

ACRL/New England Chapter (ACRL/NEC) Board Meeting

Meeting Minutes (annual board retreat)

June 16, 2008

Brandeis University

Attendees: See Attachment A: Attendance. There was a quorum.

Welcome and Introductions (Melissa Behney, president): Melissa called the meeting to order at 10:00 a.m., and the attendees introduced themselves. She summarized the purpose of today's retreat: to give new and returning board members an overview of their responsibilities and to allow all of us to get to know each other.

Overview of serving on ACRL/NEC board (Judy Pinnolis, past president):

ACRL National and ACRL/NEC:, explained that members of ACRL national via ALA are automatically members of our chapter. The president of ACRL/NEC is a member of the national chapters council.

Responsibilities of board members: It is very important for board members to make every effort to attend board meetings. We rely on having a quorum at each meeting in order to conduct the chapter's business. Each board member should be familiar with the chapter's manual, located at <http://www.acrlnec.org/manual.shtml>

Responsibilities of Special Interest Group (SIG) chairs:

- Become familiar with the chapter's manual, especially section IV:55 [Guideline for SIG Program Planning](#)
- Stay abreast of new topics in his or her SIG area and provide leadership in offering programs on those new topics.

Constitution and bylaws (Louise Buckley, outgoing chair of the committee):

Louise explained that the chapter manual contains the policies and practices of the chapter and that it is the first place that board members should check when they have questions. The manual is available online at <http://www.acrlnec.org/manual.shtml>, and all officers receive a printed copy. (The chapter calendar was mentioned at this point: <http://www.acrlnec.org/calendar/month.php>. All board members may update the calendar. Please contact Tim Spindler, new webmaster, tspindler@rwu.edu, for the username and password.)

Parts of the chapter manual:

1. Constitution and bylaws
2. Policies and procedures

Louise suggested that board members become familiar with the manual, especially as it pertains to areas that each board member is responsible for.

Small group time (Barbara Kenney, vice president/president-elect):

In preparing for the board retreat, Barbara and Melissa had agreed about the importance of giving board members an opportunity to get to know one another. To this end, Barbara introduced two questions:

- Why did you become involved in ACRL?
- What do you expect to get out of your involvement?

The board broke into groups of 2-4 people and discussed these questions.

SIG survey report (Judy Pinnolis):

Judy reported on the recent SIG survey. 80% of the respondents thought that the chapter should modernize and change. Some were not sure about the difference between a SIG and a committee. If one attends a SIG event, does one become a member of that SIG?

Attachment B includes results of the survey.

Collaboration with NERCOMP (Dave Wedaman, director for research and instructional services at Brandeis, member of NERCOMP board):

Dave mentioned that NERCOMP is eager to collaborate with ACRL/NEC.

NERCOMP has two programs planned for the next year:

- October of 2008: Merged organization 2.0
- May or June of 2009: The librarian of the future

Introduction to chapter finances (Marilyn Steinberg, treasurer):

Marilyn distributed an example of a treasurer's report, covering 7/1/07 through 6/15/08. Ending balances were:

- Checking: \$28,212.66
- Certificate of deposit: \$ 7,089.40
- Certificate of deposit for scholarship fund: \$ 5,000.00

There were questions and discussion about:

- Honoraria for speakers at programs
- Travel reimbursement for speakers
- Procedure for reimbursement

Each SIG receives \$750.00 per year, which should be sufficient to host several small meetings.

Discussion of priorities for next year (Melissa Behney):

- Need to adequately fund SIGs
- SIG survey: Leadership/management SIG. Melissa plans to implement this by starting with seminars and workshops before starting the SIG.

Scholarly Communications SIG proposal: Marilyn Billings of UMass-Amherst and Carolyn Mills of UConn-Storrs spoke on their proposal for a Scholarly Communications SIG; the proposal was distributed.

Motion: Barbara Kenney moved to approve the proposal.

Second: Laura Robinson Hanlan seconded the motion.

The motion passed unanimously.

- Ongoing financial commitments and income: Melissa wants to develop a financial plan for the next year, including discussion of accommodating online payments for program/conference registration. Melissa is appointing a task force to investigate this, with Tim Spindler as chair.
- For the board meetings, Melissa requests that all SIG chairs continue to submit their reports to her before the meeting, including how the SIG's activities contribute to the categories in ACRL national's strategic plan:
<http://www.ala.org/ala/acrl/aboutacrl/whatisacrl/acrlstratplan/stratplan.cfm>

SIG discussions:

- The possibility of a new SIG combining serials and electronic resources will be discussed at the next board meeting.
- SIG chairs should review and update the descriptions for their SIGs on the website: <http://www.acrlnec.org/sigs.shtml>
- SIGs should co-sponsor programs as often as possible.

New business:

- A discussion on money for travel to ALA and ACRL meetings for President or Vice-President (or their representative) was tabled until the August meeting. (Note: Funding for the president's travel to ALA in June 2008 was discussed and approved via e-mail).
- A discussion on changing the guidelines for the News listserv noted that the list was not the best forum for open discussions. We should explore other ways of encouraging discussion, i.e. a new

Wiki or forum software. It was agreed to keep the current content guidelines for the News and Jobs listservs.

