

ACRL/NEC Board Meeting Minutes
Wednesday, March 9, 2005, 10:00 a.m.
Emmanuel d'Alzon Library, Assumption College

Present: Nancy George, Marilyn Steinberg, Janice Wilbur, Martha Rice Sanders, Judy Pinnolis, Melissa Behney, Colleen Anderson, Christine Turner, Louise Buckley, Val Harper, Suzanne Wones, Kendra St. Aubin

1. Welcome.

2. Past President's Report from Linda Collins – Not present.

3. President's Report from Colleen Anderson – Colleen read thank you notes for the chapter's ALA Midwinter reception. She will post her pictures of the event on the chapter website. Print and video images taken by Paul will be displayed at the ACRL/NEC annual conference. The 2005 ACRL ballot will propose increasing dues from \$35 to \$45 in 2006 and to \$55 in 2007. ACRL headquarters will send ribbons and other materials for the ACRL/NEC annual conference. The ballot for the 2005 chapter election has been posted on the ACRL/NEC website. The slate includes Melissa Behney and Christine Turner for Vice President/President-Elect, Marilyn Steinberg for Treasurer, and Janet DiPaolo and Mary White for Member-at-Large.

4. President-Elect's Report from Nancy George – The committee for the annual conference has finalized the menu and time tables for the meeting. March 15 is the deadline for speakers to submit their handouts. The business meeting will be held from 1:45 to 2 p.m., immediately after lunch. Attendees will register by printing forms from the website and mailing them with checks. The library at Rivier has been very helpful in arranging the conference.

Motion: The librarians and staff at the host library at Rivier College will be charged a reduced fee of \$25 to attend the ACRL/NEC annual conference May 20, 2005 at Rivier College. **Approved.**

5. Treasurer's Report from Marilyn Steinberg – She distributed the report covering July 1, 2004 to March 7, 2005. Receipts include \$2000 donated by three vendors for the annual conference. The regular insurance policy has been renewed with no additional coverage. Ending balances were \$13,533.73 in the checking account and \$6,349.68 in the certificate of deposit. Each year the president appoints a chapter member with some knowledge of bookkeeping as auditor to review the financial operations. The books will be audited this afternoon by Dawn Thistle.

6. Member-at-Large Report from Janice Wilbur - She has been collecting information for the calendar and sending messages to the list with no problems.

Member-at-Large Report from Martha Rice Sanders – She sent messages to the three regional library schools about the January reception and students from URI and Simmons did attend. She will ask each school to select two students to receive scholarships to attend the ACRL/NEC annual conference at no cost. There was discussion about offering the same opportunity to library school students from SUNY Albany and Syracuse who live in New England, and working with the Eastern New York ACRL Chapter to develop reciprocal arrangements for meetings. It was agreed that the chapter would first focus on library school students. Martha will contact SUNY Albany and Syracuse to ask if they want to offer scholarships for the annual conference to two New England students from each program.

7. Communications – Christine Turner reported that the winter newsletter has been posted. Val Harper reported that the ballot for the 2005 election is available on the website until March 31. Results of the voting go directly to Helena Rodrigues.

8. Constitution and By-Laws – Louise Buckley asked if the nominating committee report would be part of the official record. Colleen will send a letter to the members of the committee, including

Past President Linda Collins, Past-past President Helena Rodrigues, and Margaret Manion, thanking them for their work in presenting a strong slate of candidates.

9. Membership – In the absence of Carrie Bartels, Colleen reported that Carrie has taken a new position in a corporate library, but is willing to continue as Membership chair. Membership growth has been slow, but should increase closer to the annual conference.

10. Archivist – Paul Roske was not present, but Colleen read the contract signed by Paul and Colleen for organizing the ACRL/NEC Archives. He will be paid \$25 per hour to organize and provide access to materials in the ACRL/NEC Archives, including processing and pathfinders, by August 31, 2005, with a report on progress to be submitted at the next meeting and a final report at the September Board meeting. There was discussion about the scope of the project and the content of the pathfinders. It was agreed that this project should involve work above and beyond the normal duties of the Archivist, including development of a structure, pathfinders and a system for ongoing solicitation and organization of materials. Paul should send a notice to the board soon with an assessment of the existing collection and his specific plans before beginning the work. He should also solicit contributions to the archives. The project can be extended if he needs additional time.

