

**ACRL Literatures in English Section
2015 Executive Committee
Virtual Midwinter Meeting Minutes
Wednesday, January 21, 2015 11:00 a.m. (EST)**

In Attendance:

Laura Taddeo (Chair); Amanda Rust (Vice-Chair/Chair Elect); Arianne Hartsell-Gundy (Past-Chair); Linda Stein (Secretary and Website Editor); Robin Imhof (Member-at-Large); Jaena Alabi (Chair, Planning Committee); Judith Arnold (Co-Chair of Collections Disc. Group); Amanda Binder (Social Media Coordinator and List Administrator); Laura Braunstein (Conference Program Planning Committee); Liorah Golomb (Chair, Membership Committee); John Glover (Chair, Publications Committee/Editor, *Biblio-Notes*/Co-Chair, Reference Discussion Group); Kristen Hogan (Co-Chair, Reference Discussion Group); Hazel McClure (Co-Chair, Collections Discussion Group); and Chris Ruotolo (Chair, Nominating Committee).
ACRL: Irene M. H. Herold (ACRL Liaison and Candidate); Scott Walter (ACRL Candidate); and Elois Sharpe (Program Coordinator).

I. Welcome and introductions (Taddeo)

II. Agenda approved. (Taddeo)

III. Minutes from ALA Annual 2014 approved. (Taddeo and Rust)

IV. Guest Speakers/Announcements from Chair (Taddeo)

Scott Walter, University Librarian, DePaul University, and Irene M. H. Herold, University Librarian, University of Hawaii at Manoa, are candidates for ACRL Vice-President/President-Elect. They discussed their professional backgrounds and views of ACRL service. Walter is interested in local, state and national levels of ACRL involvement. Herold focuses on mentorship and leadership. She reported that ACRL exceeded its goal for the scholarship fundraiser. Over \$56,000 was raised. Walter appreciated the significant number of first-time donors. Donors mentioned they were attracted to the approach taken by ACRL. Walter thought it was one of the most, if not the most, successful fundraising campaigns. Herold said that the ACRL Board voted to support mid-career librarians as well as new librarians due to the decline in support for travel. The funds will come from the regular budget rather than the scholarship campaign donations. Please contact both candidates. They will be at Midwinter Meeting, and their “virtual ear” is always open.

V. Old Business

A. Review of 2014/2015 LES budget (All)

There is about \$1,000. LES is committed to spending 25% of the budget to aid the MLA Liaison (\$250) and will be responsible for half of the cost of the Annual Conference program. Last year LES split the bill with two sections: WESS and SEES. A question was raised about the ability to spend money on LES Social appetizers and swag. Laura Braunstein would like to cover the cost of the speaker’s dinner (about \$50). There was discussion about spending money for

swag versus appetizers at the LES Social. Attendees could buy their own food and drinks at the Social. Irene Herold confirmed that an honorarium would be appropriate as long as the speaker is not a librarian. Dinner payment may need to be confirmed with Megan Griffin. Liorah Golomb suggested trivia games at the LES Social as an activity.

B. Emerging Leader (Taddeo)

Irene Herold questioned the amount budgeted for the Emerging Leader co-sponsorship. Laura Taddeo thought that \$500 was spent last year. LES could look for a third partner. Herold said if the cost of swag was \$300 and LES will be giving \$500 for half of Emerging Leader expenses, LES may have to hold off on the swag. It was decided that LES will not participate in Emerging Leader sponsorship next year so there will be money left for swag. Rachel Gammons is the Emerging Leader. She is a member of LES. Taddeo will check to see if WESS would like to contribute funds.

C. Funding MLA Liaison (Taddeo)

LES has renewed the three-year term of Sarah Wenzel, the current MLA Liaison until June 30, 2018.

D. ACRL 75th Anniversary Scholarship Campaign (Taddeo)

Laura Taddeo thought LES did well. The \$540 raised for the ACRL Scholarship Campaign came close to the section goal of \$635. Irene Herold commended the section's efforts to support the campaign. Seventeen members donated. Taddeo thanked everyone for their contributions.

