

ACRL/NEC Board Meeting Minutes
Wednesday, January 4, 2006, 9:30 a.m.
Emmanuel d'Alzon Library, Assumption College

Present: Nancy George, Marilyn Steinberg, Colleen Anderson, Paul Roske, Jan Wilbur, Christine Turner, Joanne Doucette, Louise Buckley, Val Harper, Jim Kinnie, Janet DiPaolo, Frances Schlesinger, Sandra Rothenberg, Beatrice Pulliam, Susan McMullen, Gail Geisser, Leslie Inglis, Kendra St. Aubin

1. Call to Order, Welcome and Introductions – Meeting attendees introduced themselves. Nancy mentioned that it is important to send all Board of Directors' reports except the Treasurer's report to the ACRL/NEC Board listserv prior to each board meeting. The President uses these reports to compile the chapter's annual report. Marilyn suggested devoting five minutes of each future board meeting's agenda to follow-up comments or questions on these reports.

2. Treasurer's Report from Marilyn Steinberg – She distributed and reviewed the report covering July 1, 2005 to Jan. 3, 2006. Ending balances were \$18,608.88 in the checking account and \$6,401.60 in the certificate of deposit. She reported that the Chapter is fiscally sound and she has received \$1,500 to date from sponsors of the 2006 Annual Conference.

There was discussion of the budget allocation of \$400 per year to each SIG. Some board members feel that the budget is inadequate to support well-attended programs with outreach throughout New England. Nancy suggested that this issue be placed on the agenda for the June retreat and the results of the continuing education survey could help guide the discussion. Marilyn suggested that the discussion should be broadened to consider the variety of ways in which the Chapter might disburse its funds. A reminder about this discussion topic will send out prior to the retreat.

3. Discussion of Possible Amendments to Bylaws – Louise Buckley, Constitution and Bylaws Committee Chair, and her committee reviewed the results of the discussion of possible amendments to the Chapter's Constitution and Bylaws recorded in the minutes of the Oct. 26, 2005 Board meeting. They prepared new drafts revised to reflect the discussion. After reviewing the entire Constitution and Bylaws, they also suggested a number of other revisions. The proposed amendments were sent to the Board for review prior to this meeting. If these amendments are approved by a majority of the 7 elected Board members, the Constitution and Bylaws Committee will draft a ballot, including rationale for changes. With two weeks notice to the membership, it will be submitted to the membership for a ratification vote at the same time as the annual election with a 2/3 vote of members voting for approval required for passage of amendments.

Following are the sections of the Constitution and Bylaws with proposed amended text grouped as they were considered by the Board. Brief explanation or discussion is included in brackets above each relevant section.

Suggested revisions adapted from discussion at October 26, 2005 Board meeting:

[Minor modification: change from "traditionally two each year" to "the annual conference.]

Constitution - ARTICLE V. Officers.

Sec. 3. Duties. The duties of the officers shall be those which normally pertain to those officers, including those duties described in the Chapter Manual, except that the vice-president also has the responsibility for coordinating the development of the annual conference.

Motion: Approve Constitution-ARTICLE V, Sec. 3 as presented. **Approved.**

[New language and renumbered sections]

Constitution - ARTICLE VI. Board of Directors

[Word “elected” before officers deleted as redundant.]

Sec. 1. Composition. The Board of Directors shall consist of the 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, the chairs of special interest groups of the Chapter, the Chapter Archivist, and the ACRL Legislative Network Representative. All members of the Board of Directors shall be members of the Chapter.

Motion: Approve Constitution – ARTICLE VI, Sec. 1 as written. **Approved.**

[Expands voting rights to all members of the Board except the Chapter Archivist and the ACRL Legislative Network Representative.]

Sec. 2. Voting. All elected members of the Board of Directors, the past president, committee chairs, and special interest group chairs shall be voting members of the Board. The Chapter Archivist and ACRL Legislative Network Representative shall each be appointed by the president and shall be non-voting members of the Board.