11. Continuing Education – Judith Pinnolis reported that the continuing education committee has been working on programs for the May 9 Massachusetts Library Association conference and the ACRL/NEC annual conference. Colleen will be one of the speakers at MLA. Continuing education entries have been updated on the website. The committee had a brainstorming meeting after the ALA Midwinter conference to develop ideas for next year.

12. Access Services – Not present.

13. Collection Development – Not present. The next program will be held May 25 at Elms College with the topic resource assessment.

14. Information Technology – Melissa Behney reported on the success of the February program on federated searching, attended by 80 to 90 people. The next program, on institutional repositories, will be held on March 18 at UMass Medical Center. A breakout session on tutorials is being planned for the annual program. The joint program with the Serials SIG on journal preservation on June 2 is still in the planning stages.

15. LOCI – Not present. The next program will be held on April 29 at Tufts University with the topic of training and managing library student assistants using Blackboard. This SIG's status is on hold as they evaluate whether they should identify a new chair and continue or fold into another SIG.

16. NELIG – Not present. Colleen read highlights of the report e-mailed to the board by Barbara Kenney. The next meeting will be a discussion on assessment hosted by Quinnipiac University on March 18. The board approved the budget she submitted for the NELIG annual conference on June 10 at the University of Southern Maine with keynote speaker Ken Bain, author of *What the Best College Teachers Do*. NELIG is sponsoring a session on the information commons at the ACRL/NEC annual conference in May. NELIG is currently soliciting nominations for Chair-elect for 2006/07 through the NELIG listserv.

17. Preservation/Conservation – Not present. Colleen will send an e-mail message to the chapter membership to see if there is interest in reviving the group.

18. Serials Librarians – Patty Hatch was not present. She is still searching for a chair for the Serials SIG. She is willing to stay on the planning committee until a new leader feels confident to take over. She will send a message to the listserv and to SERIALST asking for volunteers.

19. Women's Studies – Not present. The April 22 program, "Women Working, 1870-1930" will be hosted by the Director of the Open Collections Program at Harvard University at the Gutman Conference Center. A retreat will be held July 21-22 in Maine.

20. Legislative Representative – Suzanne Wones has sent e-mail messages on legislative activities to the chapter listserv and posted legislative reports on the website. She will receive a subsidy from the chapter to attend National Library Legislative Day from May 2 to 4 in Washington, D.C.

21. Old Business

Salary Survey results posted and archived on the ACRL/NEC website – Val has received the link for the survey, but hasn't yet added it to the website. The chapter wants to have an archive of the files on the ACRL/NEC website. **Motion:** Colleen will ask Herb Carson to send the salary survey files to ACRL/NEC to be reformatted, made available through open access, and archived on our the ACRL/NEC website. **Approved.**

Insurance coverage for conferences & events – Colleen spoke with the insurance agent and the chapter will carry only the director's policy, as additional coverage is too expensive. All contracts for events should be read carefully and host sites requiring additional insurance will not be used.

Audit - Every five years the chapter's books are audited by a CPA. This audit will occur next year.

22. New Business

Vote for Officers – The new officers will be announced at the annual meeting in May.

Librarian of the Year nominations – Four excellent candidates have been nominated for 2005 Librarian of the Year. **Motion:** All nominees for 2005 Librarian of the Year will be notified and invited to attend the conference at no charge. **Approved.**

Possibility of joint program with MLA – The Massachusetts Library Association has asked ACRL/NEC to provide four presentations focusing on technology on the second day of their fall 2005 mini-conference in Lowell. There were questions about the scope of our involvement and the benefits of participation. The chapter would be willing to offer presentations by members, but does not want responsibility for planning, budget, and logistics for the conference. Although cooperation with other organizations is a worthwhile goal, concern was expressed that this activity might compete with ACRL/NEC programs. It was suggested that our participation be connected with the academic section of MLA. Colleen will send a message to the membership asking for volunteers to present, either on topics already covered in SIG programs or on new topics. She will also contact MLA to clarify our role and to ask if ACRL members can attend at the member rate. She will inform the board of the responses before a final decision is made on participation.

Board retreat options and date – The retreat will be held on June 6. Colleen will investigate the suggested sites and report back to the board. The day will include both the retreat and the board transition meeting. All out-going and incoming board members will be expected to attend. If a SIG chair is not available, another member of the SIG should be designated as representative.

Meeting Adjourned at 1 p.m.

Respectfully submitted,
Kendra St. Aubin
Secretary