E. Virtual Participation Committee (Rust)

Amanda Rust sent an email about the proposed disbanding of the standing committee. Since LES has robust ALA support for these activities, the committee felt the work could be done by one person who sends out reminders. This could be the Member-at-Large or someone on the Membership Committee. Jaena Alabi thought it would be appropriate for someone on Membership. The committee started as an ad hoc task force. LES Exec. has to make sure a person is designated to do this. Irene Herold said the dissolving of a standing committee would require a vote. The group thanked Rust for doing a great job of notifying LES members. Liorah Golomb suggested a proposal to LES membership and a vote at ALA Annual. Alabi thought the LES Governance Procedures would have to be updated and a membership vote to disband the committee taken. She will investigate.

VI. New Business

A. LES Task Force Reports (Imhof)

Robin Imhof said the Task Force is working on guidelines for weeding literature collections. Five people are considering general criteria at this time, but elements unique to literature collections are desired. The new goal is to bring a draft to Annual.

B. Digital Humanities Book Project (Hartsell-Gundy, Golomb)

Arianne Hartsell-Gundy reported that the manuscript is almost finished. Chapter authors did a good job of meeting deadlines. ACRL is currently copyediting the manuscript. LES will be acknowledged. Liorah Golomb said they are collecting the comments of the external reviewers. They hope to publish the free e-book in spring or early summer.

C. ALA Annual Conference Schedule (Taddeo)

The proposed schedule was displayed for feedback. LES Exec. members thought the schedule looked good. This time the General Membership meeting is scheduled for Saturday followed by the LES Social. Usually the MLAIB meeting is held on Saturday at 10:30, but this has not been confirmed. There is still time to make changes. The New Members Discussion Group was taken off the schedule. Coffee at the LES Executive meeting proved to be too expensive. Laura Taddeo hopes to have the meetings confirmed.

VII. Reports

A. Chair (Taddeo)

1. Please submit minutes. They need to be in by March 6 to Megan Griffin and posted on ALA Connect.
2. Information from Virtual Discussion groups can be published in *Biblio-Notes* and/or the LES Blog and Wiki. Information does not have to be detailed minutes. Topics discussed will help those choosing topics for future meetings.
3. Rachel Gammons, the new Emerging Leader, will be digitizing the newsletter of a round table for her project.

B. Vice-Chair/Chair-Elect (Rust)

1. Amanda Rust has been soliciting volunteers for LES committees. There are lots of people on Membership Committee. Rust will go through rosters and contact people. She will send one more email.
2. Rust said committee members do not have to confirm that they are still members in their committees to stay in these groups. They are members until their terms are up.

C. Past Chair (Hartsell-Gundy)

1. Arianne Hartsell-Gundy has already reported on the book. She may be chairing the Nominating Committee.
2. She can help plan the San Francisco LES Social.

D. Secretary (Stein)

Linda Stein will be asking for minutes and program information for the LES Website and Wiki.

E. Member-at-Large (Imhof)

1. Robin Imhof sent information about swag availability and prices to Exec. members. She talked with John Glover who investigated swag last year. This is a challenging task because \$200 doesn't buy anything and products made in the US were preferred. LES Exec. needs to establish a dollar amount and a means of payment if proceeding.
2. Imhof was thanked for her research with the hope that it can be used in the future. This year's budget is tight.
3. Glover wondered why so many sections manage to distribute swag. Much of the LES budget (50-75%) tends to be committed.
4. Irene Herold suggested having a plan ready to go at Annual so LES can use the new budget. Outside sponsorship would need to be coordinated via ACRL (Megan Griffin). Many sections work with ACRL staff to obtain sponsorship for awards. Herold thought that swag for the LES Social would be a modest amount that may appeal to vendor sponsors. This will be discussed further via email.

F. Publications (Glover)

1. John Glover is soliciting content for the approaching deadline of the Spring issue of *Biblio-Notes*. Glover did not use as many links in the Fall issue and is hoping to put them in the Spring issue.
2. This will be his last issue as he will be acting as Chair of Publications Committee. He asked if he should send out a call for a new *Biblio-Notes* editor. The Publications Committee met on Jan. 12. Glover lost his meeting notes due to a computer crash, but he believes someone volunteered to be editor and will share the name later.
3. An online LES calendar was brought up at the meeting. Ashley Ireland may work on this, possibly with some assistance from Ruth Boeder.
4. He is not sure that Publications discussed the issue of the LES Directory.
5. Boeder continues to coordinate work on the bibliography and will try to solicit more contributions.
6. Brian Flota is investigating the revision of the LES brochure. Glover will check with Flota to see if the brochure will be ready for Annual. He will provide information about this via email.
7. Glover is looking at how much supposed to be done by Publications according to the original charter. Publications Committee members may discuss this.