[Added for clarification]

Sec. 3. Voting by Co-chairs. Should any standing committee or special interest group have more than one chair at a time (co-chairs), only one co-chair may vote on behalf of the standing committee or special interest group at a meeting of the Board of Directors.

[New provision. Does not apply to officers. Suggestion that manual include statement that President be notified of the proxy prior to the meeting]

Sec. 4. Proxies. A chair of a standing committee or a special interest group may designate a proxy to represent the committee or special interest group with voting privileges at a meeting of the Board of Directors.

[New provision. Language reported in minutes was changed to “at least four of the elected members of the Board” to include members-at-large and the past-president as well as the four officers]

Sec. 5. Quorum. 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 members of the Board shall be present, and at least one of these shall be the president or vice-president.

Motion: Approve Constitution – ARTICLE VI, Sec. 2, Sec. 3, Sec 4, Sec. 5 as presented.

Approved.

[Important that electronic votes be recorded. Minutes seem to be good place for this.]

Sec. 6. Electronic Voting. To facilitate the transaction of Chapter business between meetings of the Board of Directors, the Board may vote by electronic means, such as, but not limited to, electronic mail, listservs, etc. provided there has been opportunity for discussion. Such votes will be noted in the minutes of the next Board meeting in order to provide a record of the Board’s actions.

Motion: Approve Constitution – ARTICLE VI, Sec. 6 as presented. **Approved.**

[“Non-voting” changed to “appointed.”]

Sec. 7. 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.

Motion: Approve Constitution – ARTICLE VI, Sec. 7 as presented. **Approved.**

[Some discussion of vagueness of the language about “persistent failure.” Phrase “without an acceptable explanation” gives the President discretion. This wording allows flexibility. There may be later discussion about including more specifics in the Manual.]

Sec. 8. Attendance. Voting members are expected to attend all meetings of the Board of Directors. Persistent failure by voting members of the Board to attend meetings or to designate proxies (where provided) without an acceptable explanation constitutes grounds for removal from the Board for the remainder of the member’s term.

Motion: Approve Constitution – ARTICLE VI, Sec. 8 as written. **Approved.**

[Text unchanged, section renumbered.]

Sec. 9. Resignation. A member of the Board of Directors may resign by filing a written resignation with the Chapter president.

Motion: Approve Constitution – ARTICLE VI, Sec. 9 as written. **Approved.**

Constitution – ARTICLE VII. Meetings.

[Additional section]

Sec. 2. Board of Directors Meetings. Meetings of the Board of Directors may be conducted by electronic means, which may include, but not be limited to, teleconferencing, videoconferencing, Internet conferencing or similar means, with advance approval of the Board members.

Motion: Approve Constitution – ARTICLE VII, Sec. 2 as written. **Approved.**

Bylaws – ARTICLE III. Committees.

[Discussion of possible procedures for notification of the membership. Specific steps will be outlined in the Chapter Manual, but don’t need to be cited in the Bylaws.]

Sec. 8. Special interest groups shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of Chapter members. The Board of Directors shall approve the formation of such groups, and a chair/liaison to the Board shall be appointed by the president. 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.

Motion: Approve Bylaws – ARTICLE III, Sec. 8 as presented. **Approved.**

Additional suggestions for revisions from review of the Constitution and Bylaws by Laurie Sabol, member of the Constitution and Bylaws Committee:

[Insert words “and library staff” in recognition library personnel at all levels play important roles and Chapter activities include professional development, networking and educational opportunities for all who work in New England academic and research libraries. Nancy commented that this was long overdue.]

Constitution – ARTICLE II. Objectives.

Sec. 1. The objectives of the Chapter shall be to provide opportunities for the professional growth of academic and research librarians and library staff by conducting workshops and arranging programs in the various areas of the region; to encourage the exchange of ideas and information relating to library development; to disseminate educational information oriented to academic and research libraries; and to support and participate in programs of other regional and local organizations in New England when appropriate, in order to promote and improve library service to the academic and research community.

