

ACRL/NEC Board Meeting Minutes
Wednesday, October 26, 2005, 9:30 a.m.
Douglas and Judith Krupp Library, Bryant University

Present: Nancy George, Judith Pinnolis, Marilyn Steinberg, Colleen Anderson, Jan Wilbur, Christine Turner, Louise Buckley, Jim Kinnie, Janet DiPaolo, Suzanne Wones, Chris Smith, Frances Schlesinger, Sandra Rothenberg, Beatrice Pulliam, Sue McMullen, Leslie Inglis, Kendra St. Aubin

1. Call to Order, Welcome and Introductions – Motion to approve the orders of the day was passed. Meeting attendees introduced themselves. All Board of Directors' reports except the Treasurer's report should have been submitted to the ACRL/NEC Board listserv prior to the meeting.

2. Treasurer's Report from Marilyn Steinberg – She distributed and reviewed the report covering July 1 to Oct. 23, 2005. Ending balances were \$16,797.19 in the checking account and \$6,401.60 in the certificate of deposit. Prior year receipts of \$3,250 and expenses of \$2,404.51 were received after July 1, 2005 for meetings held prior to July 1. She reported that the Chapter is fiscally sound, and suggested that some money might be allocated to establish a scholarship fund prior to the retreat next June.

The IRS has 120 days to respond to the paperwork submitted recently by Marilyn to support the Chapter's 501(c)(3) status as a non-profit organization. In 2000 the Chapter received an advance ruling to operate as a non-profit organization for five years and had to file by Sept. 30, 2005 to continue non-profit status. Marilyn thanked the Archivist, Paul Roske, who was extremely helpful in providing financial data from the period prior to her term as Treasurer in support of the filing. An accountant also assisted Marilyn. The final copy of the IRS ruling should be placed in the Chapter manual. In 2006 the Chapter will have the formal audit by an outside CPA that is required every five years.

There was some discussion of the adverse affect of recent changes to a more restrictive policy by ACRL for reimbursement of chapter expenses. ACRL will reimburse up to \$1 per national member, but only for clerical and basic office expenses such as postage, stationery, and printing. Original invoices must be sent to ACRL. This past year the Chapter was reimbursed only \$606.79.

Nancy George shared her communication with ACRL President Camila Alire about the rejection of funding for the ACRL/New England Chapter's Action Plan for recruiting new members. Nancy will follow-up for clarification on the budget process in general and the incorporation of Action Plans into the regular budget process beginning with fiscal year 2007, possibly by communicating with presidents of other chapters or the Chapter Council Chair.

3. Discussion of Possible Amendments to Bylaws – Louise Buckley, Constitution and Bylaws Committee Chair and her committee (Judy Carlson; Carolyn Coates; Laurie Sabol; with Nancy George, Chapter President, as ex officio member) prepared draft language for possible amendments to the Chapter's Constitution and Bylaws. Louise will take the results of today's discussion by the Board back to the committee to prepare final versions of the proposed amendments to be voted on by the Board in January. Text in today's minutes based on the discussion may be further revised by the committee. If approved, a ratification vote will be held by the membership in the spring. For each proposed change the committee provided the Board with current language, one or more variations on proposed changes, and a brief rationale or additional information. Many of the suggestions were drawn from other ACRL chapter bylaws.

Board Membership & Voting Privileges

After discussion it was agreed that board voting privileges would be expanded from the 7 elected members to a total of 19, including the standing committee chairs and SIG Chairs. Committees or

SIGs with co-chairs would have only one vote. The Archivist and ACRL Legislative Network Representative would be non-voting members of the Board. As part of the discussion it was agreed that the President should officially confirm all appointments to the Board at the first Board meeting of each year. The President should also send an initial welcoming letter to each SIG chair outlining responsibilities and a thank you letter at the end of the year outlining accomplishments.

Draft changes:

Constitution – ARTICLE VI. Board of Directors.

Sec. 1 The Board of Directors shall consist of the elected officers of the Chapter, the past-president of the Chapter, the two members elected at large from the Chapter membership who need not be ACRL members, the chairs of the standing committees, and the chairs of special interest groups of the Chapter. The Chapter Archivist and the ACRL Legislative Network Representative for the Chapter may serve on the Board of Directors. All members of the Board of Directors must be members of the Chapter. All elected members of the Board of Directors, committee chairs, and special interest group chairs shall be voting members of the Board. The Archivist and ACRL Legislative Network Representative are non-voting members of the Board.

Sec. 2 Should any standing committees or special interest group have more than one chair at a time (co-chairs), only one may vote on behalf of the standing committee or special interest group at a meeting of the Board of Directors. Standing committee and special interest group chairs may designate a member to represent the committee or special interest group with voting privileges at a meeting of the Board of Directors.

Sec. 3 Terms. The two elected members-at-large shall serve for two years, and shall be elected in alternate years. All appointed members shall serve for one year concurrent with the term of the president.

Quorum

After discussion it was agreed that a specific provision on quorum should be added to the Constitution to make it clearer and that a simple majority is a better option than a fixed number. Since voting would be expanded to include non-elected members, it was felt that a specific number of the elected officers should be present since the appointed board members are now in the majority (7 elected members and 12 appointed members for a total of 19).

Draft changes:

Constitution - ARTICLE VI. Board of Directors.

New Section: A quorum for Board of Directors meetings shall be a simple majority of the voting board membership, provided that at least four (4) of the elected officers shall be present, and at least one of these be the President or Vice President.

