

ACRL/NEC Board Meeting Minutes
Friday, March 10, 2006, 9:30 a.m.
Franklin Pierce College

Present: Nancy George, Marilyn Steinberg, Colleen Anderson, Louise Buckley, Val Harper, Frances Schlesinger, Leslie Inglis, Kendra St. Aubin, Judith Pinnolis, Suzanne Wones, Judith Brink

1. Call to Order, Welcome and Introductions – Meeting attendees introduced themselves.

2. Treasurer's Report from Marilyn Steinberg – She distributed and reviewed the report covering July 1, 2005 to Mar. 10, 2006. Ending balances were \$18,948.07 in the checking account and \$6,401.60 in the certificate of deposit. She reported that she has received \$3,000 to date from sponsors of the 2006 Annual Conference. There has been no word yet from the IRS on the application for permanent standing as a non-profit organization. Marilyn suggested that the June retreat include a discussion of what to do with surplus funds to maintain the non-profit standing. Nancy thanked Marilyn for all her work on the budget.

More than 90 people have registered for the joint ITIG/NELIG meeting to be held on March 17, 2006 and the sponsoring SIGs don't have enough remaining in their allotments to fund the refreshments for the meeting.

Motion: The Board approves an additional allocation to NELIG to use for the joint ITIG/NELIG meeting on March 17, 2006. **Approved.**

3. Liability Insurance – Nancy George initiated discussion of a proposed liability insurance contract from Risk Strategies Company on the Chapter Board listserv on February 15, 2006, because action needed to be taken prior to the March board meeting. She also distributed paper copies of the proposed contract to the officers. The discussion and approval vote to purchase the policy were conducted on the Board listserv. The Board discussed details of the plan, cost, and reasons for and against adding the coverage. Some members objected to having to procure insurance when the hosting institutions also carry insurance, but it was agreed that this was the most economical way of providing required coverage and allowing SIGs flexibility in selecting meeting locations. This policy covers all Chapter meetings, allowing meetings at places that require liability insurance for a cost that is similar to the past cost of covering just one meeting. Board members and volunteer workers will be included as "insureds". The premium of \$326 covers an average meeting attendance of 75 and an annual meeting attendance between 100 and 250 with general liability of \$2,000,000 and \$1,000,000 for each occurrence. This policy covers ACRL/NEC for claims of bodily injury and property damage to 3rd parties or to any premises used in connection with meetings. The policy will be effective for one year beginning March 10, 2006.

Motion: The Board approves purchase of additional liability insurance to cover SIG and other events. **Approved.**

At the March 10 meeting it was noted that the existing insurance policy for the Board does not cover liability and other options for coverage should be investigated.

4. Annual Conference Update – In the absence of Christine Turner, Nancy provided a brief report on the planning, which is proceeding well.

5. Continuing Education Needs Assessment Survey – Judith Pinnolis distributed copies of the invitation to participate in the needs assessment survey sent to academic library staff in Maine, New Hampshire, Vermont, and central and western Massachusetts. The survey was developed primarily by Leslie Simmel with assistance from Janice Beal and Judith. The survey, available online until March 31, covers obstacles to attendance and preferred types of programs and styles of delivery. A database of academic library staff at all levels was created and invitations were sent to 1146 potential survey participants. The data will go directly into spreadsheets at Bentley.

Results of the survey will be available some time after the Annual Meeting and will assist the Board and SIGs in planning future continuing education activities. Nancy thanked Judith and her committee for the many hours they have spent on this tremendous project.

The task force headed by Debbie Herman is constructing a training and educational opportunities database including programs for all kinds of libraries and groups. It will have keyword searching and calendars. Groups will submit their program information on forms via e-mail. A working prototype should be available the third week of March and there may be a demonstration at the Annual Meeting in April. This database would be a good promotion tool for the Chapter. Judith asked the Board to consider how the database would be maintained in the long-term, possibly by someone from the Continuing Education Committee or the Board.

6. ACRL Legislative Network Representative – Suzanne Wones distributed the job description for ACRL Legislative Network Representative she created with the assistance of Louise Buckley to be added as Section IV: 35 to the Chapter Manual. Currently the responsibilities of this position focus on political activity at the national level. As part of an investigation into expanding the activities to the regional level, Suzanne researched legislative activities of the state library associations of New England. Massachusetts, Maine and Connecticut have active programs, primarily for increasing funding for public libraries. It would be easy to find contacts to work with in these states, but there is not much information for Rhode Island, Vermont and New Hampshire. Nancy noted that in Massachusetts although the emphasis is on funding for public libraries, some services do go to academic libraries and they should have a voice in the process. It was suggested that a point person be designated for each state in New England with the Legislative Network Representative as coordinator. Possible sources for recruitment would be academic sections of state library associations. NELA should also be contacted to coordinate activities rather than duplicating them, with the goal of sharing information to achieve a greater voice for academic libraries. Suzanne will draft a listserv message asking for volunteers for an ad hoc committee with a legislative representative for each state and send it to the Board for comments before sending it out. An announcement will also be made at the annual conference asking for volunteers. If the ad hoc committee is successful, the activities could be incorporated into the Chapter Manual.

7. Slate of Candidate for 2006/07 – On behalf of the nominating committee (Colleen Anderson, Laura Walters, Frances Schlesinger), Colleen presented the candidates for 2006/07:

VP/Pres-Elect	Judith Pinnolis (Brandeis)
	Beatrice Pulliam (Providence College)
Secretary	Janice Wilbur (Assumption College)
	Mary Piorun (University of Mass Medical School, Worcester)
Member-at-Large	Sandra Rothenberg (Framingham State College)
	Mary H. White (Marlboro College)

Motion: Accept the slate of candidates as presented. **Approved.**

8. Board Development Initiatives – Colleen suggested that a process needs to be developed, possibly using the Past or Past Past President, to groom potential candidates for office and to get newer members involved in leadership roles by pointing out the value of the experience through networking and phone calls beginning earlier in the year. It was also suggested that the Member-at-Large position could be reconfigured to emphasize more outreach if the Communications Committee took over moderation of the list. This discussion will be continued at the June retreat.

Nancy began a discussion of possible added benefits of board membership that would get more people involved, such as speakers and workshops focusing on leadership skills or program planning training. To encourage more activity by newer members, the Member-at-Large could identify recent graduates and new hires to target for programs geared specifically to their needs. Regional networking/reception events could be organized and new members could receive small gifts with the ACRL logo, e.g. cup, notebook to make them feel welcome. Phone invitations to

small groups might be more effective than information on the listserv. The Membership Chair could also form a committee to assist with outreach work. This discussion will be continued at the June retreat.

Next Meeting, Friday, April 21, ACRL/NEC 2006 Annual Conference at Mullins Center, University of Massachusetts Amherst

Meeting Adjourned at 12:01 p.m. Lunch followed.

Respectfully submitted,
Kendra St. Aubin
Secretary