

# RUSA

**RUSA BOARD**

**DATE: April 13, 2020**

Meeting Documents Landing Page:

Approved

Note Taker: Bobray Bordelon

Board Members:	<b>Attendance:</b>		
	<i>Quorum: 7</i>		
	<b>Name</b>	<b>Role</b>	<b>In attendance [x]</b>
	Beth German	RUSA President (v)	X
	Courtney McDonald	RUSA VP/President Elect (v)	X
	Ann Brown	RUSA Past-President (v)	
	Bobray Bordelon	RUSA Secretary (v)	X
	Greg Fleming	BRASS Representative (v)	X
	Pat Gregory	CODES Representative (v)	
	Chris Pryor	ETS Representative (v)	X
	Melissa Gonzalez	HS Representative (v)	X
	Cindy Levine	RSS Representative (v)	X
	David Ketchum	STARS Representative (v)	X
	Alesia McManus	RUSA Division Councilor (v)	X
	Stephanie Graves	Director at Large (v)	X
	Kathleen Kern	RUSQ Editor (nv)	
	Ed Garcia	ALA Exec Liaison (nv)	
	Bill Ladewski	RUSA Executive Director (nv)	X
	Ninah Moore	RUSA Programing Officer / Continuing Education (nv)	
	Shuntai Sykes	RUSA Membership & Programs Specialist (nv)	
	Melissa Vanyek	RUSA Marketing, Communications, and Web Services Coordinator (nv)	

Additional Guests		
<b>Agenda Item 1: Welcome and Nesting</b>		
<b>Agenda Item 2: Approval of the Minutes</b>		
Discussion	<a href="#">March 9, 2020 Minutes</a> - Approved	
Deadline	Action Items	Person Responsible
	Minutes approved.	
<b>Agenda Item 3: Update from the Executive Director</b>		
Discussion	<p>For the full report see <a href="#">Executive Director April 13, 2020 report</a></p> <ul style="list-style-type: none"> <li>• The ALA Finance department recently informed all business units that updated financial reports will be delayed. At this time, it is not known when we can expect the February financials.</li> <li>• Through February, RUSA had 2672 members which represents a decrease YTD of roughly 3%. CODES, ETS and STARS all saw an increase in their membership this month.</li> <li>• Online learning continues to produce strong revenue streams.</li> <li>• Planning is underway for a virtual ALA event to take place June 24-26. RUSA has been given 2 program slots. The proposal is to have the Reference Research Forum and “Sharing our Voices”. Other programs could be turned into RUSA webinars or workshops. Turn around is short and more details are forthcoming.</li> <li>• The committee appointment process is underway.</li> <li>• The Fiscal Year 2021 budget cycle will reopen but a date to commence has not yet been announced.</li> <li>• The <a href="#">achievement awards</a> have been announced. Travel awards are being carried over for next Annual. Discussion for a review process included the need to make sure section chairs were notified before the media went out and to ensure vendors also were informed first. Would be useful to have the Awards Committee review the full process.</li> <li>• <a href="#">Election results</a> have been announced. At the division level: <ul style="list-style-type: none"> <li>○ Vice-President/President-Elect: <b>Christina Pryor</b></li> <li>○ Secretary: <b>Jenny Presnell</b></li> <li>○ <b>DIVISION BYLAWS AMENDMENT</b> <ul style="list-style-type: none"> <li>▪ Amendment Item #1: The past president will serve as the board liaison for RUSA Interest Groups. <b>ADOPTED</b></li> <li>▪ Amendment Item #2: Interest groups must retain at least 10 RUSA members at all times to remain. Membership extends to ALA members outside RUSA. <b>ADOPTED</b></li> </ul> </li> </ul> </li> <li>• ALA staff continue to work from home. The best-case scenario for moving to the new headquarters is now Mid May.</li> </ul>	

