

ACRL/New England Chapter (ACRL/NEC) Board Meeting

Meeting Minutes

August 1, 2008

Roger Williams University

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

Welcome (Melissa Behney, president): Elizabeth Peck Learned, associate dean of the library at Roger Williams University, welcomed the group at 9:30 a.m. Melissa then called the meeting to order. She introduced Heidi Benedict, who has agreed to become the chapter's archivist, and Bob Scheier, who is the co-chair of the continuing education committee.

Reports (Melissa Behney): Melissa thanked everyone for submitting their annual reports to the board listserv. The reports are available via the listserv archives http://acrlnec.org/pipermail/acrlnec.board_acrlnec.org/

Old business (Melissa Behney):

- *Guidelines for support of chapter representation at national activities:* Melissa referred to the proposed document that had been distributed via e-mail prior to the meeting. There was extensive discussion about funding for national activities; amounts to be allocated; etc.
Motion: Carolyn Mills moved, and Marilyn Steinberg seconded, that we set aside up to \$1,500.00 for chapter representation at each of the following national activities:
 - ALA Midwinter
 - ALA Annual
 - Legislative DayThe motion was approved unanimously.
- *Name change for Serials Librarians Interest Group (SLIG):*
Motion: Margaret Lourie moved, and Barbara Kenney seconded, that the name of SLIG be changed to Serials and Electronic Resources Interest Group (SERIG).
The motion was approved unanimously.

- SIG reorganization:*
 Melissa reminded the board that the Scholarly Communication special interest group had been created recently. There is interest in a SIG to cover instructional technology. The continuing education committee plans to discuss the idea of a leadership and management SIG. There is also interest in institutional repositories, which will be covered by the Scholarly Communication SIG. The Librarians on Online Course Information (LOCI) SIG discussed recently the possibility of discontinuing as a separate SIG and instead covering those topics within another SIG. (Note: Melissa sent an e-mail message to the board listserv on 8/4/08; included in these minutes as Attachment B.)
- NERCOMP interest in collaboration:*
 Melissa reported that she had spoken with Dave Wedaman, director for research and instructional services at Brandeis and member of the NERCOMP board, to follow up on his appearance at the board retreat on 6/16/08. Dave explained that NERCOMP has no flexibility in terms of what it charges for its programs. They only charge enough to recoup their expenses. The board wondered what benefit this collaboration would have for ACRL/NEC members.
Motion: Barbara Kenney moved, and Tim Spindler seconded, that consideration of a co-sponsorship relationship with NERCOMP will be continued until specific opportunities are identified.
 The motion was approved unanimously.
- Small chapter banners for SIGs:*
 At its annual retreat on 6/16/08, the board discussed purchasing additional copies of the small chapter banners. The board had purchased a large banner and several small banners, for use at SIG programs, etc., several years ago, and now there is a need for additional small banners. The following SIGs need small banners: Information Technology; Collection Development; New England Library Instruction Group; and Scholarly Communication.
Motion: Louise Buckley moved, and Bob Scheier seconded, that we authorize the purchase of 6 small chapter banners for the SIGs, for a total expenditure of up to \$250.00. Marilyn reminded us that we should not pay state sales tax on the banners.
 The motion was approved unanimously.

- Program on licensing electronic resources:*
 Bob Scheier reported that there was a small profit from the March of 2008 program on electronic resources, which was held on two days in two locations. Since there were several groups that co-sponsored the program, Bob wondered whether we should divide the profit among the vendors, in order to maintain goodwill and to possibly ensure sponsorship in the future. There was much discussion about whether this should be done, etc.
Motion: Melissa Behney moved to table the discussion; there was a second. Bob offered to work with Marilyn (treasurer) and to bring specific figures to the next board meeting on Nov. 6, 2008.
 The motion was approved unanimously.
- Archivist position:*
 As was mentioned previously, Heidi Benedict of Roger Williams University has agreed to be the chapter's archivist. The archives are currently housed at Bryant University. Melissa Behney or Heidi Benedict will contact Colleen Anderson at Bryant University to determine if there is a written agreement for housing the archives and if there is a need to relocate these materials.
Motion: Judy Carlson moved, seconded by Stephanie St. Laurence, that the board provide mileage reimbursement at the IRS business rate of \$0.585 per mile, to assess the archives and to deposit materials to it.
 The motion was approved unanimously.