G. Membership (Golomb)

1. Liorah Golomb reported that the career librarian program at the General Membership meeting at Annual went well.
2. Membership may focus on the LES Mentoring Program for this year's meeting and have a panel of mentor/mentee pairs. She may send out a call via LES-L or contact people directly.
3. In October, there were 504 personal LES members as opposed to 529. She is not concerned because the number changes from month to month.

4. Membership will send letters to members who have dropped their membership in LES. Volunteers are working on a draft of a new version of the letter. They are investigating the possibility of having an electronic letterhead. Laura Taddeo thought that Megan Griffin at ACRL could help with this.
5. The question was raised: Can LES obtain the names of new LES members who plan to attend Annual? Membership could send them information about conference events. Irene Herold thought this was possible. Herold has done this for ACRL conferences. Laura Taddeo and Jaena Alabi approved of this proactive approach. Individual invitations seem to be more effective.
6. In prior years Alabi sent an informal email asking why people dropped their LES membership.
7. Membership plans to draft a survey asking how LES can be more effective.
8. Kelly Diamond took over the LES Mentoring Program. She has been contacting current volunteers to see if they want to continue.
9. Jen Stevens and Tammy Eschedor-Voelker will form a task force that will work on the LES Calendar and connect with Publications (John Glover). They hope to have an outline by Annual and have the calendar populated after the conference. Starting this new task would require changes in the LES Governance Procedures.
10. Some discussion groups have senior and junior co-chairs. This is a good idea. It would require changes to the Governance Procedures. LES Exec. needs to discuss this at Annual. This could work in many committees.
11. It was suggested that the New Members Discussion Group disband, although LES could explore having occasional virtual forums. Since the two co-chairs could not attend this meeting, Taddeo suggested that this decision wait until Annual.
12. New members should be encouraged to come to the General Membership Meeting and stay for the LES Social. Irene Herold said it is important for members to know that the work of the section is more than what happens at Midwinter and Annual.
13. LES Exec. made the decision not to update the LES Directory. It was originally used to identify possible peer reviewers during the promotion process. There are other ways of obtaining this information. The directory will be removed from the LES Website and the home page of the Wiki. A copy would be kept in the Wiki Archive in case it was revived at a later time.
14. ACRL members can join as many sections as they want without paying additional charges. Laura Taddeo asked that this be mentioned in letters to members who have not renewed their memberships, in *Biblio-Notes* and on the LES Website.
15. Amanda Rust will proceed with the change to the New Members Discussion Group. Any suggestions should be sent to her.

H. Planning (Alabi)

1. Jaena Alabi reported that the Planning Committee met a few weeks ago. They will be working on a strategic plan modeled after ACRL's *Plan for Excellence*.
2. Kathy Johnson and Frank Gravier are updating the *LES Statement on Primary Materials*.
3. Alabi thanked Robin for the report on weeding discussions. This should help Planning with guidelines.
4. LES may want to plan a future General Membership forum on ACRL's *Framework for Information Literacy for Higher Education* and its five threshold concepts.
5. There was discussion about whether a LES statement of support was needed concerning digital humanities. MLA has a statement. Arianne Hartsell-Gundy wrote a statement of support for the Digital Humanities Interest Group. She will send Alabi what she wrote.
6. The current LES Strategic Plan (2013) should stay on view on the LES Website and Wiki Archive until LES has a replacement plan.

I. 2015 Conference Program Planning (Braunstein)

1. Laura Braunstein sent the draft program flyer to LES-L.
2. "Libraries Behind Bars: Education and Outreach to Prisoners" will be held on June 27, 2015, from 1-2:30 p.m. at the Moscone Center. The moderator is Elizabeth Marshak, Prison Librarian, at the California Department of Corrections and Rehabilitation.
3. There is an interesting panel: Tobi Jacobi, Associate Professor of English, Colorado State University; Amy Lerman, Associate Professor of Public Policy, UC Berkeley; and Dan Pacholke, Deputy Secretary, Operations, Washington State Department of Corrections.
4. Committee members are working on a bibliography.
5. LES is cosponsoring the WESS/SEES Program on European graphic novels "in name only." Braunstein would be more excited if the WESS program wasn't scheduled at the same time as the LES program as WESS is always popular.
6. LES Exec. said Braunstein has done a great job.
7. The LES program is cosponsored by the Anthropology and Sociology Section (ANSS), the Law and Political Science Section (LPSS), and the Association of Special and Cooperative Library Agencies (ASCLA).

