

**ACRL/NEC Board Annual Retreat
Meeting Minutes
June 5, 2006
Lane Student Center, Gordon College**

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

1. Call to Order, Welcome and Introductions: Meeting attendees introduced themselves. President Christine Turner explained the overall goal of the meeting was to welcome new board members and SIG chairs to the board and review roles, responsibilities, and procedures, as well as brainstorm and set priorities for the coming year.

2. Approval of Minutes: The minutes from the Annual Business Meeting, April 21, 2006 were approved.

3. Liability Insurance: Copies of the insurance policy were distributed to Board Members and SIG Chairs. When program planners are looking for locations to host meetings they can now tell the facility that ACRL/NEC has liability insurance.

4. ACRL National

Nancy George provided the board with an overview of the relationship between ACRL/NEC and ACRL National. The New England Chapter is not part of the National organization but we are affiliated. Membership in National makes you a NEC member; however membership in NEC does not make you a member in National. Benefits of affiliation include \$1 reimbursement for each member of NEC that is also a member of the National organization. Two areas Nancy requested support from National include 1. Server Space: we do qualify, and 2. Survey Assistance: our surveys would be limited to members of National only, service requires survey respondents to login to ACRL servers with membership number.

Nancy highlighted the benefits of attending Chapter Council meetings at ALA: meet National Board members, ask questions, hear of problems in other chapters, measure the success of our own chapter.

Motion: Provide President Christine Turner \$500 to attend ACRL Chapter Council at ALA in New Orleans. **Approved.**

In conclusion, Nancy reminded the Board to be mindful of ACRL National's Strategic Plan when planning events and to remember to submit reports to the Board. These reports are used when reporting back to ACRL National.

5. Treasures Report: Marilyn Steinberg distributed and reviewed the report covering July 1, 2005 to June 5, 2006. Ending balances were \$20,250.98 in the checking account and \$6,513.12 in the certificate of deposit. She requested all SIG's turn in deposit and expense reports before June 30th. Marilyn announced this summer the Chapter will be audited and that the Chapter standing as a non-profit organization has been finalized. Marilyn also explained the difference between the two insurance policies the Chapter holds. One is general insurance which can be used when trying to rent space and the other is for Board members in case anyone is sued. A comment was made that MA law protects boards of non-profits. Marilyn will look into this. Marilyn also noted that the balance in the checking account is high and that the board needs to consider ways of reducing/using the money. SIG Chairs commented on the high cost of providing programming: food, room rental, and speaker fees.

Motion: Raise the cap allotted to SIG's from \$400 to \$750. **Approved.**

Motion: Change wording requiring budget approval from the board from four months to "*not less than two months*". **Approved.**

Marilyn concluded her report by distributing and reviewing the procedures new SIG Chairs must follow when requesting money and submitting payments, this included forms to be filled out and the signatures that need to be obtained. We were reminded that in order to pay an honorarium the social security number must be reported to Marilyn so the Chapter can provide a 1099. These procedures can be found in the manual.

6. Continuing Education Committee: Judy Pinnolis reported on the recent survey conducted by the chapter of library staff in Maine, NH, Vermont, and western MA. There were more than 200 responses to the survey. The data is still being compiled. A more detailed report will be available for the August board meeting. Judy did distribute some preliminary results on topics of interest and geographic information. Nancy George explained the distinction between membership in our local chapter and national ACRL. She asked whether the study data differentiated between national and local chapter members of ACRL. Judy responded that, yes, the study can measure those distinctions, if requested. The Board asked if that could be included in the study report. The study also indicated that some respondents were members of state library associations. The study can also measure overlap of membership with those organizations, as well as national ACRL.

7. Legislative Action Committee: Suzanne Wones reported on her efforts to expand the committee based on individual states. She has found volunteers for each state with the exceptions of CT and RI. A few members from the board meeting offered to help Suzanne get started in their state. The state volunteers will watch their local state and then report back to Suzanne who will be responsible for distribution of action notices across the entire region. The committee members in Massachusetts have had a preliminary meeting with the Mass Board of Library Commissioners which was very successful. Suzanne will be working with Val to post information to the website.

8. Goals and Priorities

- Continuing Education and Legislative Action Committees will continue
- Communications Committee expanded to include: Debbie Herman, Kendra St. Aubin, Christine Turner, Sandra Rothenberg
 - Promotional Materials, Website, Listserve, WIKI, Blog, online registration
- Constitution and By Laws: Comparison of local manual to national manual, review SIG sections in manual, language for dissolving of SIGs, add section on Legislative Action Committee.

New Committees:

Scholarship & Awards: committee members recruited

Nancy George, Marilyn Steinberg, Louise Buckley, Judith Pinnolis, Christine Turner

Salary Survey: The board has committed to performing an environmental scan to determine what surveys are already available and who has access to them. Beatrice Pulliam has volunteered to do the initial investigation and report at the August board meeting for further discussion.

Board Development: identify ways to increase participation and prepare/mentor members who are interested in serving on the board.

Outreach: work to increase membership by 1) targeting past conference attendees and 2) reaching out to library students, and 3) having a presence at other regional library meetings

9. Future Meeting Schedule: Christine will send the dates out as soon as possible. The day of the week and the location will be varied.

Submitted By: Mary Piorun

Attachment A: Board Meeting Attendance

Meeting Date: June 5, 2006

Officers

President	Christine Turner
Vice President	Judith Pinnolis
Past President	Nancy George
Secretary	Mary Piorun
Treasurer	Marilyn Steinberg
Member-at-Large	Sandra Rothenberg
Member-at-Large	Janet DiPaolo

Committees and SIGs

Constitution & Bylaws Comm.	Louise Buckley
Membership Comm.	Kendra St. Aubin
Communications Comm.	Beatrice Pulliam
	Val Harper
Continuing Education Comm.	Debbie Herman
Access Services	Gail Geisser
	Leslie Inglis
Collection Development	
ITIG	Janice Schuster
	Susan McMullen
LOCI	Jim Kinnie
	Stephanie St. Laurence
NELIG	Susan Herzog
	Kendall Hobbs
Preservation/Conservation	
Serials Librarians	
Women's Studies	Susan Raidy-Klein

Total Number of Voting Members: 19

Quorum – simple majority of voting membership (10) with at least 4 officers, one of whom must be the president or the vice president.

Quorum: Yes

Non Voting Board Members

Archivist	
Legislative Network Representative	Suzanne Wones

Invited Guests:

Past – Past President	Colleen Anderson
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