Motion: Approve Constitution – ARTICLE II, Sec. 1 as presented. **Approved.**

[Revised to reflect 1998 ACRL Bylaws revision changes in name and section relating to chapters and updated Guidelines.

Amendment proposed to include date of online viewing of ACRL Bylaws and Guidelines was withdrawn.]

Constitution – ARTICLE III. Relationship to the Association of College and Research Libraries.

Sec. 1. This body is an affiliate of the Association of College and Research Libraries, a division of the American Library Association. It operates in accordance with Article XV (Chapters) of the ACRL Bylaws and Chapter 2 (ACRL Chapters) of the ACRL’s Guide to Policies and Procedures.

Motion: Approve Constitution – ARTICLE III, Sec. 1 as written. **Approved.**

[Added text “open to the entire membership” to make explicit that annual business meeting is open to all members.]

Constitution – ARTICLE VII. Meetings.

Sec. 1. There will be an annual business meeting, open to the entire membership, in the spring. Other meetings may be called by a majority of the Board of Directors or by a petition of ten Chapter members.

Motion: Approve Constitution – ARTICLE VII, Sec. 1 as written. **Approved.**

[Deletes old Sec. 1 as redundant. Combines old Sec. 2 and Sec. 3 as new Sec. 1. Renumbers old Sec. 4 as new Sec. 2. Discussion of approval procedure for budgets for SIG meetings. Specifics can be included in Chapter Manual.]

Bylaws – ARTICLE I. Dues and meeting charges.

Sec. 1. Dues for those who are not members of ACRL and dues for student members shall be set by the Board of Directors.

Sec. 2. Rates charged to members and non-members of ACRL for attendance at meetings shall be approved by the Board of Directors.

Motion: Amend Bylaws – ARTICLE I, Sec. 2 to insert “approved” for “established.” **Approved.**

Motion: Approve Bylaws – ARTICLE I, Sec. 1 and Sec. 2 as amended. **Approved.**

Bylaws – ARTICLE II. Nominations and Elections.

[For consistency change ALA/ACRL to ACRL]

Sec. 1. Committee. A Committee of three persons who are members of ACRL shall be appointed annually by the Board of Directors to nominate candidates for Chapter offices and members-at-large. The committee will be chaired by the past-president and will have as one of its members the past- president.

[Delete “Web-based” from description of Newsletter as unnecessary. Delete “actual” from “actual election” as unnecessary. Change “on April 15th” to “by April 15th” to allow flexibility.]

Sec. 7. Timing of the election process. The nominating committee will seek nominations in the fall. Nominations will be sought via personal contact, via e-mail message on the listserv, and via the Newsletter. Candidates nominated by petition must have the appropriate signatures and paperwork to the chair of the nominating committee by January 1st. The election will normally take place in March, with the results being announced by April 15th.

Renumber sections for clarity and better flow

	<u>Current</u>	<u>Proposed</u>
1.	Committee	Committee
2.	Nomination by Petition	Nomination by Petition
3.	Right to vote	Right to vote
4.	Mail or email ballot	Timing of the election process
5.	Determining winner	Mail or email ballot
6.	Chair conducts election	Chair conducts election
7.	Timing of the election process	Determining winner

Motion: Approve Bylaws – ARTICLE II, Sec. 1 and Sec. 7 as written and approve renumbering of Bylaws – ARTICLE II, Sec. 1-7. **Approved.**

[For consistency change “National ACRL” to “ACRL.”]

Bylaws – ARTICLE III. Committees.

D. A Communications Committee which shall promote interest and participation in Chapter and ACRL activities and publicize activities of the Chapter through a variety of media.