J. 2015 Nominating Committee (Ruotolo)

1. Chris Ruotolo reported on the Committee's slate of candidates. The candidates for Vice Chair/Chair-Elect are Laura Braunstein and Harriett E. Green. For Secretary, the candidates are Jaena Alabi and Alex Watson. Hazel McClure and Zara Wilkinson are running for Member-at-Large.
2. She will send out reminders to vote on LES-L.

K. Reference Discussion Group (Hogan)

1. Kristen Hogan said a survey was sent out to LES members asking for suggested topics.
2. The Reference Discussion will be held virtually on Feb. 9. They will continue the conversations held at Annual about digital humanities.

L. Collections Discussion Group (Arnold/Hogan)

1. Judith Arnold reported that the Collections Discussion Group will be meeting virtually on Friday, Feb 6, 3-4:00 p.m., Eastern Time. LES members were surveyed for topics of interest; some great topics have been lined up.
2. Hazel McClure offered to add weeding as a discussion topic in order to contribute to the Planning Committee's guidelines. If anyone would like to suggest other topics, please do. They are looking forward to a great discussion.

M. New Members Discussion Group (Martin/Situ)

No report.

N. Social Media Coordinator/List Administrator (Binder – some information distributed by email)

1. Amanda Binder reported that, since ALA Annual 2014, the Facebook group has grown by seven members (total: 117) and the Twitter account has 19 new followers (total: 117).
2. Transitioning the Facebook group to a Facebook page will remain on hold until an image can either be designed or resized for the header image. This should hopefully be ready by Annual 2015.
3. The LES blog will continue to serve primarily as a portal of information for social media regarding LES-sponsored events and initiatives.
4. Binder did ask the current LES-sponsored ALA Emerging Leader to contribute a guest post for the LES blog this spring.
5. Information regarding the 2015 Midwinter discussion groups is currently available on the blog.
6. Other upcoming posts include a call for submissions for the Spring issue of *Biblio-Notes*, and events related to ACRL 2015 and ALA Annual 2015.
7. Binder's two-year term as Social Media Coordinator will end in July 2015. A call for applications for the Social Media Coordinator position will be sent through LES-L this spring. Binder created a description of the responsibilities and a calendar for scheduling to upload to the LES Wiki. She will distribute them at Annual.
8. Membership in LES-L has increased by 27 since Annual 2014 (current total: 575).
9. Binder suggested assigning a back-up for the LES-L Administrator as it is challenging to keep this up while on vacation. This discussion will continue at Annual.

10. Binder was thanked for her work and for being the first LES Social Media Coordinator.

O. Website Editor (Stein)

1. Linda Stein said information about the ACRL Kick Start the Future Scholarship Campaign and LES programs was displayed on the home page of the LES Website. If anyone has something to post, please email her.
2. The LES Wiki continues to serve as an archive for program flyers, bibliographies and minutes. She contacts people from time to time for minutes. Any LES member can upload information. See Stein for assistance or send the document to her.
3. Since Stein is not on the roster for next year's Publications Committee, a new Website and Wiki Editor may be needed. The responsibilities could be split and given to two individuals, but the tasks fit together. She would be happy to continue as Editor or assist with the transition to a new one. The person may have to attend ACRL Drupal training in June before he or she is cleared for editing.
4. Due to a commitment, Stein will not be able to attend Annual. She appreciates that Chris Ruotolo and Laura Taddeo volunteered to take notes for her. Assistance from others would be appreciated. Stein will be sending a digital recorder to Ruotolo. She will type the minutes and submit them to ACRL.
5. Laura Taddeo reminded everyone that minutes are due on March 6.

VIII. Meeting adjourned.

Respectfully submitted by Linda Stein, Secretary