New business (Melissa Behney):

- 2009 membership dues:*
Motion: Kendra St. Aubin moved, seconded by Marilyn Steinberg, that the 2009 membership dues remain at their 2008 level: \$15.00 for regular members and \$5.00 for students.
 The motion was approved unanimously.
- Scholarship and awards committee:*
 Nancy George reported that a committee has been formed, but it has not yet met. She recommends that the committee become permanent, not ad hoc as it currently is. She also recommends that we offer free annual conference registration and mileage reimbursement to award winners. There was discussion of changing the committee so that the past-president of the chapter is not in charge of the committee. Louise Buckley

clarified that the chapter bylaws must be changed to add the Scholarship and awards committee to the standing committee list. Other details, such as who is chair of the committee, would be included in the chapter manual. The board would approve the change, after which the chapter membership would vote on it. Judy Carlson, chair of the constitution and bylaws committee, agreed to draft wording for the bylaws change.

- *Nominating committee report:*

The following have agreed to serve on the nominating committee: Christine Turner; Judy Pinnolis; and Nancy George.

- *Date and location of spring 2009 annual conference:*

Motion: Barbara Kenney moved, and it was seconded, that the 2009 annual conference take place on Friday, May 15, 2009, at The College of the Holy Cross in Worcester, Massachusetts. The tentative theme is "Customer service in every aspect of library service." Barbara has names of potential speakers, and the conference committee will meet at Holy Cross on Friday, Aug. 8.

The motion was approved unanimously.

- *2008-2009 board meeting dates and locations:*

We agreed upon the following schedule:

Thursday, November 6, 2008, at the NELINET office
153 Cordaville Road, Suite 200; Southborough, MA 01772

Friday, January 16, 2009, at Assumption College
500 Salisbury St; Worcester, MA 01609

(We discussed the possibility of a March 2009 meeting, possibly at Holy Cross. To be finalized later.)

Friday, May 15, 2009, at The College of the Holy Cross
(annual conference)
1 College Street; Worcester, MA 01610

Monday, June 8, 2009, place to be determined: annual board retreat.

- *Reimbursement for mileage for travel to board meetings:*

Marilyn distributed her proposed guidelines for mileage claim for board members and her proposed mileage claim form. She explained that, as gasoline and other travel expenses have risen, she feels we should give board members an incentive to attend meetings.

Motion: Marilyn moved, and it was seconded, that in consideration of the gasoline prices presently, and the distances some board members travel to the board meetings, that the board introduce a trial policy of reimbursement to those members who drive to board meetings using personal cars. It will be at the prevailing government (IRS) charitable rate, presently \$0.19 per mile. There will be guidelines, and board members must complete the mileage claim form in order to receive a check on the day of the board meeting.

The motion was approved unanimously and is effective immediately.

- *It was moved and seconded that we continue meeting after the 12:30pm deadline; passed unanimously.*
- *Web conferencing software/virtual meetings:*
Tim Spindler demonstrated the Illuminate software for web conferencing. Roger Williams University has a license for Illuminate. Tim will confirm that it can be used off-campus. The board felt this was a promising possibility to decrease travel time and expenses.
- *Financial plan for the chapter:*
Melissa plans to appoint an ad-hoc committee to draft a financial plan for the chapter and to help the officers to make more informed financial decisions.
- *Chapter report to national:*
Judy explained that the report that the chapter president submits to national each year is organized in the same way as the national strategic plan. She found this to be very cumbersome when she prepared the report for her year as president. She asks that committee and SIG chairs become aware of the strategic plan for ACRL national and submit reports using the categories in the strategic plan.

The meeting was adjourned at approx. 1:00 p.m.

The next board meeting is scheduled for Thursday, November 6, 2008, 9:30 a.m., at the NELINET office, 153 Cordaville Road, Suite 200; Southborough, MA 01772

Respectfully submitted,

Janice G. Schuster,

Secretary

8/7/08

Attachment A: Attendance

Meeting Date: August 1, 2008

Meeting Location: Roger Williams University: Bristol, Rhode Island

Officers:

<i>President</i>	Melissa Behney	mabeh@conncoll.edu
<i>Vice President/President-Elect</i>	Barbara Kenney	bkenney@rwu.edu
<i>Past President</i>	Judy Pinnolis	pinnolis@brandeis.edu
<i>Secretary</i>	Janice Schuster	jschuster@providence.edu
<i>Treasurer</i>	Marilyn Steinberg	marilyn.steinberg@mcphs.edu
<i>Member-at-Large</i>	Louise Buckley (2008-2010)	lbuckley@unh.edu
<i>Member-at-Large</i>	Carole Myles (2007-2009)	cmyles@assumption.edu

Committees:

<i>Communications</i>	Tim Spindler (Web)	tspindler@rwu.edu
<i>Constitution & Bylaws</i>	Judy Carlson	jcarlson@wsc.ma.edu
<i>Continuing Education</i>	Bob Scheier	rscheier@holycross.edu
<i>Membership</i>	Kendra St. Aubin	
<i>Scholarship and awards</i>	Nancy George	kstaubin@bridgew.edu ngeorge@salemstate.edu

Special Interest Groups:

Access Services

Collection Development

Information Technology (ITIG)

Librarians on Online Course

Information (LOCI)

*New England Library Instruction Group
(NELIG)*

Preservation/

Conservation

Scholarly Communications

Serials Librarians

Gail Geisser

Jennifer

Carroll

Nancy George

Tim Spindler

Stephanie St.

