

Association of College and Research Libraries
College Libraries Section
Executive Committee Meeting
Embassy Suites Convention Center
Capital D
Washington, D.C.
June 26, 2010, 8:00-10:00 a.m.

MINUTES

Present: Barbara Burd (Leadership); Cathy Doyle (Best Practices; Program Planning 2011); Janet Fore (College Library Directors Discussion Group); Robert Fleming (College Library Directors Discussion Group); Sally Gibson (Membership); Jill Gremmels (CLIP Notes); Clem Guthro (Professional Development); Irene Herold (Past Chair); Jan Kemp (Medium Sized Libraries Directors Discussion Group); Doug Lehman (Secretary); Mark McCallon (Research); Chris Milson-Martula (Vice-Chair/Chair-Elect); Lisa Stillwell (Member-At-Large); Dawn Thistle (Chair); Jennifer Turner (Communications)

Guests: Susan Barnes Whyte (ACRL Council of Liaisons); Vivian Brown-Carman (Medium-Sized Libraries Directors Discussion Group, 2010-11); Adam Burling (ACRL); Carolyn Carpan (Member-At-Large, 2010-12); John Lehner (ACRL Board Liaison); Kevin McGrew (Best Practices, 2010-11); Celia Rabinowitz (Vice-Chair/Chair-Elect, 2010-12); Stacy Voeller (Secretary, 2010-11)

Chair Dawn Thistle called the meeting to order at 8:05 a.m.

Introductions were made of current and future members of the CLS Executive Committee.

1. A motion to approve the agenda was made and seconded.
2. Chair Dawn Thistle asked if the assembled body would consider a consent agenda for the committee reports.
 - a. She noted that rather than commenting on what has been submitted as written reports, chairs would only note new information.
 - b. She felt that this would allow the Executive Committee to spend more time working on CLS business.
 - c. The question was approved unanimously.
3. Minutes from the CLS Executive Committee ALA Midwinter meeting of January 17, 2010, were approved.
4. Chair's report
 - a. Dawn reminded committee chairs that the minutes of their committee meetings are due to ACRL by July 16, 2010.
 - b. She also asked that minutes be reformatted and submitted to the Newsletter. It is thought that this would be a great way to publicize the work of the committees.
 - c. Dawn spoke about the Emerging Leader 2011 program.
 - i. She noted that she had put in a request on behalf of CLS as approved by the CLS Executive committee at ALA Annual 2009.
 - ii. ALA will provide funds for individuals identified as emerging leaders to attend the ALA conference.
 - iii. There is no guarantee that the CLS member will be selected for the program.
 - iv. Criteria are that it be an ALA member with fewer than five years in the profession.

- v. A motion was made and seconded that we support again a candidate for the Emerging Leaders 2012 program with a preference for a CLS candidate. The motion was approved unanimously.
 - d. IFLA Nomination
 - i. There is a section in IFLA for academic/research librarians (Academic and Research Libraries Section) that had been previously open to only research university librarians (ULS nominee). It has now been opened up to all types of academic librarians.
 - ii. CLS nominated three individuals (in alphabetical order): Clem Guthro (Colby College), Irene Herold (Keene State College) and Samantha Thompson-Franklin (Lewis-Clark State College).
 - iii. CLS Executive Committee voted to nominate Irene Herold as our candidate, although ULS also nominated one of their members, and all applicants were moved forward and may still be considered.
 - iv. No selection has been made yet. The selection will be made by the ACRL International Relations Committee. It was noted that this is a four-year commitment.
 - v. Discussion took place about using section funds to assist with the IFLA conference registration fee or for attendance at the IFLA conference. [NOTE: 10.b.2.ii, below]
 - e. Dawn noted that she continues sending out any information she receives from Adam Burling in the ACRL office.
- 5. Vice-Chair's Report
 - a. Christopher Milson-Martula noted that he has been representing the section on the ACRL Excellence in Academic Libraries Award (Selection) Committee. He said it is a fairly informal process.
 - b. He informed the Executive Committee that he has appointed two committees whose work commences immediately. The first is the Program Planning 2011 Committee, chaired by Cathy Doyle. The program in 2011 will be a joint program with the University Libraries Section and will feature the use of Pecha Kucha (lightning rounds) with a focus on innovation in academic libraries. It was stated that they will be looking for innovation at all levels, so please keep potential speakers in mind.
The second committee is the Nominating Committee 2012, chaired by Alice Bahr. Chris noted that they have already come up with a slate of officers.
 - c. Chris shared that his other major task is to fill committee vacancies through the appointment process.
 - i. He noted that he was able to appoint everyone who had applied.
 - ii. He further commented that while there may be fewer members in the section this should have no impact on committee appointments.
 - iii. There has been some concern about the number of potential committee members who want to be virtual members rather than face-to-face members and how this may affect committee work.
 - iv. It was noted that CLS members need to think carefully about what committees they want to serve on prior to filling out the volunteer form.
- 6. Past-Chair's Report
 - a. Irene Herold spoke about the new leader orientation program held at McCormick & Schmick's restaurant on Friday evening prior to the Friday Night Feast. She has sent out the notes from the meeting via e-mail.

