

**ACRL/NEC Board Meeting Minutes**  
**Wednesday, August 18, 2004, 10:00 a.m.**  
**Emmanuel d'Alzon Library, Assumption College**

Present: Patty Hatch, Janice Wilbur, Barbara Kenney, Nancy George, Chris Smith, Marilyn Steinberg, Val Harper, Louise Buckley, Judith Pinnolis, Carrie Bartels, Nancy Dennis, Christine Turner, Colleen D. Anderson, Kendra St. Aubin

**1. Welcome and Introductions**

**2. Minutes of May 19, 2004 Meeting** - Tabled for revisions.

**3. Past President's Report** – not present.

**4. President-Elect's Report from Nancy George** – She has created a 13-member planning committee for the conference to be held May 20, 2005 at Rivier College in Nashua, New Hampshire, with the theme “The Future of Academic Libraries.” They have identified several possible speakers and have commitments from two sponsors. SIGs will plan the afternoon breakout sessions. At the November Board Meeting she will submit plans, budget, etc. for approval.

**5. Treasurer's Report from Marilyn Steinberg** – She distributed and reviewed the fiscal year 2004 report and the status report from July 1 to August 17, 2004. Ending balances were \$14,311.97 in the checking account and \$6,305.60 in the certificate of deposit. There was discussion of ways to expend the balance in the accounts, such as having free SIG meetings.

**6. Members-at-Large Report from Janice Wilbur** – She has sent 15 job announcements to the ACRL/NEC jobs list, but is having difficulty with bounced messages to the main ACRL/NEC list after having changed her e-mail address. It was suggested that she resubscribe to both lists under her new address.

**7. Communications** – Val Harper renewed the domain name for five years for \$99.95. The Board list is up and running. Board members should contact Val if they aren't receiving messages.

Christine Turner reported the next newsletter deadline is September 15. This issue will include the President's report, a summary of the past quarter's activity, SIG reports, and special topics. Val will post the annual reports on the website.

**8. Constitution and By-Laws** – Louise Buckley distributed replacement pages I:20-I:21, ACRL New England Chapter Calendar; I:35, Form ST-2 Certificate of Exemption; II:73-II:73a, Posting to ACRLNEC-L or ACRLNECJOBS-L for the manual to the elected officers. ACRL/NEC Constitution, Article V. Officers; Sec. 4 “Vacancies. A vacancy in the presidency shall be filled by the vice-president. Replacements for other vacant offices shall be appointed by the Board of Directors.”

**Motion:** The Board of Directors hereby confirms Nancy George as President-Elect to replace Christopher Cox who resigned from that post in June 2004. **Approved.**

The Board thanked Colleen Anderson for quickly identifying a potential candidate for the position and thanked Nancy George for agreeing to serve as President-Elect.

After discussion on the possibility of amending the constitution to handle future replacements with elections, it was decided that the current procedure is appropriate.

**9. Membership** – Carrie Bartels reported that the chapter has 1288 members, including 245 that are New England Chapter members only, five student members, and 29 institutional members. Membership has been stable from one year to the next.

Marilyn noted that the Chapter can apply for reimbursement from ACRL for an amount up to \$1 per member. SIGs with reimbursable expenses should fill out the form on the website and submit it to the President who will forward approved forms to the Treasurer.

**10. Archivist** – Paul Roske was not at the meeting, but Colleen reported for him. All of the materials are now at Bryant College. Articles and pictures from the Archives could be put on the website. At the next Board meeting at Bryant College the board can take a look at the collection. There was discussion of the need to have a mission statement and finding aids for the collection. **Motion:** Colleen Anderson will ask Paul Roske to act as a consultant, for a fee, to create a suggested mission statement, description of the collection, and finding aids for the ACRL/NEC archives. She will report back at the November Board meeting. If he does not accept, the chapter will consider hiring another consultant to organize the archives. **Approved.**

**11. Continuing Education** – Judith Pinnolis, the new chair, wants to develop continuity in training and has questions about the mission of the committee. Among the alternatives are separate training sessions, e.g. packaged “out of the box” programs; annual conference breakout sessions; or joint meetings with SIGs. She wants to develop a partnership with SIGs to offer support and avoid conflicts in scheduling.

She contacted members of the committee for suggestions, and one idea was training for areas of management expertise that are currently hot. She plans to write an article about the goals of the committee for the Newsletter, contribute information, links and a bibliography for the website, and to send a message to the list asking for ideas from the membership.

**12. Access Services** – not present.

**13. Business Librarians** – Kristin Djourup was not at the meeting, but Colleen reported that programs for the year will include a joint meeting with Boston Chapter of SLA in early December and a spring meeting on a reference topic. The SIG has eighty members and has good meeting turnouts, but struggles to get more than a few core members to take leadership responsibility.

