

ACRL-NEC Board Minutes

Tuesday, 8 November 2011 – 9:30 a.m.-12:30 p.m.
College of the Holy Cross
Worcester, MA

PRESENT (no virtual attendance this meeting)

Brian Gallagher	President
Leslie Button	Vice President
Naka Ishii	Secretary
Diane Klare	Treasurer
Michael Cerbo	C&B Co-Chair
Patrick Hartsfield	C&B Co-Chair
Carina Cournoyer	Continuing Education Co-Chair
Phil Waterman	Continuing Education Co-Chair
Amy Stimac	Membership Co-Chair
Heather Murray	Membership / student observer
Nancy George	Scholarships/Awards Co-Chair
Laura Kohl	Scholarships/Awards Co-Chair
Barbara Kenney	Nominating & Leadership Development
Annah Jones	ASIG Co-Chair
Amy Lewontin	CDIG Co-Chair
Bob Scheier	ITIG Co-Chair
Laura Hibbler	NELIG Co-Chair
Eleta Exline	SCIG Co-Chair
Margaret Lourie	SERIG Co-Chair
Amy Robb	WSIG Chair

ABSENT

Carole Myles	Past President
Beth Rohloff	Member-at-Large (2011-2012)
Amanda Izenstark	Member-at-Large (2012-2013)
Sarah Hutton	Communications Co-Chair
Tim Spindler	Communications Co-Chair
Robin Maddalena	Membership Co-Chair
Talia Resendes	ACRL Legislative Network Representative
Melissa Behney	Leadership Development Task Force
Gail Geisser	ASIG Co-Chair
Julie Linden	CDIG Co-Chair
Edward Iglesias	ITIG Co-Chair
Elizabeth Dolinger	NELIG Co-Chair
Ellen Finnie Duranceau	SCIG Co-Chair
Helen Aiello	SERIG Co-Chair

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A quorum was present. We did a round of introductions because we had a new member, Amy Robb, for the chair of the Women's Studies Interest Group.

1. **Minutes to September meeting:** approved with corrections as emailed. Motion made by Mike Cerbo.

2. **Treasurer's Report** Diane Klare

a. **Report submitted** for the period July 1 through October 31. State and federal forms filed as required. Relatively little activity.

Discussion of whether to do a review or an audit of our books. See report (page 5) for details of advice and quotes for services from our accountant, Todd McCann. We are doing the important measures (countersigning checks, e.g.) to protect from malfeasance. According to the bylaws, we should be doing a review. He could do either without a conflict of interest. Diane thinks this should be done at the end of a fiscal year rather than now.

MOTION to hire an accounting professional to a review of the Chapter's books with the cost not to exceed \$1200. Motion seconded. Motion passed.

b. **Financial Task Force: Diane Klare.**

Task force met. Ballot to make that a standing committee.

Discussion on when budgets for the SIG programs need to be reviewed and approved by the Board. Weighing the desire to have SIGs have more freedom to spend their allocation as they please, and to

Motion to approve the language for changes to the Manual regarding this matter was withdrawn. Leslie, Carole and Diane will do a mind meld to come up with a reasonable alternative.

Announcement for the ballot on various measures for changes to the Chapter Constitution went out, and a reminder will go out soon. Ballot included

Barbara Kenney thought that she and some other people do not get the notifications. Eleta will check.

3. **Constitution and Bylaws**

4. **Communications** – neither Sarah & Tim present.

5. **Continuing Education**

Brian discussed why he has raised the question of whether the need for this standing committee has passed. Phil and Carina looked at the history of the committee, but decided that other committees and SIGs were fulfilling their original functions. They thought they had a few tasks to clean up in the rest of the year, but then the Continuing Ed Committee could be dissolved. Phil suggested that a periodic needs assessment of the membership for continuing education should be done, and a clearinghouse for continuing education resources from the SIGs, but these might be done by ad hoc structures in future.

Several people expressed interest in technology support for the SIGs for things like remote broadcasting of the programs (as Phil has done for the Annual Conference). Bob Scheier suggested that the Committee survey the SIGs for their needs in this area.

MOTION to dissolve the Continuing Education standing committee, made by Nancy George, seconded by Bob and Margaret. The motion passed unanimously.

Patrick pointed out that we actually have no mechanism for dissolving a standing committee. He suggested that we create one with a change in the by-laws at the Annual meeting, and then when it has passed, dissolve the Continuing Ed Committee by a voice vote.

President Gallagher thanked the CE Committee for their contributions and tasked them with surveying SIGs as suggested above.