- b. History of CLS
 - i. Irene Herold suggested that an ad hoc historical committee be appointed to update the history of the section
 - ii. She stated that the last time this was done was in 1986-1989 with Susan Campbell as chair.
 - iii. The next anniversary date for CLS would be 2014 or 2019 (if one takes 1939 as the founding date of CLS).
 - iv. Discussion ensued about digitization of CLS documents and that this should be part of the charge to the Section History Ad Hoc Committee.
 - v. Dawn Thistle asked if anyone would be willing to take on the task of getting this project underway.
 - 1. It was noted that we may want to post a message on COLLIB-L seeking volunteers.
 - 2. It was also thought that we may want to speak with Susan Campbell to see if she has an interest.
 - 3. The section archives are located at University of Illinois @ Urbana-Champaign.
 - vi. It is possible that a chapter of Irene Herold's dissertation may be of use in this project.
- 7. Secretary's Report
 - a. Doug Lehman reported that the minutes from ALA Midwinter have been completed and submitted.
 - b. He noted further that he will try to create a version of the minutes that would be more succinct and that could be submitted for publication in the section newsletter.
- 8. Members-At-Large Report
 - a. Lisa Stillwell
 - i. Friday Night Feast
 - 1. This is the 12th year
 - 2. Corporate sponsorship
 - a. Serials Solution was the sole sponsor this year
 - b. Taylor & Francis has expressed interest in serving as sponsor
 - c. Dawn Thistle suggested that Taylor & Francis could sponsor a CLS program or one of them could sponsor an activity or event for CLS at the ACRL Conference
 - d. It was decided to ask Mary Heinzman to communicate with Taylor & Francis about sponsoring something at the ACRL Conference
 - e. There was discussion about considering the new leader orientation as part of the Friday Night Feast at the same location the hour before the Feast rather than a stand-alone event.
 - b. Mary Heinzman
 - i. Mary is working with the program planning committee.
- 9. Committee Reports
 - a. CLIP Notes – Jill Gremmels
 - i. Jill noted that the committee is not ready to make a proposal about some substantial changes to the *CLIP Notes*.