Motion: Approve Bylaws – ARTICLE III, D changes as presented. **Approved.**

[Change “National Conventions” to “National Conferences.” Add more explicit language about expectations. There was discussion on adding language to specify other meetings such as the ACRL biennial conference.]

Bylaws – ARTICLE IV. Representation at National Conferences.

Sec. 1. The Chapter encourages the attendance of the Chapter president and/or vice president or an appointed delegate at meetings of the ACRL Chapters Council and other governance meetings, which are normally held at the annual and mid-winter ALA conferences. The Chapter may contribute to their expenses in attending these meetings.

Motion: Amend Bylaws – ARTICLE IV, Sec. 1 to add “and other governance meetings.” **Approved.**

Motion: Approve Bylaws – ARTICLE IV, Sec. 1 as amended. **Approved.**

[“Elective and appointive year” changed to “Board year.” “Elective changed to “elected.” “Appointive” changed to “appointed.”]

Bylaws – ARTICLE V. Years.

Sec. 2. Board year. The term of office for elected and appointed positions of the Chapter shall begin at the end of the spring meeting.

Motion: Approve Bylaws – ARTICLE V – Sec. 2 as presented. **Approved.**

{Typographical error “and secretary” will be corrected to “a secretary” without a vote.]

Constitution – ARTICLE V. Officers.

Sec. 1. Officers. The officers shall be a president, a vice-president who is the president-elect, a secretary, and a treasurer. Officers shall be members of ACRL.

The Board thanked Louise and her committee (Judy Carlson and Laurie Sabol; with Nancy George, Chapter President, as ex officio member) for the incredible amount of work that was done on the Constitution and Bylaws revision. Louise mentioned that Laurie Sabol carefully reviewed the Constitution and Bylaws and made all of the additional suggestions for revisions.

Louise also distributed proposed changes to the Chapter Manual – Sec. IV: 50, 51 Special Interest Groups (SIGS) to define the procedure for dissolution of SIGs. The Board can revise the Chapter Manual without approval of the membership. There was discussion of the time-frame for the process and it was suggested that it include one year’s notice, one year’s probation, and dissolution in the third year. Methods of notifying the membership were also discussed, including announcements on the website, Newsletter and listserv. It was suggested that notification be sent to the entire membership, not just the SIG members. The proposed revision was referred back to the Constitution and Bylaws Committee for further work. Christine also suggested that “May” be changed to ‘spring’ under Organization section “New SIG Chairs are appointed by the Chapter President and take office at the May Board meeting.”

4. ACRL Legislative Network Representative – In the absence of Suzanne Wones, ACRL Legislative Network Representative, discussion of proposed changes to the Chapter Manual, IV:35 ACRL Legislative Network Representative were postponed to the next Board meeting.

5. Other

Continuing Education Committee Research Update – Nancy distributed ten copies of the report on the exploratory interviews conducted by the CEC’s Survey Task Group for the continuing education outreach survey. She will also forward the report to the Board listserv.

Balloting for annual Chapter election

Motion: ACRL/NEC will have an electronic ballot for the 2006 election. **Approved.**

6. Annual Conference Budget – Christine distributed and discussed the ACRL/NEC 2006 Annual Conference budget. The estimated budget as revised includes income of \$11,625 (\$3,000 from sponsors and \$8625 in registrations) and \$8,250 in expenses (\$350 for Mullins Center, \$5750 for catering, \$1650 for speaker expenses, and \$500 for miscellaneous supplies). She plans to cap registration at 200. Because it is a library-sponsored event there is no insurance cost.

Motion: Approve the ACRL/NEC 2006 Annual Conference budget as amended. **Approved.**

Next Board Meeting, Friday, March 10 at Franklin Pierce College, Rindge, NH, 9:30 a.m. - 2:00 p.m.

Meeting Adjourned at 12:30 p.m. Lunch and program planning meeting followed.

Respectfully submitted,
Kendra St. Aubin
Secretary