

**ACRL/NEC Board Meeting
Meeting Minutes
November 10, 2006
Providence College, Providence RI**

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

1. **Call to Order, Welcome and Introductions:** Copies of the agenda were distributed as needed. Special thanks were given to Providence College for hosting the meeting. Meeting attendees introduced themselves.
2. **Board Approvals Since August 2006 Meeting:**
 - Board minutes of August 9, 2006 were approved and posted to the web site.
 - **Motion:** The Board approves the appointment of Colleen Anderson, Nancy George and Dawn Thistle to the 2006-2007 Nominating Committee. **Approved.**
 - **Motion:** A budget of \$100 is approved for the WSIG meeting on December 1, 2006 at the John Hay Library, Brown University, Providence, RI from 9:30 to 3:00. **Approved.**
 - **Motion:** Allow Marilyn Steinberg to renew the Certificate of Deposit for a 9 month term, at the rate of 5.13 or whatever rate is offered on the date of renewal (mid-October). **Approved.**
 - **Motion:** The membership fee to be charged to local members for the next calendar year (2007) will be \$15 for regular members and \$5 for students. Membership will run Jan. to Dec. Applications received prior to the annual conference apply to the current year; fees received after the conference apply to the next membership year. **Approved.**

3. Comments on SIG and Committee Reports

SIG Chairs submitted written reports to the board before the meeting. The following reports were discussed:

New England Library Instruction Group (NELIG): Their next meeting is Friday, December 8, 2006 at Rensselaer at Hartford. The meeting will be conducted using the Elluminate web conferencing software and broadcasted in several locations: Bowdoin, St. Joseph's in Maine, Keene State, Springfield College, and Providence College. Emily Chasse and Susan Slaga of Central Conn State U and Libby Knapik from Sacred Heart U will talk about their experiences converting for-credit information literacy courses to an online format. The program has been advertised. There is no registration fee, but people are being asked to RSVP. Refreshments will be served at each location.

Serials Interest Group: Christine reported that the Serials Interest Group is working on a program on link resolvers. The group would be interested in partnering with another SIG. ITIG was suggested as a partner and possibly as a source to identify another librarian as a speaker.

Access Services: Leslie reported that Gail Geisser will be stepping down as co-chair. Leslie also reported that the program held at Bentley College on October 18th was not as well attended as anticipated; roughly 60 people attended of the anticipated 120. The program started 20 minutes late because of heavy traffic. A final dollar amount has not been calculated as of yet, but it known that ACRL/NEC lost money with this program. Comments from the board reminded SIG chairs that this can happen and this is an example of why the board likes to review high budget programs and that each program that is planned has a certain amount of risk associated with it. It was suggested that SIGs calculate their break even point when setting registration prices.

Collection Development: A program is planned for November 18th at University of New Hampshire. 35 people are expected to attend. There will be a series of panel speakers. Proquest will be paying for the food. A third chair will be added to this SIG – Jennifer Carroll.

Women's Studies: The SIG is moving forward with their Dec 1st program at Brown University. 23 people have registered to date. Brown will be providing the lunch.

Librarians on Online Course Information Interest Group (LOCI): The group is perusing a program on copyright. There maybe an opportunity to partner with the Access Services SIG. There is a concern about the high cost of speakers from the CCC. The SIG is also planning a program in March on using course management software for distance education.

Christine reminded all SIG chairs to submit their reports to the board ahead of time. Members are encouraged to also submit their reports to the WIKI so that a central collection can be maintained.

4. ALA Mid-Winter Travel Funds: Christine will be attending ALA Mid-Winter. Two issues she will continue to advocate for are 1) membership reimbursements and 2) server space for chapters. Money is available in the treasury to support Christine's flight and lodging.

Motion: Provide \$1,040 for Christine to attend ALA Mid-Winter as the President of ACRL-NEC.
Approved.

5. Treasurer's Report: Marilyn Steinberg distributed and reviewed the report covering July 1, 2006 to November 9, 2006. Ending balances were \$19,073.66 in the checking account and \$6,599.62 in the certificate of deposit. The certificate of deposit was renewed on October 6, 2006 at a rate of 4.70 for 9 months. Marilyn reviewed the remaining items on the report with the board, including a new line item, personal donation. Marilyn stated that National ACRL rejected some of her request for reimbursements; ACRL says all expenses must be related to education or outreach and not operational expenses. \$412.87 was received to cover stationary, stamps, a few minor things.