- ii. She asked for ideas about how to make *CLIP Notes* a better publication and how we might incorporate the web into *CLIP Notes*.
 - b. Professional Development – Clem Guthro
 - i. Clem noted that many institutions have been hit with budget cuts and that this has impacted attendance at professional development programs. He said that in many cases he has heard that institutions are only allowing a staff member to travel if they are presenting.
 - ii. He asked that we think about how we can encourage more local professional development, but not lose attendance at ALA and ACRL conferences.
 - iii. One suggestion was made to contact the ACRL Chapters. Clem noted that this had been done and the results were not promising, but thought it might be good to try again. It was thought that the chapter listservs could be used as a means of learning more about what chapters are doing.
 - iv. Clem discussed how they are trying to do more local, low cost professional development programs in Maine.
 - c. Nominating – Doug Lehman
 - i. Doug thanked the candidates (Celia Rabinowitz, Carolyn Carpan and Stacy Voeller) for their willingness to run for CLS office.
 - d. Leadership – Barbara Burd
 - i. 2010 ACRL CLS ProQuest Innovation in College Librarianship Award
 - 1. Barbara shared that Sigrid Kelsey and Angela K. VandenBroek of the Louisiana State University Libraries will receive the award at the CLS program.
 - 2. They were cited for “their commitment to providing open source content that can be used by college libraries to support development of dynamic research guides using Delicious”.¹
 - e. CLS Program
 - i. The program will be Saturday, June 26, 2010, at 10:30 a.m. in the Washington Convention Center.
 - ii. The title is “Librarians Just Need To Have Fun”.
- 10. Liaison Reports
 - a. CIC – Susan Barnes Whyte
 - i. Susan noted that she attended a recent meeting with the CIC provosts and made a presentation to them. If Executive Committee members have ideas for presentations please e-mail Susan.
 - ii. She further related that she had presented at the 2010 Information Fluency Workshop in New Orleans.
 - 1. Susan noted that the workshop was well attended.
 - 2. She and Tom Kirk made a presentation entitled: “Planning and Using Library Space and Budgets to Promote Information Fluency in the Major.”
 - 3. Susan stated that there will be additional information fluency workshops and we should keep an eye out for them.
 - b. ACRL staff – Adam Burling

¹ Association of College and Research Libraries, “VandenBroek and Kelsey win 2010 ACRL CLS ProQuest Innovation in College Librarianship Award”, news release, March 3, 2010.

- i. Adam talked about the proposal before the ACRL Board concerning a new formula for section funding.
 - 1. He said it would include a base funding amount and then an additional amount for each member beyond the base.
 - 2. He noted that CLS should be in good shape.
- ii. He further added that ACRL is moving away from the action plan model and moving toward an action form that will be done four times a year.
 - 1. This should provide sections with greater flexibility for funding proposals.
 - 2. Dawn asked if we could use section funds to support a CLS member who may be selected as the IFLA liaison with travel and expense. Adam stated that yes, funds could be used for that purpose.

11. Other Business

- a. In Print Project – Christopher Milson-Martula
 - i. Chris asked for a motion for support for the Research Committee to reinstate the In Print project.
 - ii. The In Print project was designed to provide authors with information about where they might find sources to submit their articles.
 - iii. Chris feels that this is a good project and he spoke with Kathryn Deiss (ACRL staff) to see if this could become an open source product.
 - iv. Chris asked Mark McCallon for his thoughts on In Print.
 - 1. It was noted that In Print began in 2002-03 and has about 120 entries in it.
 - 2. Some are better than others.
 - 3. There were some issues as ALA moved to a different content management system and different servers.
 - 4. Turnover among ALA programmers also contributed to problems.
 - 5. There was agreement about moving to an open source environment.
 - v. Dawn asked if Mark would contact Kathryn Deiss to see what she thinks. Chris noted that she has been an ally, but that there are still questions about the priority for it. If programmers have other tasks assigned to them where does this fit in?
 - vi. Could this be a flat file that can be posted on the CLS website? The information would need to be updated before doing this.
 - 1. Would it be possible to add evaluative or advisory statements if needed?
 - 2. It was suggested that perhaps a wiki-type format or something in Word Press might work. It was thought that it might be added to the CLS wiki.
 - 3. A suggestion was made that the Research Committee identify journals that have published articles by CLS members and then identify those journals as being friendlier to articles from college librarians and about college librarianship.
 - 4. Once the new format gets settled a message will be put out on COLLIB-L to alert members of the new In Print.
 - vii. If possible it would be good to format the data so that it could be extracted later to be included in the ALA structure.
- b. ACRL Board – John Lehner
 - i. John stated that the Board is having another go at the strategic planning process.