Attendance & Non-Attendance

The current Constitution section requiring automatic resignation from the Board after missing two consecutive meetings has never been imposed. The Board discussed various other options for encouraging attendance, including substitution of a proxy. Any specific methods for removing members would be added to the manual, not included in the Constitution.

Draft changes: (Committee will craft new language for this)

Constitution- ARTICLE VI. Board of Directors.

Section 4. Attendance. Voting members are expected to attend all meetings of the Board of Directors. Persistent failure by voting members of the Board of Directors to attend meetings without an acceptable explanation constitutes grounds for removal from office or position. Appointed members can designate substitutes.

SIG Dissolution

The current Bylaws only cover formation of SIGs. It would be useful to clarify the process for dissolving them. It was agreed that details of how to notify SIGs of potential dissolution should be added to the Chapter manual, not included in the bylaws. The SIG should be given a year to notify membership through the web site, e-mail, etc. that a new chair is needed or the SIG will be dissolved.

Draft changes:
Bylaws – ARTICLE III. Committees.

Sec. 8 (Addition) Special interest groups shall exist as long as they meet members' needs. Special interest groups may be dissolved by two-thirds (2/3) majority of the Board of Directors.

Other ideas for amendments

The proposal for an electronic meeting option was considered to be a useful addition for future cases such as inclement weather or participation by geographically-distant members. The proposal for electronic voting would be useful, because the only electronic ballot specifically mentioned in the current Bylaws is for the annual election.

Draft changes: (Committee will revise these)
Meetings of the Board of Directors may be conducted by electronic means, which may include, but not be limited to teleconferencing, video conferencing, Internet conferencing or similar means with advance approval of the committee members.

Electronic or mail ballots not authorized elsewhere in these bylaws may be used for items of Board business provided there has been an opportunity for discussion.

Louise also provided the Board with a list of activities impacted by the proposed changes. Nancy thanked Louise and her committee for their hard work on this project.

4. Annual Conference Report from Christine Turner – The ACRL/NEC Annual Conference will be held April 21, 2006 at the Mullins Center, University of Massachusetts Amherst with the theme “Leveraging Our Strengths: Alliances, Interdependencies and Developing Services.” Morning speakers will include Donald Beagle, Belmont Abbey College; Mary Lee Kennedy, Harvard Business School; and Nancy Foster and Susan Gibbons, University of Rochester. The conference planning committee will hold a meeting this afternoon to review scheduling for the breakout sessions. Christine has contacted several vendors for support and four have responded, two of them with firm offers. Registration costs will be \$50 for members, \$75 for non-members, and \$25 for students. Six students will receive free registration. Christine will present a formal draft budget to the Board in January. For expenses she estimates \$350 for the Mullins Center, \$4500 for catering, \$1300-\$1500 for the speakers, and \$250 for materials. There may be additional expenses for the afternoon sessions. The wiki created by Beatrice Pulliam has been a very helpful tool for planning for the conference. Any Board member interested can ask Beatrice for the login to access it. In future it will be useful for other planning efforts. Nancy thanked Christine for her efforts in planning the conference.

5. Continuing Education, Needs Assessment Survey report from Judith Pinnolis – The needs assessment survey will focus on rural areas: Maine, Vermont, New Hampshire, and in Massachusetts, west of Worcester (or about 1 ½ hours outside of Boston. Southern New England will not be included. The purpose of the assessment is to learn how ACRL/NEC continuing education can serve this geographically diverse group. The budget for the project was reduced because the grant application from ACRL was not approved and a final budget is needed by January. Leslie Simmel, Janice Beal and Ocean Wilson of the Continuing Education Committee have been working with Judy on this project. A pre-survey was conducted with extensive interviews of six people from remote areas to tweak the questions to be used in the final survey. Previous surveys from California and Florida have also been useful in constructing the survey. Leslie Simmel from Bentley has done much of the preliminary work on the survey. A Perseus

database housed at Bentley will be used to collect and analyze the responses. ACRL/NEC will own the data, but it can reside at Bentley as long as needed. Marilyn asked if there is a written contract for this relationship. The committee is creating a respondent email database of libraries and librarians, including non-ACRL members in the geographic areas targeted for the survey. The survey will be conducted in February with questions that would lead to positive actions. After the survey is completed the chapter will focus on a specific action agenda for continuing education. There has already been positive feedback that the organization is interested in their needs. Nancy mentioned that this is an exciting, wonderful project, and thanked the group for their work.

The Programming Planning group of the Continuing Education Committee is investigating costs of video taping, Learning Time Network, and other methods for making programs available after events.

6. Board Development Initiatives Discussion – Nancy postponed this until the next meeting.

7. Other

Chapter Awards

There was a discussion of potential new Chapter awards or other forms of recognition for librarians and library students in New England in addition to the Librarian of the Year Award. Possible criteria for recognition would be conference presentations, publications, and research. Ideas included an award for best paper of the year, a research forum at the annual conference, and posting members publications on the website. There was also discussion of offering scholarships for support staff and participating in programs to increase diversity in the profession. Nancy will ask for volunteers for an ad hoc committee on awards, scholarships, recognition to bring ideas to the next Board meeting.

Nominating Committee

The committee, consisting of the Past President, the Past Past President and one other member will be formed soon.

Next Board Meeting, Wednesday, Jan. 4 at Assumption College, Worcester, 9:30 a.m. - 2:00 p.m.

Meeting Adjourned at 12:25 p.m. Lunch and program planning meeting followed.

Respectfully submitted,
Kendra St. Aubin
Secretary