Regarding the 5 year audit, a quote was obtained for \$5,000 – \$6,000. To do less then a full audit would cost about \$3,000. The overall impression Marilyn received is that the auditor does not want to do it. This brings up two issues: 1) should the section of the manual calling for a 5 year audit be reviewed, and 2) can a system of checks and balances be put in place to reduce the risk of mishandling of association funds.

Motion: Marilyn draft a recruitment notice for a chapter member with accounting skills to review chapter finances on an annual basis. A stipend of \$250 will be offered. **Approved.**

6. Nominating Committee: Colleen Anderson thanked her committee members and presented to the board a list of candidates for the ACRL/NEC Board in 2007-2008. A timeline for the election was discussed briefly: February – publish ballot, March – election, and winners announced in April. Colleen will have firm dates for the next board meeting. Val Harper asked that information be passed onto her in January so that she may have ample time to post the data to the web and test the ballot. She also requested that each candidate use the specified "candidate information form" and not add extraneous information.

7. Continuing Education Committee: Debbie Herman distributed the draft copy of the Final Report of the Outreach Assessment Survey. A copy can be found on the chapter wiki. Debbie called to the board's attention a few specific areas: the desire for face to face instruction, the need for a database of opportunities and speakers, and how people learn about learning opportunities. Debbie commented that the survey answered most of the initial questions the chapter sought to answer with the exception of knowing if greater access to continuing education courses would increase the likelihood of membership. The Committee will be finishing up the report shortly and would like to find a way to distribute/present the results at the Annual Meeting.

Christine has asked that an executive summary be prepared with recommendations for the board and SIG chairs and listing future directions for the Continuing Education Committee.

8. Awards and Scholarships: Nancy George presented a draft proposal to the board stating these new awards would replace the Librarian of the Year award the chapter has awarded in the past. There are five different types of awards. In a year that all the awards were given the cost could be as much as \$2,750. Nancy pointed out that since the ACRL National meeting is held every other year that we would not be spending the full amount each year. Board recommendations included changing the wording regarding submitting to the chapter newsletter from encouraged to expected. There were questions about the time line. There was a strong feeling that the CE award should be for future events and not events that someone already attended. The question came up on how to fund the program long term. There were suggestions about holding raffles, soliciting donations, or setting aside a % of future profits.

Motion: The board designates \$2,500 from the checking account to start the Awards and Scholarship Fund. **Approved.**

The committee will move forward the awards for attending the chapters Annual Conference.

9. Connecticut College Proposal: Christine has received a request from Connecticut College to co-sponsor a program about library teaching space. The board discussed the pros and cons of co-sponsoring: **Pro:** good program, opportunity to advertise our annual meeting, complements the annual meeting theme, little work required on the part of the chapter, and willing to offer a discount to members. **Con:** close to date of annual meeting, members may get confused that this program is the annual meeting, and the name sounds similar to that of the annual meeting. Christine will talk with Judy Pinnolis who is organizing the annual meeting for her feedback and then get back to Connecticut College with our concerns.

10. Membership: The discussion on membership recruitment initiatives was postponed. Christine did bring flyers and encouraged all SIG chairs to take them to distribute at their programs.

11. New Business:

Refunds: Marilyn raised the question about refunds for members that can not attend events after they have paid. Christine asked that all SIG chairs include a statement on their registration forms that refunds are not available.

Sales Tax: Marilyn distributed the exempt sales tax form to SIG chairs and reminded them not to pay MA sales tax.

12. Future Meeting Dates/Locations:

January 9, 2007	Eastern Connecticut University
March 14, 2007	University of Massachusetts – Worcester
June 1, 2007	Annual Conference / Business Meeting – Brandeis University
June 18, 2007	Annual Board Retreat - Franklin Pierce College

Submitted By: Mary Piorun

Attachment A: Board Meeting Attendance
Meeting Date: November 10, 2006

Officers

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

Committees and SIGs

Constitution & Bylaws Comm.	Louise Buckley
Membership Comm.	
Communications Comm.	Val Harper
Continuing Education Comm.	Debbie Herman
Access Services	Leslie Inglis
Collection Development	Judith Brink
ITIG	Janice Schuster
LOCI	Jim Kinnie
NELIG	Kendal Hobbs
Preservation/Conservation	
Serials Librarians	
Women's Studies	Evelyn M. Cherpak

Total Number of Voting Members: 14

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

Archivist
Legislative Network Representative

Invited Guests: Colleen Anderson