**SIG Program Planning** - After a discussion of means of communicating about program planning to avoid scheduling conflicts, Christine Turner volunteered to send her suggestions to the Board list. Each SIG should share potential programs and dates on the Board list. If this method of notification doesn't resolve problems, Val can create a separate calendar on the web with potential program dates. The existing chapter calendar lists the firm dates. SIGs will also be encouraged to partner to share a date and location, with morning and afternoon sessions on complementary themes.

The Board also discussed the usefulness of compiling a directory of appropriate facilities to help SIG planners select meeting sites. Christine agreed to add a request to her message to the Board asking for information on places that have been used in the past with location, fees, and contact names. At the next meeting the Board will decide how to compile this information.

**14. Collection Development** – not present, but the report was distributed on the Board list prior to the meeting. The next meeting is scheduled for Dec. 2 at Tufts University with the topic “E-Aggregators: Love ‘em, hate ‘em?” They are exploring a joint spring program with the Serials Librarians SIG on the usability of OPAC catalogs vs. web pages for e-resources.

**15. Information Technology** – Melissa was not present, but Nancy George reported that three meetings and a breakout session at the annual conference are planned. A meeting on federated search engines is tentatively scheduled for November 5, but may be changed to the end of January. Other program topics are DSpace and GIS systems.

**16. LOCI** – not present.

**17. NELIG** – The annual conference with the theme campus collaboration was held at Tufts in June with 129 attendees. Barbara Kenney reported that she has formed a new Steering Committee with twelve members, six of whom met on July 20 to discuss possible meeting dates and topics for the year. The first meeting will be held at Framingham State College on August 20 with the topic “Standards in Sixty: incorporating the ACRL Infolit Standards into the one-shot library instruction session.” Tentative dates for the other meetings are November 19, March 4, May 6, and June 10.

**18. Preservation/Conservation** – not present.

**19. Serials Librarians** – Patty Hatch reported that the first meeting of a new planning committee was held on July 23 to work on programs for the year. Two joint programs are being considered; one on archiving electronic journals with the Information Technology Interest Group and the other on access to electronic resources with the Collection Development Interest Group. Patty is still seeking a co-chair for the Serials Librarians Interest Group, as she won't be able to serve as chair after May 2005. She is working on updates to the group's web site and hopes to have the files ready to move to the ACRL site by the end of August.

**20. Women's Studies** – Chris Smith summarized the report she sent to the Board list prior to the meeting. A program will be held at the American Antiquarian Society on October 15. On July 21 and 22, 2005 the group will hold its first women's studies retreat at Colby College and the Margaret Chase Smith Library. She has updated the WSIG web page with lengthy lists of resources for women's studies in New England. Nancy Dennis will host the Women's Studies Interest Group list at Salem State College using Lyris. It was suggested that SIGs should send meeting announcements to the main ACRL/NEC list, not just to their own lists.

**21. Legislative Representative** – not present.

## **22. Old Business**

**New ACRL/NEC Brochures** – Colleen suggested that the chapter produce new professional-quality brochures for distribution at conferences and lectures to library school students. She will collect information on what other organizations are doing and bring sample materials to the next Board meeting.

## **23. New Business**

**Board Retreat** – Nancy George and Christine Turner brought up the idea of a retreat to discuss ways to increase the active participation of Chapter members in leadership roles. Colleen will organize an all day retreat in January devoted to discussion of goals, including ways to revitalize the organization by increasing the professional involvement of members.

### **To Mail (or Not to Mail) Conference Flier**

**Motion:** Paper mailing for the annual meeting will be eliminated. **Approved.**

**ACRL/NEC Workshop and Presence at Mid-Winter in Boston** – Colleen, Christine Turner, Marilyn Steinberg, Janice Wilbur, and Nancy George volunteered to form a committee to plan a presence for the Chapter at ALA Mid-Winter. Possible ideas include a poster session, a workshop, a booth, and a reception.

**ACRL/NEC Presence at ACRL National Conference** – Colleen will attend the ACRL conference in Minneapolis and asked for suggestions to develop a larger presence there for ACRL/NEC.

**ACRL/NEC involvement in regional and state library activities** – The Chapter should be actively involved with MLA in the Library Legislative Breakfasts to provide input from the

academic library perspective. Our Legislative Representative, Suzanne Wones, should be a contact. We also should cooperate more closely with MLA and NELA for conferences and other activities.

**Meeting Planning Checklist** - Louise suggested that we develop a meeting planning checklist for SIG Chairs. Board members will bring their ideas to the next meeting.

**Next Board Meeting, November 16 at Bryant College**

**Meeting Adjourned at 1:05 p.m.**

Respectfully submitted,  
Kendra St. Aubin  
Secretary