

ACRL/NEC Board Meeting Minutes
Friday, January 14, 2005, 10:00 a.m.
Snell Library, Northeastern University

Present: Nancy George, Marilyn Steinberg, Linda Collins, Colleen Anderson, Christine Turner, Louise Buckley, Val Harper, Suzanne Wones, Kendra St. Aubin

1. Welcome.

2. Past President's Report from Linda Collins – She will be working with Helena Rodrigues on the Nominating Committee to identify a slate of candidates for the 2005 election. There was discussion on whether two candidates are needed for each position since the Bylaws do not specify numbers. Board members discussed ways to increase the leadership pool for the chapter, with emphasis on methods to encourage SIG chairs' involvement. This issue will be one focus of the board retreat to be held later this year.

3. President's Report from Colleen Anderson – The ALA Midwinter chapter reception on Jan. 15 at the Mary Baker Eddy Library filled up quickly, including five library school students and many library directors. Twenty-five people signed up for the library tour to be held at 6 p.m. Paul Roske will take pictures of the event to be posted on the chapter website. Colleen will attend the Chapters Council meeting on Jan. 16. No nominations have been received for 2005 Librarian of the Year. A notice has been placed on the website with a deadline for submissions of April 1. Colleen encouraged nominations.

4. President-Elect's Report from Nancy George – Insurance problems have been resolved, and plans for the annual conference to be held May 20, 2005 at Rivier College in Nashua, New Hampshire are in place. The three afternoon breakout sessions will be sponsored by ITIG, NELIG, and Continuing Education.

5. Members-at-Large Report – Janice Wilbur and Martha Rice Sanders did not attend, but Janice submitted a written report on problems she has had with the chapter listserv. To resolve continuing technical issues, Val and Colleen will investigate whether the listserv can be moved to the University of New Hampshire.

6. Communications – Val Harper reported bounce-back problems with messages from two members on the board list because it uses an open relay server. To solve the problem, she will move the board list from her own desktop to the University of New Hampshire server. Christine Turner reported that the next issue of the newsletter, with a deadline of January 21, will be published by January 26. It will include reports on the ALA Midwinter Chapter reception, the Women's Studies program, the new continuing education website, the President's letter, a call for nominees for Librarian of the Year, and a reminder about the annual meeting. She will ask ASIG and the Collection Development SIG chairs to submit reports on their most recent meetings.

7. Constitution and By-Laws – Louise Buckley distributed revised pages of the Chapter manual to the officers and the archivist. In accordance with Board action at the Nov. 16, 2004 meeting Section II:40 Past President, Specific Activities, added 4. Liaise with ACRL National; II:70 Member-at-Large, Specific Activities, added 5. Work with Communications Committee, as appropriate, in carrying out liaison responsibilities; II:72 Member-at-Large (2nd position), Specific Activities, added 3. Work with Communications Committee, as appropriate, in carrying out listserv moderation responsibilities. V:30 ACRL/NEC Elected Officers 1975-2005 was updated. The online manual has been updated by Val Harper.

Motion: The Board appoints Past President Linda Collins, Past-past President Helena Rodrigues, and Margaret Manion to the 2005 Nominating Committee. **Approved.**

Motion: The Board moves that voting for the 2005 election will be conducted by electronic mail ballot. **Approved.**

8. Legislative Representative – Suzanne Wones will send information about her role as legislative representative to the newsletter. She will send future updates on legislative activities to the chapter list.

9. Membership – Not present.

10. Archivist – Paul Roske was not present, but Colleen distributed his written proposal for organizing the ACRL/NEC Archives. **Motion:** The Board moves to develop a contract with Paul Roske at \$25 per hour, for no more than 25 hours plus a maximum of \$500 for materials, to organize and provide access to materials in the ACRL/NEC Archives, including processing and pathfinders, by July 1, 2005, with a report on progress to be submitted at the next Board meeting. **Approved.** Colleen will draw up the contract and supervise the project.

11. Continuing Education – Judith Pinnolis was not present, but Colleen distributed her written report. Web page links have been updated to go directly to continuing education programs and many new links have been added under the heading “Continuing Education Materials Online.” The new link “Training Tips” includes helpful tips from a NERCOMP meeting. The Continuing Education Committee has arranged for Michele V. Cloonan to speak on the topic of “hot skills and positioning for the jobs of the future” for academic libraries at a breakout session at the annual meeting in May at Rivier College. Judith asked if another member of the committee is willing to help with the breakout session, to please contact her.

12. Access Services – Not present. Marilyn pointed out that charges of \$415 for their last meeting did not totally cover the expenses of \$430.05. Each SIG has a cap of \$400 per year.

13. Collection Development – Not present. Nancy George mentioned that they held a great meeting in December.

14. Information Technology – Melissa Behney was not present, but Colleen distributed her written report. The joint program with NELIG on Nov. 19 focusing on LOLA (Learning Objects/Learning Activities – <http://www.lolaexchange.org/>), was a great success with approximately 45 attending. Publicity has been distributed for the program on Feb. 4 on federated searching at Bryant University. Four speakers have committed for a program on digital repositories on Mar. 18 at UMass Medical Center. The Steering Committee is still firming up a joint program with the Serials SIG on journal preservation for June 2. Linda Plunket has joined the ITIG Steering Committee. A new ITIG brochure will be distributed at the ACRL/NEC reception on Jan. 15.

15. LOCI – Not present. Colleen will talk to the chair about the future of this SIG.

16. NELIG – Not present. The next meeting will be held March 18 at Quinnipiac.

17. Preservation/Conservation – Not present. Colleen will talk to the chair about the future of this SIG.

18. Serials Librarians – Patty Hatch was not present but sent a report to the board list. The Serials SIG is planning a joint program with ITIG on June 2 at the Gutman School of Education at Harvard University on archiving electronic journals. She will be working with the Collection Development Interest Group on a joint program for fall 2005. Patty is still searching for a chair or co-chair for the Serials SIG. Colleen will talk to her about the future of this SIG.

19. Women's Studies – Christina Smith and Nancy Dennis were not present, but sent a message to the listserv about the April 22 program, "Women Working, 1870-1930" hosted by the Director of the Open Collections Program at Harvard University to be held at the Gutman Conference Center, followed by tours of the newly renovated Schlesinger Library on the History of Women in America.

20. Treasurer's Report from Marilyn Steinberg – She distributed the report covering July 1 to Jan. 12, 2005. Ending balances were \$14,787.07 in the checking account and \$6,349.68 in the certificate of deposit. The form for request of advance payment is now available on the chapter's website. The vendor Acteva contacted Marilyn about an online registration and payment product. She will obtain information on pricing and report back to the Board.

21. Old Business

Salary Survey results posted and archived on the ACRL/NEC website – Colleen will ask Herb Carson for an invoice for his work on the ACRL/NEC 2004 Salary Survey and ask him to send the report for posting on our website.

Planning Checklist for SIG Chairs – Tabled until the next meeting.

Board Retreat – A day long board transition meeting and retreat is tentatively scheduled for June 10, 2005 at a location to be determined later. Feedback will be sought through the board list before the arrangements are finalized.

22. New Business

Insurance coverage for conferences & events – At the next meeting there will be a discussion of insurance coverage issues. Our insurance agent will be invited to give a presentation explaining our coverage.

Librarian of the Year nominations - No nominations have been received for 2005 Librarian of the Year. A notice has been placed on the website with a deadline for submissions of April 1. Colleen encouraged members to send nominations to her.

Meeting Adjourned at 1 p.m.

Respectfully submitted,
Kendra St. Aubin
Secretary