- A discussion on the ACRL/NEC Newsletter resulted in the following motion:
To change the format of the ACRL/NEC Newsletter from a quarterly web-based edition to an ongoing blog with moderated comments on a trial basis for six months. The newsletter blog will be archived on a periodic basis.
Motion: Eleta Exline
Second: Laura Hanlan
Approved: Unanimously
- Debbie Herman of the Continuing Education Committee showed the website/clearinghouse for the maintenance and promotion of ACRL programs: <http://www.acrlnec.org/ce/>. This is an excellent resource and should be promoted throughout the Chapter.

New business:

The next Board meeting is scheduled for Friday, August 1, 9:30AM at Roger Williams University, Bristol, Rhode Island.

Respectfully submitted,

Janice G. Schuster, Secretary

6/24/08

With grateful acknowledgement of the assistant of Mary Piorun and Barbara Kenney

Attachment A: Attendance

Meeting Date: June 16, 2008 (annual board retreat)

Meeting Location: Brandeis University

Officers:

<i>President</i>	Melissa Behney	mabeh@conncoll.edu
<i>Vice President/President-Elect</i>	Barbara Kenney	bkenney@rwu.edu
<i>Past President</i>	Judy Pinnolis	pinnolis@brandeis.edu
<i>Secretary</i>	Mary Piorun (outgoing)	mary.piorun@umassmed.edu
	Janice Schuster (incoming)	jschuster@providence.edu
<i>Treasurer</i>	Marilyn Steinberg	marilyn.steinberg@mcphs.edu
<i>Member-at-Large</i>	Louise Buckley (2008-2010)	lbuckley@unh.edu
<i>Member-at-Large</i>	Carole Myles (2007-2009)	cmyles@assumption.edu
<i>Member-at-Large</i>	Sandra Rothenberg (2006-2008)	srothenberg@frc.mass.edu

Committees:

<i>Communications</i>	Tim Spindler (incoming Web)	tspindler@rwu.edu
	Eleta Exline	eleta.exline@unh.edu
	Val Harper (outgoing Web)	val.harper@unh.edu
<i>Constitution & Bylaws</i>	Judy Carlson	jcarlson@wsc.ma.edu
<i>Continuing Education</i>	Debbie Herman	hermand@ccsu.edu
<i>Membership</i>	Kendra St. Aubin	kstaubin@bridgew.edu
<i>Scholarship and awards</i>	Nancy George	ngeorge@salemstate.edu

Special Interest Groups:

Access Services

Collection Development

Information Technology (ITIG)

Librarians on Online Course

Information (LOCI)

*New England Library Instruction Group
(NELIG)*

Preservation/

Conservation

Scholarly Communications

Serials Librarians

Women's Studies

Linda Roscoe

Jennifer

Carroll

Nancy George

Stephanie St.

Laurence

Angie Locknar

Laura

Robinson

Hanlan

Carie

McGinnis

Marilyn Billings

Carolyn Mills

Margaret Lourie

Joanne Doucette

Evelyn Cherpak

lroscoe@lesley.edu

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ngeorge@salemstate.edu

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lrob@wpi.edu

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mbillings@library.umass.edu

carolyn.mills@uconn.edu

lourie@nelinet.net

joanne.doucette@mcphs.edu

Attachment B: Results of SIG survey, spring 2008

1. Are you currently a member of, or attended a program by, any of these SIGs within the last two years?

Yes ___ No ____

If so, which ones? Check all that apply.

24 Access Services (ASIG)

19 Collection Development (CDIG)

35 Information Technology (ITIG)

12 Librarian on Online Course Information (LOCI)

37 New England Library Instruction Group (NELIG)

2 Preservation/Conservation (P/CIG)

6 Serials Interest Group (SLIG)

10 Women's Studies Interest Group (WSIG)

3. Do you agree that ACRL/NEC should consider more SIGs by adding to, or reorganizing, our interest areas?

108 Yes, That's a good idea. Some new SIGs or changes would be useful.

27 No, ACRL/NEC doesn't need to add any new SIGs or to make any changes.

4. ACRL/NEC is committed to communities of interest that address current realities in libraries, and what librarians are doing today. We want to address your educational and training needs. We are considering updating and enlarging the scope of our current SIGs.

If you have a need to be addressed, or you might be interested in joining a new SIG, please check all topics that apply. Here are some previously suggested areas:

43 Scholarly Communications/Institutional Repositories

53 Leadership/Management

50 Instructional Technology

57 Electronic Resources Management

5. Please list any additional areas of interest you'd like to see organized as an ACRL/NEC community of interest, or a Special Interest Group.

- Reference/collection development
- Cataloging
- Research assistance
- Course design
- 2 digitizing/digitization initiatives
- Acquisitions
- Art librarianship
- Science/engineering librarians
- 2 Reference services
- Electronic resources (not necessarily management)
- Digital libraries (not IR)
- Outreach/marketing
- Assessment
- (Systems librarians were mentioned in a couple of the comments as well.)