

**ACRL/NEC Board Annual Retreat  
Meeting Minutes  
August 9, 2006  
Healey Library, University of Massachusetts Boston**

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**Attendees:** See Attachment A: Board Meeting Attendance. There was a quorum.

**1. Call to Order, Welcome and Introductions:** A meeting agenda, schedule of future meeting dates with locations and a sign in sheet were distributed. The next meeting date of November 10, 2006 was identified as being a state holiday. The meeting is tentatively rescheduled for November 9<sup>th</sup>. Meeting attendees introduced themselves. President Christine Turner said a special thank you to the secretary for documenting the meetings and said a special effort would be made to make sure the secretary has an opportunity to participate in the meeting.

**2. Board Approvals Since June 2006 Meeting:**

- Board minutes of June 5, 2006 were approved and posted to the web site.
- **Motion:** The Board approves payment not to exceed \$450 for the Chapter wiki on the Workgroup Plan hosted at Jotspot.com. **Approved.**

**3. Comments on SIG and Committee Reports**

*Women's Studies Interest Group:* A report was not submitted. The programs the SIG were investigating were not working out and they were in the process of formulating new program ideas. There is a possibility of collaborating with the Information Technology Group and working with Brown University on a Women's Writers database.

*Access Services Interest Group:* An estimated budget was distributed for the October 18, 2006 conference on supervision to be held at Bentley College. 120 people are expected to come, however the conference location can handle up to 150 people. The main speaker is expected to draw a large crowd. Many people requested this speaker. A save the date e-mail has gone out. There was a discussion on the best ways to advertise this event and ideas on how to reach non-ACRL members. There was a reminder to send announcements to the listserve and to utilize the event calendar.

The estimated cost per person for this event raised the question about charging different prices for ACRL members and non-ACRL members. It was the consensus of the group that there should be a difference in cost to help promote membership and to act as a visible benefit of membership.

**Motion:** To approve budget with the cost per member being \$45 and non-members being \$65.  
**Approved.**

**4. Board Listserve:** President Christine Turner wanted feedback from the board members on how the board listserve was being used. One issue raised was the default setting of having replies go to the entire list instead of just to the sender of the original message. Val Harper will be contacted to see if there is an option to change this default setting. The consensus was that in cases of approving minutes, or attendance at meetings, replies should go to the individual and then summaries would be posted back to the list.

**5. Treasurer's Report:** Marilyn Steinberg distributed and reviewed the report covering July 1, 2005 to June 30, 2006. Ending balances were \$22,788.98 in the checking account and \$6,556.23 in the certificate of deposit. A second report covering the period of July 1, 2006 to August 5, 2006 was distributed and reviewed. Ending balances were \$18,823.72 in the checking account and \$6,556.23 in the certificate of deposit.

Marilyn received the letter from the Internal Revenue Service approving the 501 C3 status. Marilyn also contacted an accountant who is familiar with non-profits to request a "5 year audit". The accountant suggested what we may want instead is a "statement of responsibility". From the information Marilyn has it seems that a formal audit was never completed on the Chapter books and records. To go back and do this would take time and could be expensive. The Board did agree that a true audit should be done. It was suggested that we find out the cost of doing both a formal 5 year audit (FY 2001-2006) and then request a statement of responsibility for FY 2006-2007. The cost will be investigated; cost will be based on the number of transactions and the amount of money involved. In the past an outside check of the Chapter books and records was performed by a non-board member, but never by an accountant.

**6. Annual Conference Planning:** Judy Pinnolis reported on the status of the conference planning. The tentative date is June 1, 2007. Space is being held at Brandeis University. Seating capacity will be 240 people. A down payment has not been placed. The library will be available for breakout rooms if they are needed. Brandeis IT has offered their technical support for the conference. It is estimated that a budget will be available in January 2007. NERCOMP is still interested in offering a series of workshops in conjunction with the conference. The details of that partnership have not been worked out.

**7. Continuing Education Membership Survey:** Judy Pinnolis and Debbie Herman said the data was just returned from the student that was working on creating cross tabular reports. From an initial review it looked as if not all of the requested reports were included. The Continuing Education Committee has a meeting set for August 22nd to review the data. They will report on this topic at the November board meeting.

