

## **ACRL/NEC Board Meeting Minutes**

February 11, 2004 – 10AM

Bryant College

Present: Helena Rodrigues, Linda Collins, Marilyn Steinberg, Colleen Anderson, Christine Turner, Laurie Sabol, Regina Raboin, Louise Buckley, Carrie Bartels, Martha Rice Sanders, Christopher Cox, Nancy George, Val Harper, Mary MacDonald, Dawn Thistle, Florence Doksansky

### **1. Welcome and Introductions**

- 2. Old Business** – in an effort to cover old business, President Collins decided to complete Old Business before other items.

**Outstanding Librarian of the Year** – We want to do this in 2004. Linda will appoint a Member at Large (Mary agreed at the meeting) and one additional member from the Board. In the normal course of events this would be the previous honoree, but since we do not have an Outstanding Librarian from last year, Linda will appoint someone. Motion to establish the Outstanding Librarian of the Year program to begin Spring of 2004 was passed.

**Mentor Program** – Martha and Colleen had talked about mentoring current library school students. Simmons has responded in the affirmative, and Martha will reconnect with their contact. There was much discussion about the extent of this program, and who we want to reach in a mentoring program.

ACRL National is focusing on mid-career coaching to keep good people in libraries. We considered whether we wanted to open our program up beyond students. It was thought that we should start small with Simmons in a pilot project.

SLA does a great job day – “a day in the life” of a special librarian.

We need to have something on our website including a well-defined definition of mentor, a directory and publicity. We might need someone to match students and mentors or we could have it be self-selecting by the mentors. The program needs a kick-off to get it going; it was thought that going into the classroom in the library schools was an important step. It was considered whether or not to tie the program to the Spring Conference as a way to connect people during a time of getting acquainted. We need to have the mentors in place first. We can tie the mentor listing to the membership database. Linda will contact Mary Ellen Davis at National to see if we could get some training from them.

**MOTION:** Develop a “Day on the Job” on our website and promote it at Simmons and URI and possibly S.Conn.

Martha and Regina will develop an idea for our next meeting.

It was agreed that we would start with this and in the future would create a more all encompassing program. We would also look at the business community for ideas.

**Salary Survey** -- Herb Carson at URI is willing to do this for us again. There is much work connected with producing it. We need a current list of library directors in our membership list. The directors are the ones contacted as it is essential that confidentiality be preserved. Currently Herb controls the information and we will continue with that practice for this year. There is a \$10 fee to get a copy, all participating libraries get one free copy.

The Publications Committee will consider if they would like more control in the future. There were 546 librarians reported last survey. Linda will contact Herb to proceed.

**3. Conference Report** – Colleen reported that the program is up on the website. She is getting requests from all over and is planning on 150 attendees. She is also being very conservative in her budget estimates and thinks we will be fine financially. There was a discussion on honorariums for speakers. It was agreed that as in the past, keynote speakers would get \$500, panel members would get \$100; all and leaders of break out sessions would get registration and travel expenses.

**4. Treasurer's Report** – Marilyn reported that we have \$13,477.51 in the checking account and \$6,204.18 in the CD. It was noted that insurance has gone up.

**5. Election** – Dawn is chair of the Nominating Committee. She reported that our timing is off according to the manual. So rather than solicit nominations via mail, she is doing this online. To have additional nominations each candidate would need a petition with 10 member names on it to be added to the ballot. The week of March 22<sup>nd</sup> will be the election and the results will be announced April 15<sup>th</sup> and at the Conference. This is the third online election.

There has been a very small number of respondents; only 200 ballots from two years ago out of a membership of 1,100 members. All ballots are validated as members.

**6. Board of Directors Manual** – Dawn asked for comments from the board on what had been presented. Chris Cox inquired about section IV:61. Provide information displays at Chapter conference and other NE Conferences. It was decided to delete the specific duty. Section IV:85 - Business librarians needs to be changed. The Group designates its on chair and who can sign vouchers but this is not noted anywhere.

Section II:25 – Reimbursement Form – is for the President and for National use only.

Section II:64 – Chapter Request for Advance Payment Form – is for committee chairs or others for reimbursement.

Also note: payment vouchers should be submitted no later than two months after an expense has taken place. This includes travel requests from speakers and they need to include originals.

Section IV:50 – Special Interest Groups – is new. Communication should be three times per year. It should be an expectation/requirement, even though there will be exceptions, that each January, May and September according to the Calendar there will be SIG reports for the online newsletter.

Section IV: 45 – Webmaster – should read Communications Coordinators.

Dawn says we have overlapping Interest Groups and that is an expense. Board may want to reconsider and decide if we have the right group.

It is important that Board members and Group Chairs read and are responsible for the manual.

Section IV:51 – May meeting – we need to have an orientation for new SIG chairs and officers. It is the responsibility of the new person to complete the check-list. It is also very nice to have a face to face interaction between new and old officials. SIG chairs get a copy of their own section, officers get the whole manual in print. It is all on the website.

I:20 – Calendar – this does not reflect current practice of the newsletter. It should read:

May should be Spring/Summer

January should be Winter

September should be Fall.

The February newsletter goes away completely.

Annual reports should be done in May because Chapter report is due at ACRL

Headquarters in August.

If anyone sees any needed corrections please send them to Louise. Any new forms can go to the web. WE can discuss on the Board List any other issues.

The entire Board extends its gratitude to Dawn and her committee.

**7. Publications and Newsletter** – Christine noted that there are Bylaw changes for our new Communications Committee.

**MOTION;** to amend the current bylaws of the New England Chapter of ACRL to combine the current Publications and Newsletter Committee and the Publicity Committee into a Communications Committee, with duties and responsibilities detailed in the Chapter manual.

This motion was passed by the Board and needs two-thirds of the voting members approval to pass. This motion will be added to the election in March.

It was also approved to submit the minutes of the Board meetings to the Board list for online approval and then for them to be posted on our website.

**8. New Business** – There was none.

**9. Board member reports**

Membership – Laurie brought stationery and also said goodbye as Membership Chair, she was thanked by all for her work. Carrie will now handle all membership questions.

Member at Large – Martha noted that Simmons now has two campuses.

**ADJOURNED 12:30pm**

**April 23, 2004 – Annual Conference**

**May 24, 2004 – Next Board Meeting, location to be announced.**