<b>Deadline</b>	<b>Action Items</b>	<b>Person Responsible</b>
	Awards process review.	German will notify the RUSA Awards Coordinating Committee Chair
<b>Agenda Item 4a: Special Projects Associate for Reference and User Services Quarterly</b>		
Discussion	<p><a href="#">Proposal Motion</a> : Move to create a one-year Special Projects Associate position for Reference and User Services Quarterly to assist with the transition of the journal to the OJS3 platform and support change in layout, workflow, and other support for the Editor in modernizing the journal.</p> <p>Motion Passed</p>	
<b>Deadline</b>	<b>Action Items</b>	<b>Person Responsible</b>
	Motion passed	Bordelon will notify Kathleen Kern.
<b>Agenda Item 4b: Guidelines Update</b>		
Discussion	<p><a href="#">Guidelines Draft</a></p> <ul style="list-style-type: none"> <li>• Definitions are provided for various items including standards, guidelines, and recommendations.</li> <li>• Among the proposals: <ul style="list-style-type: none"> <li>○ Use of a standard template</li> <li>○ Rolling review over a 5 year period</li> </ul> </li> <li>• Please review the draft. Major question is <ul style="list-style-type: none"> <li>○ Should guidelines public comment process should be managed by Professional Resources Committee (PRC), as with Standards, or could be managed by responsible body with support from PRC?</li> </ul> </li> </ul>	
<b>Deadline</b>	<b>Action Items</b>	<b>Person Responsible</b>
	Review draft (all RUSA Board)	Courtney McDonald will coordinate responses.
<b>Agenda Item 4c: Budget and Finance Update</b>		
Discussion	<ul style="list-style-type: none"> <li>• <a href="#">ALA FY 2021 Preliminary Budget Narrative</a> <ul style="list-style-type: none"> <li>• Our focus has to be on ensuring a future for the functions of Reference &amp; User Services. Membership fell 43% from 2003-2017 and continues to decline. Our revenue stream has also continued to decline. ALA and other divisions are seeing similar problems. ALA is facing a decrease in budget of 8.9% for the coming year and this was before the loss of the Annual Conference and the impact of COVID-19 on endowment and membership. Our staff is shared with</li> </ul> </li> </ul>	

	<p>ASGCLA and they pay for 30% of the cost of the 3 staff (Executive Director is exclusive to RUSA). The RUSA Budget &amp; Finance Committee propose a RUSA Futures Task Force to look at the steps and process required for a merger into CORE. Other possibilities were investigated such as becoming a round table and this was viewed as not feasible given the financial limitations and lack of staff.</p> <ul style="list-style-type: none"> <li>• Question was asked about timelines. Can we make it through another year? Ladewski feels we have the support of the ALA Executive Director to take the necessary steps and times to make this transition. CORE does have a special election in September for elections.</li> <li>• We should also document the dissolution process lesson learned from other divisions.</li> <li>• Proposal is to have Chris Pryor chair the task force and to have a representative from each of the 6 sections. Please decide by April 24 on who will represent each section.</li> <li>• CORE staff are expected to stay in place.</li> <li>• <a href="#">Motion</a> of “We move that the RUSA Futures Task Force be formed for the term of May 2020 through June 2021, with charge and membership as noted in the ‘Background’ section of this document” was passed unanimously.</li> </ul>
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Deadline	Action Items	Person Responsible
April 24, 2020	<p>Sections appoint representation for the RUSA Futures Task Force.</p> <p>Motion to create task force passed.</p>	Section Chair

**Agenda Item 4d: Open Discussion**

Discussion	<ul style="list-style-type: none"> <li>• Definition of reference will continue.</li> </ul>
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**Agenda Item 5 : Announcements**

Discussion	<ul style="list-style-type: none"> <li>• The ALA Executive Director will be invited to a future board meeting.</li> <li>• Meetings for ALA including the membership meeting and RUSA Board will be decided before next board meeting.</li> </ul>
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**Agenda Item 6: Wrap up, action items, next meeting**

Discussion	<ul style="list-style-type: none"> <li>• Meeting schedule <ul style="list-style-type: none"> <li>○ May 11</li> <li>○ June 8</li> <li>○ Annual – TBD</li> <li>○ July - TBD</li> </ul> </li> </ul>
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**Notes of Interest / Next Meeting:**

- Next meeting May 11
- Major items: Passed by Board:
  - Special Projects Associate position for Reference and User Services Quarterly created
  - RUSA Futures Task Force created

Meeting adjourned 1:19 pm CST

Rev. 04/13/2020