Laurence

Beth Rohloff

Angie Locknar

Carie

McGinnis

Carolyn Mills

Margaret Lourie

Joanne Doucette

ggeisser@risd.edu

jennifer.carroll@unh.edu

ngeorge@salemstate.edu

tspindler@rwu.edu

Stephanie.stlaurence@tufts.edu

Beth.rohloff@tufts.edu

locknar@mit.edu

mcginnis@fas.harvard.edu

carolyn.mills@uconn.edu

lourie@nelinet.net

joanne.doucette@mcphs.edu

Other:

ACRL legislative network representative

Chapter archivist

Janice Wilbur

Heidi Benedict

jwilbur@assumption.edu

hbenedict@rwu.edu

Attachment B: E-mail message from Melissa Behney to the board listserv, 8/4/08

We had a good follow up meeting to discuss the status of LOCI and its articulation with NELIG and ITIG on Friday afternoon (8/1/08) . The LOCI co-chairs are in agreement that the SIG is too narrowly focused and has run its course. They have been unsuccessful in recruiting new leadership for the SIG after consistently making a good effort to do so. After discussions with NELIG co-chair Angie Locknar and ITIG co-chair Tim Spindler, it was agreed that NELIG and ITIG can adequately cover course management systems as well as distance education. NELIG will cover the pedagogy and information literacy piece while ITIG will cover the technology piece. When appropriate, NELIG and ITIG will partner to provide joint programming in this area. A joint program is already being planned for March 2009 - Technology & Multimedia in Distance Education.

LOCI description:

LOCI serves as a forum for sharing information on how academic libraries are linking electronic resources with web-based course information software, assisting faculty in the use of these tools and promoting information literacy within this new teaching and learning environment.

After reviewing the chapter manual section on dissolution of SIGs (below), we decided that waning interest in LOCI is an indication that it is found "not to be meeting a current need of Chapter members" and propose to take the following steps. (There has been programming within the past year.) We propose sending an email to the LOCI mailing list and the ACRL/NEC News list from Beth Rohloff as LOCI co-chair (and probably Stephanie St. Laurence as well) and me as chapter president suggesting that LOCI will be dissolved unless there is an indication of strong interest and someone with program planning ideas willing to come forth to take on a leadership role. We can also put a notice on the chapter website and LOCI website.

DRAFT message

Due to declining interest in LOCI and coverage of similar topics in NELIG and ITIG, we are considering dissolving LOCI. If you have a strong interest in continuing LOCI in 2008/09 (planning future programs, assuming a leadership role), please contact Beth Rohloff and Stephanie St. Laurence and copy Melissa Behney by Sept. 15, 2008.

The date can be changed to give members more time to respond. We can make it Sept. 30 and send out a reminder notice in mid-Sept. I think Beth and Stephanie would like to have the notification process completed as soon as possible.

Please let me know if you have any concerns about this action. If I don't hear from the board by close of business Wednesday (8/6/08), I will plan to send this message to the ACRL/NEC News list and ask Beth to send it to the LOCI mailing list.

Excerpt from Chapter Manual section IV:50 Special Interest Groups
<<http://www.acrlnec.org/manual/SIGS.doc>>

Dissolution

There may come a time when a SIG appears to be no longer active or not to be meeting a current need of Chapter members. To ensure that any SIG dissolution is accomplished with due consideration and to allow adequate time for SIG members to respond if they desire, the following steps should be taken in any contemplated dissolution:

a. If there has been no activity or participation by a SIG for a one-year period, the Board of Directors will notify the SIG of possible dissolution.

- Activity may include programs, planning or other meetings by SIG officers or members, or the existence of a SIG chair.

- Participation shall include attendance at Board of Directors meetings by the SIG chair or designee and reports from the SIG to the Board.

- Notification may take the form of communications by the President to SIG members, announcements via the SIG mailing list and/or SIG webpage, if any, and/or the chapter listserv or newsletter, or such other means as determined by the Board or President.

- Notification shall include a specified time period within which activity or participation must occur in order for the SIG to continue in existence.

- The Board may make such additional notifications as it feels is necessary to accomplish its purpose.

b. If no activity or participation by the SIG occurs within the time specified by the Board, then the Board will assume that the SIG no longer meets members' needs.

c. The Board will then vote as to the dissolution of the SIG. A 2/3 majority if the Board is required for dissolution. (Bylaws, Art. III, Sec. 8)