

Minutes
Communication Committee
College Libraries Section, ACRL
June 16, 2001, 11:30-12:30
ALA Annual Conference
San Francisco, CA

Present: Wayne Bivens-Tatum, Melinda Dermody, Catherine Lee.

Absent: Lynea Anderman, Rosemary Arneson, Terry Ballard.

Melinda Dermody started the meetings with introductions. She also volunteered to take minutes for the meeting.

Newsletter:

1. Copies of Catherine Lee's newsletter report were distributed. Currently, three versions of the newsletter are created – the print, an full-imagined web version and an rtf version, which is used to create an html version. Upon Melinda's recommendation, it was decided that a volunteer from the committee will mark up the rtf version to html in order to ease John West's responsibilities as web editor. Wayne Bivens-Tatum has volunteered to do this for the next issue. Catherine will send Wayne the rtf version of the newsletter and he will mark it up to html and then send it to John.
2. There was also discussion about advertising the Friday Night Feast in the newsletter, as the deadline for registering is so close to the time that the newsletter comes out. It was decided that the fall newsletter will promote where to look for upcoming Friday Night Feast registration information, rather than actual registration information. In this way, frustration regarding missed deadlines for dinner registration will be avoided. The Friday Night Feast will still be reported in the newsletter as a CLS event.
3. Appreciation was expressed to Catherine for her hard work on the newsletters.

Web:

1. Copies of John West's web site report were distributed. The main issues raised in the report were 1) approval for removal of special request items from the site, 2) clarifying the process for posting the newsletter, 3) exploring the option for having the CLS web site hosted on the ALA server, and 4) exploring options for replacing John as the web editor by 2003.
2. At the Executive Committee meeting, Mickey Zemon asked the Communications Committee to review the CLS web site and explore "face lift" options for the site. She recommended that we review other CLS section sites and consider adding more graphical elements to the CLS site. At the Midwinter 2002 meeting, the committee will review the web site and recommend updates for the site. If possible, we would like to reserve a room with Internet access and projection equipment to facilitate review of the site. We will also explore interest among the committee members in being the web editor in the future. Melinda will contact ALA to explore the option of having our site hosted on their server.

3. There was also discussion of outdated newsletter links. Wayne gave his report on the newsletter link check. There are 11 newsletters that are either no longer available or have not been updated in a least a year. Wayne will send John the report and ask him to remove these links. We will stick with the "one year with no update" rule in determining which newsletters will be removed. Wayne will check for Midwinter, the four newsletters that are coming up on a year. Melinda will seek a volunteer to check the rest of the newsletters for Midwinter. There was also the suggestion that we solicit new newsletter on Collib-L. Melinda will send a message out in the fall.

4. Appreciation was expressed to John for all his hard and ongoing work on the CLS web site.

Listserv:

1. There have been few changes on the Collib-L listserv. Damon Hickey reported to Melinda that there are still over 1,000 subscribers.

Executive Committee:

1. The Executive Committee asked the Communications Committee to write a job description for our virtual member. So, Melinda will be working with John West to complete a job description for the virtual member as it stands with his current responsibilities .

2. Melinda will also be creating a job description for the chair of the Communications Committee.

3. Executive also asked our committee to consider what parts of the CLS web site should be printed and archived in the CLS archives. The committee recommends that once a year, all the pages that are not currently archived (minutes, newsletters etc.) be printed out for placement in the archives. Although there is currently no electronic archiving, the committee recommended that this be considered in the future. Melinda will review and print the pages before fall and send them to Scottie and Mickey.

4. We were also asked update the web version of the Committee Membership Volunteer form. The request was to add a "virtual membership" box allowing people to indicate if they want to be a virtual member. Near that box should be a link to Virtual Membership Guidelines information. If this information is not already available on the site,we will need to upload it.

The roster was reviewed and revised.

The meeting adjourned at 12:30.