

**ACRL/NEC Board Meeting
Meeting Minutes
January 9, 2007
Eastern Connecticut State College, Willimantic, CT**

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 Eastern Connecticut State College for hosting the meeting. Meeting attendees introduced themselves.

2. Board Approvals Since August 2006 Meeting:

- Board minutes of November 10, 2006 were approved and posted to the web site.
- **Motion:** Approve Melissa Behney as candidate for Vice President/President-Elect. **Approved.**

3. Comments on SIG and Committee Reports

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

Continuing Education Committee: Bob Scheier represented the Continuing Education Committee. He highlighted five recommendations from their final report: 1) increased communication/interaction with state library associations, 2) formal liaisons to state library associations, 3) having the more popular programs outside the Boston metro area, 4) extend the annual conference to two days and, 5) greater use of teleconferencing technologies.

The CE Committee will have a poster at the annual meeting to highlight the findings of their survey. The committee also raised the need for SIG's to have a calendar of events that can be feed into a centralized calendar.

Librarians on Online Course Information Interest Group (LOCI): The SIG is also planning a program in March "A Day in the Life of an Off-Campus Librarian".

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. Insurance and Contracts: Christine reminded all board members that she, as president needs to sign all contracts. The primary issue with contracts is the stipulation of insurance. ACRL/NEC has insurance and if a facility needs to be named in that insurance policy ACRL can pay to have them added, however it would be better if the local institutions library could be the sponsor of the event and save ACRL/NEC the effort and money. Christine also reported that our insurance will be renewed in March 2007.

5. Nominations Committee: Colleen Anderson presented the slate of candidates for the 2007/2008 board and the time table for the election. January 22nd the slate of candidates will be announced members will have the opportunity to add names to the ballot with a signed request and 10 signatures. The final ballot will be posted to the web February 19th and members notified. The election will close on March 19th. April 2 the new officers will be announced.

Motion: The 2007 election is carried out electronically through e-mail. **Approved.**

There are a number of members that are not on the chapter listserv who will not be notified of the election (61). These members chose not to be contacted by 3rd parties when registering with ACRL National. ACRL National considers ACRL/NEC to be a 3rd party. There are 5-10 names that

membership will give to Colleen to have a ballot mailed to them. Colleen will also submit information about the election to the newsletter.

- 6. Treasurer's Report:** Marilyn Steinberg distributed and reviewed the report covering July 1, 2006 to January 8, 2007. Ending balances were \$19,595.37 in the checking account and \$6,599.62 in the certificate of deposit. Marilyn reviewed the remaining items on the report with the board, including the few conference donations that she has already received and two miscellaneous receipts that are a number of years old and never cashed.

Marilyn also announced that Kathleen Gehring from Connecticut College will act as a outside reviewer of the ACRL/NEC books.

Motion: To appoint Kathleen Gehring as Auditor. **Approved.**

7. Communications Committee:

Val Harper presented a proposal to the board that outlined the history of the chapter's web site and discussion lists. This proposal includes how the web site is maintained and the limited resources that are available for the day to day maintenance. Val highlighted the limits of the current arrangement citing security, restricted access, and not having access to emerging technologies as the primary drawbacks. Val recommended the board consider hiring a company to host the web site and discussion list. From Val's informal survey of other chapter sites she believes most sites are being hosted by a member institution. No chapter is receiving assistance from ACRL National.

Motion: The board approves moving the current web site and e-mail discussion lists to a commercial hosting service and that the Communications Committee submit a recommendation on which service to use for the boards approval. **Approved.**

In the forthcoming recommendation there will be information about the hosting services ability to offer add on applications such as calendars, wiki's, blogs and the support of open source software. It is also believed that the move to a commercial service will reduce the amount of spam that is received on the listserv.

- 8. Annual Conference:** Judy Pinnolis presented a written summary of the work of the Program Planning Committee and a proposed budget to the board. The committee is using the WIKI to store their planning documents and more detailed information on speakers and schedules can be found there. The theme of the conference is "Space the Final Frontier" and will be held on June 1, 2007 at Brandeis University. All of the speakers have been selected for the day long program.

Judy discussed the difficulty with getting the contract amended to met ACRL requirements. The necessary changes were made and will be signed by Christine after the board meeting today. The Brandeis Library was not able to be the primary sponsor of the event because of budget requirements the school has in place. The Library will sponsor breakfast the day of the event.

Judy said the committee has been working hard and has a number of volunteer spots filled but will still need help the day of the event. The registration information will be posted to the web in mid-March and close before Memorial Day. Parking will be available close by and the committee has also considered the train schedules in setting the start time of the conference. The annual business meeting will be held just before lunch. There is the possibility of touring the art gallery at lunch. Beside the web announcement Judy will submit a piece for the newsletter.

Judy said the facility will hold 240 people. Because of vendors and speakers that left an estimate of 220 paid attendees. This number was later revised down due to the other attendees who are admitted without cost, such as the student and first time attendance awards. There was also a brief

discussion about honorariums. Christine referred Judy to a chart in the manual that states who can receive an honorarium. There was a review of the proposed budget.

Motion: Approve the proposed budget for the 2007 annual meeting and the proposed attendance fees. **Approved.**

9. Salary Survey: In August the board raised the question about the bi-annual salary survey and if it was still needed. Beatrice Pulliam compiled a list of resources where salary data could be obtained. After reviewing Beatrice's list and the recent survey result by ALA, (*ALA-APA Salary Survey 2006: Librarian -- Public and Academic. A Survey of Public and Academic Library Positions Requiring an ALA-Accredited Masters Degree*) it was determined that the local chapter would have a great deal of difficulty in matching the quality and depth of the ALA survey. The ALA survey offer details by position type, region and state, as well as the public and academic libraries (2 and 4 year).

Motion: Board discontinue its support of the bi-annual salary survey, an expanded version of the resource list be posted to the chapter web site and that member libraries purchase a copy of the *ALA-APA Salary Survey 2006: Librarian -- Public and Academic. A Survey of Public and Academic Library Positions Requiring an ALA-Accredited Masters Degree.* **Approved.**

10. Membership: Kendra St. Aubin reported on her efforts to clean up the membership database and reconcile local and national members with ACRL National. Kendra will work on posting information to the web site that explains the impact of opting out of 3rd party notifications. Christine raised the issue of de-coupling the automatic membership in the local chapter when one joins National and reported the NEC is one of the few who have this practice currently. Issues were raised as to how many members would we lose and the amount of work that would be added to the membership committee.

Christine asked each of the SIG chairs to promote local membership at their meetings and will make a statement about membership in either the newsletter or her address at the annual conference, or both.

11. New Business:

Banner: In order to create a banner a vector/EPS file of the logo is needed. Mary Piorun volunteered to duplicate the current logo into the correct format. Sandra Rothenberg will take the file and request proofs for two banners, one for a table and the second for a podium.

12. Future Meeting Dates/Locations:

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: January 9, 2007

Officers

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

Committees and SIGs

Constitution & Bylaws Comm.	Louise Buckley
Membership Comm.	Kendra St. Aubin
Communications Comm.	Val Harper
	Beatrice Pulliam
Continuing Education Comm.	Bob Scheier
Access Services	Eileen M. Cravedi
Collection Development	Carol Abatelli
ITIG	Janice Schuster
LOCI	Jim Kinnie
NELIG	Susan Herzog
Preservation/Conservation	
Serials Librarians	
Women's Studies	Evelyn M. Cherpak

Total Number of Voting Members: 16

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	Susanne Wones

Invited Guests: Colleen Anderson