1. The Board will be meeting in Chicago in September for a strategic planning session.
 2. They are trying to focus on strategic planning, rather than operational planning.
 - ii. Dues Discussion
 1. John noted that this is on the Board's agenda.
 2. There was a recommendation from the Budget & Finance Committee that the Board look at a dues increase, but tie it to the Higher Education Price Index.
 3. John said the changes would not occur until 2012 at the earliest.
12. Discussion Groups
- a. College Libraries Directors – Janet Fore/Robert Fleming
 - i. This discussion group will meet on Sunday, June 27 from 1:30-3:30 p.m. in the Embassy Suites Convention Center, Capital B.
 - ii. Possible topics for discussion include: librarian-faculty collaboration to achieve institution goals; marketing to digital natives and social media; library involvement in institutional-level strategic planning; redefinition of mission and scope of college archives; copyright enforcement on campus.
 - b. Medium Sized Academic Libraries – Mary Heinzman/Jan Kemp
 - i. This discussion group will meet on Sunday, June 27 from 10:30 a.m. to 12 noon in the Embassy Suites Convention Center, Capital B.
 - ii. The topic of discussion will be assessment of library services.
13. New Business
- a. Dawn announced that due to new job responsibilities at Assumption College she will need to step down as past-chair. Irene Herold has agreed to serve another term as past-chair in 2010-11.
 - b. Committee structure
 - i. Dawn asked for discussion about the current committee structure in CLS. What are some of the problems, issues?
 1. It was noted that committee work typically does not really get started until Midwinter with the result that committees tend to lose about six months of work time. Perhaps a conference call or a video conference in late August/early September would be a good idea.
 2. Should there be more of a commitment by chairs to get information out to members in August about what the committee has done at Annual?
 3. Should there be some cross-committee work that would allow for sharing of ideas?
 - ii. Dawn asked if committee chairs felt they are at the limit of what they can accomplish? Do they need more members to be able to get the work of the committee completed?
 - iii. Discussion took place about virtual members and their participation.
 1. It was noted that if a committee chair has tried to contact a virtual member and there has been no response for two meetings (virtual or physical), then the chair needs to consider having them removed from the committee.
 2. It would be a good idea for the chair to send out the committee charge along with expectations for virtual and face-to-face members.

- iv. It was thought that it is a good idea for the committee to review the current charge at the beginning of the year (after Annual) and then make recommendations concerning changes. These recommendations would then go to the Executive Committee for action.
 - v. It was recommended that following the Annual conference that the CLS Chair (Dawn or Chris) send a message to committee chairs and ask for practices in starting the new year with a committee—i.e., a committee chairs best practice.
 - vi. The Executive Committee engaged in discussion about encouraging engagement when you only see each other at Annual or Midwinter.
 - 1. Some suggested making use of DimDim, Skype or a similar system.
 - 2. It was stated that at the Communities of Practice Assembly some sections spoke of setting up task forces to explore different ways of communicating virtually.
 - 3. Irene reminded the Executive Committee that meetings are required to be open and that we need to follow the guidelines for ALA/ACRL meetings concerning notification of meetings.
 - 4. Clem mentioned that it would be good for chairs to remind committee members that it is fine to let your committee chair know that you are unable to fulfill your committee requirements and ask to be removed from the committee.
 - 5. Dawn encouraged committee chairs to let Chris know if committee members are not participating nor communicating with the chair. He can then take steps to remove the committee member.
 - c. Discussion concerning the new chair/officer orientation
 - i. It was felt that the section chair should request a room for the orientation, if it can be scheduled between the Communities of Practice Assembly and the Friday Night Feast.
 - d. Dawn asked committee chairs to be sure to let the chair know what type of support they need to lead their committee.
 - e. Discussion took place concerning what committee chairs can do to stay in contact with their committees?
 - i. One idea was to recap what went on at the all-committees meeting and share it with their committee after the conference.
 - ii. Another suggestion was to make sure to communicate with the committee between midwinter meeting and annual conference.
 - iii. It was thought that perhaps the “new” leader orientation become more of a “leader” orientation.
14. A motion to adjourn was made, seconded and approved. The meeting adjourned at 10:00 a.m.

Respectively submitted:

Douglas K. Lehman, Secretary