Debbie also mentioned that there was a working prototype of a continuing education calendar which may include opportunities beyond the New England Region. Database records would be created through a submission form and future enhancements could include an RSS feed.

**8. Communications Committee:** It was acknowledged that there seems to be duplicate efforts being made to communicate ACRL/NEC activities. The Communications Committee has not has the opportunity to meet. When they do meet they will be discussing the various tools available to the Chapter and the scope of each tool.

**9. Salary Survey:** Beatrice Pulliam distributed a handout summarizing the different salary surveys that are produced. Some survey data is freely available and other data is only available to members of a particular association or for a fee. It was believed that the recent survey conducted by ALA would allow for data to be viewed by region and state. Issues to consider as the board decides whether or not to repeat their own salary survey include: what is the purpose of the survey, how would a new survey include the changes in library work, how are technology jobs incorporated into the survey, who uses the salary data and for what purposes, is the old survey method still valid, the time and cost associated with a survey, the Chapter just did a survey (continuing education), how can a survey capture anecdotal information. Board members are asked to review the handout and think about these issues for the November meeting.

**10. Membership/Outreach Activities:** Kendra St. Aubin led a two part discussion. The first half was an inquiry of other board members to ask what they are doing now in regard to promoting the association and increasing membership. The discussion quickly focused on the difference between local and national membership. Ideas were suggested on how to help members understand that membership in national automatically makes you a local member, but the reverse is not true. Board members talked about upcoming events (NELA) and ideas on how to promote ACRL. At NELA the Chapter is sponsoring four events. This will help get the ACRL name out there. ACRL national has a number of professionally developed brochures that the Chapters can distribute. Most board members said they created their own handouts and brochures that had a Chapter focus. The question of producing a Chapter banner came up.

The second half of the discussion was a brief discussion about the cost of membership. The high cost of ALA membership may be a factor for people not joining ACRL national. Two issues were raised about the local membership: 1) the fee being too low and 2) members are paying years in advance – repeatedly.

Time was running out and this discussion was stopped. Kendra will write up her thoughts and distribute them to the board.

**11. Wiki Demo:** Beatrice Pulliam provided a quick demonstration of the Chapter wiki. The URL for the wiki is: <http://acrlnec.jot.com>. Beatrice has created an FAQ for new users. There is a generic login for board members. If individuals would like their own login they should contact Beatrice. The wiki is a private; we do not need to worry about it being viewed by the general public. It was determined that the best use of the wiki at this point in time is as a tool for the planning committee and for board business. Possible board uses include discussion of the continuing education survey, membership, salary survey discussion, communications committee. Because of the work involved in maintaining logins and permissions it was decided that use of the wiki would not be open to individual SIG's. The SIG chair can use the wiki to communicate with the board, but the wikii will not be opened to SIG members. The wiki will be used as an internal tool for the board and the website will remain the public face of the Chapter. There are no space limits with the wiki and the entire site is exportable.

**12. Next Meeting:** Christine will confirm the date and announce it on listserve.

**Submitted By:** Mary Piorun

## **Attachment A: Board Meeting Attendance**

**Meeting Date: August 9, 2006**

### **Officers**

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President	Christine Turner
Vice President	Judith Pinnolis
Past President	Nancy George
Secretary	Mary Piorun
Treasurer	Marilyn Steinberg
Member-at-Large	Sandra Rothenberg
Member-at-Large	Janet DiPaolo

### **Committees and SIGs**

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Constitution & Bylaws Comm.	Louise Buckley
Membership Comm.	Kendra St. Aubin
Communications Comm.	Beatrice Pulliam
Continuing Education Comm.	Debbie Herman
Access Services	Gail Geisser
Collection Development	Judith Brink
ITIG	Janice Schuster
LOCI	Stephanie St. Laurence
NELIG	Susan Herzog
Preservation/Conservation	
Serials Librarians	Joanne Doucette
Women's Studies	Susan Raidy-Klein Evelyn M. Cherpak

### **Total Number of Voting Members: 18**

Quorum – simple majority of voting membership (10) with at least 4 officers, one of whom must be the president or the vice president.

**Quorum: Yes**

### **Non Voting Board Members**

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Archivist	
Legislative Network Representative	Suzanne Wones

**Invited Guests:**