large, so this wouldn’t work for us. Piper expressed interest in co-chairing.
 - The LES Executive Committee discussed this issue at Annual and determined that we could add a co-chair without needing to change the governing

documents or vote. Piper Martin is confirmed as Co-Chair of the Membership Committee as of July 1, 2015.

- The Membership Committee now has a succession plan, as required by the ACRL Sections Membership Committee and as approved by the LES Membership Committee. It is attached to these minutes.
- Socials and/or outings. Two venues were suggested as possibilities for an LES outing in Orlando: the [Melrose Center](#) of the Orlando Public Library, which is a maker space, and the [Orange County Regional History Center](#). We will continue to entertain ideas and put something forth to Exec at Midwinter.
 - **ACTION: Matt Knight has agreed to act as local coordinator.**
- Swag. Liorah told the committee that Exec discussed purchasing swag to distribute at ALA, but that ALA won't store and transport this material. A suggestion was made that we might find some sort of non-physical swag we can brand. At this time we don't have any ideas on what that might be.

The meeting was adjourned at approximately 10:00 a.m.

Submitted by Liorah Golomb, July 20, 2015

ACRL Section Membership Committee (LES)
Succession planning – Draft 6/22/15 by Liorah Golomb

For Midwinter Conference (virtual)

Midwinter happy hour (optional, since we meet virtually)

Steps to completion	Deadline
1. Brainstorm possible locations, post to LES-L for help from local members	October
2. Contact possible locations: make a reservation for 10-15 at a location that will allow for separate checks for large groups without requiring a deposit to reserve the space	November
3. Confirm reservation	One week before event
3. Promote the happy hour on the LES-L, social networks	December/ January

Midwinter committee meeting (virtual)

Steps to completion	Deadline
1. Poll committee members (e.g. via Doodle) for availability for January, early February	December
2. Schedule a virtual meeting via ALA Connect	December
3. Announce virtual meeting time on LES Exec, LES-L, social networks, ALA Connect	January, with followup the week before the meeting
4. Draft agenda and ask committee members if they have items	At least 2 weeks before meeting date
5. Send final agenda to LES Exec, post to ALA Connect	At least 1 week before meeting date
6. Send meeting minutes to committee members for corrections	February
7. Send <i>draft</i> minutes to LES Exec, Megan Griffin at ALA	Mid-March
8. Send <i>approved</i> minutes from previous Annual to LES Exec, LES-L, LES webmaster, post to ALA Connect	Mid-March

For Annual Conference

Annual Outing

1. Brainstorm possible events such as tours, visits to special collections, etc. related to location of Annual. Friday afternoon or Monday early afternoon are usually when most people are available but also before or after many people leave.	Midwinter
2. Contact destination, ask about arranging a tour or visit including: minimum/maximum # of people, cost, contact person, what we can expect to do or see, any special requirements	March
3. If there is a cost, ask LES Exec about possibility of subsidizing	March
3. Promote event to LES via LES-L, social media	Early May
4. Promote again and ask for signups	Last week of May
5. Confirm arrangements	First week of June
6. Confirm sign-ups and make final arrangements such as meeting place and time, transportation alternatives	Mid-June, at least one week before ALA
7. Send thank-you note to contact(s), guide(s)	Mid-July

Annual happy hour

Steps to completion	Deadline
1. Brainstorm possible locations, local members	Midwinter
2. Contact possible locations: make a reservation for 20-25 at a location that will allow for separate checks for large groups without requiring a deposit to reserve the space. Traditionally, the Happy Hour has taken place on Saturday starting at 6:00.	February/March
3. Confirm reservation	May
4. Promote the happy hour on LES-L, social media	June

Annual committee meeting

Steps to completion	Deadline
1. Approve meeting time: this request should come from LES chair prior to the conference	March/April [?]
2. Announce meeting times, locations on LES-L, social networks	May or as soon as available

3. Send draft meeting agenda to the committee	May
4. Post agenda to LES Exec, ALA Connect	June
5. Send meeting minutes to committee members for corrections	July
6. Send <i>draft</i> minutes to LES Exec, Megan Griffin at ALA	July
6. Send <i>approved</i> minutes from previous MW meeting to LES Exec, LES-L, LES webmaster, post to ALA Connect	July

Other Responsibilities

LES Executive Committee. The Chair of the Membership Committee is also a member of the LES Executive Committee.

Steps to completion	Deadline
1. Attend virtual LES Executive Committee meeting. Expect to report on Membership Committee activities.	Midwinter
2. Report items of interest to LES Membership Committee	February
3. Attend both in-person LES Executive Committee meetings. These are normally held at 8:30 a.m. on the Saturday and 10:30 on the Monday of the conference. Expect to report on Membership Committee activities.	Annual
4. Report items of interest to LES Membership Committee	July

ACRL Section Membership Committee

Steps to completion	Deadline
1. Attend ACRL Section membership committee meetings	Midwinter/ Annual
2. Check ALAconnect for updated membership reports	Monthly
3. Send messages to New, Dropped, Reinstated members	Monthly, or as often as reports are updated by ACRL
4. Report section activities to ACRL Section Membership committee (in the past this has been in a Google form)	Monthly