6. Membership Committee

Membership is sending a letter to our members reminding them to renew their local membership, and would like to institute the rise in the fee (from \$15 to \$20 annually) after January 1, so the letter can tell them to renew before the rise goes into effect. We agreed that was a good plan. The Board had previously passed a motion for a \$5 fee for certain categories (student, retired, unemployed, underemployed). That information will not be included in the letter.

We again discussed offering multi-year registration, and decided, although it could be done, it does not provide enough benefit to warrant the possible complications or further discussion.

Student outreach – Gail Eaton, current director of the Library School at URI, said they would be pleased to include someone from the Chapter to their career day program for the library students on December 8. Brian will send a letter to her and copy

7. Leadership Development Committee

Program on December 9. Thirty-five paying people have registered, although not all have paid. If forty-five don't register by Thanksgiving, the program will not be put on. Suggestions were offered for other listservs and strategies. Diane reports that 37 people have paid through Google checkout. Comments made about not allowing registration without payment, either online or with a printed registration form and a check. Correction to the report, that the registration fee is \$45 not \$40.

8. SIG reports (only changes to original reports)

- a. **WSIG.** Brian introduced Amy Robb who is considering whether she would take on the position of WSIG Chair. She wasn't clear about what the mission of the interest group was. Nancy George described past programs as focusing on visiting collections and archives of interest to women's studies, and others gave her ideas about how to get the SIG going.

9. New Business

Massachusetts Library Association is meeting, and we are considering how to collaborate.

10. Next meeting

Next meeting was scheduled for January 16, 2012, at the College of the Holy Cross. (The meeting was rescheduled for January 30.)

Meeting adjourned at about 12:45 pm.

NO Electronic votes conducted since the 20 September 2011 meeting.

Treasurer's Report (by email, November 4, 2011)

Attached is the income statement and balance sheet for the period ended 10/31/11.

In addition, the following reports were filed on October 22, 2011:

- The Federal Form 990 (Federal Tax Return for the fiscal year ended 6/30/11)
- The Massachusetts Attorney General Form PC (Mass. Tax Return for the fiscal year ended 6/30/11)
- The Massachusetts Nonprofit Annual Report (for the fiscal year ended 6/30/11)

I have inquired with our accountant, Todd McCann, about the cost of doing a review (not a complete audit) of the chapter's books. His response, including fees was as follows:

"An audit [done once a year] done by a CPA typically involves the following auditing procedures:

**independent confirmations of balances (such as bank balances)*

**review of internal control procedures (how does an organization help prevent the misappropriation of assets)*

**review a sampling individual transactions (cash disbursements and cash receipts)*

At the conclusion of an audit, a CPA issues the following:

**auditor prepared financial statements (with or without footnotes) and a CPA opinion letter as to whether the financial statements are accurate*

**management letter (if there are internal control issues)*

There is also something called a review, which is done by CPA's but is a little less in scope (no confirmations or review of internal controls). Reviews take less time and are therefore less expensive than audits.

"...the cost of an audit would be anywhere from \$700 to \$1500 per year and a review would be \$500 to \$1000 per year. It really depends on several factors such as 1) level of financial activity (how many checks issued in a year, how many deposits); 2) financial statements with or without footnotes; 3) how well organized the books/records are."

Respectfully submitted,

Diane Klare

**ACRL/New England
Profit and Loss Statement for Fiscal Year 2012
July 1, 2011 through October 31, 2011**

	<u>July 1, 2011 - October 31, 2011</u>
Ordinary Income/Expense	
Income	
Bank Fee Reversal	30.00
CD Interest Income	1.22
Contributions and Support - ACRL National	944.00
ASIG Fall Program Registration	110.00
SCIG Fall Program Registration	345.00
Leadership Fall Program Registration	540.00
Membership Dues	220.00
Adjust for CD Interest Income*	(1.22)
Total Income	2,189.00
Expense	
Accounting Fees	300.00
Electronic Payment Expense	53.21
Insurance - Liability	1,153.00
Mass. Annual Report Filing Fee	15.00
Mass. PC Tax Return Filing Fee	35.00
SERIG	528.00
Postage	43.35
Total Expense	2,127.56
Net Income (Change to Checking Account)	61.44

*Note: Interest Income reflected in CD Balance on Balance Sheet

**ACRL/New England
Balance Sheet Summary
As of October 31, 2011**

	<u>Oct. 31, 2011</u>
ASSETS	
Checking Account	38,252.12
Certificate of Deposit	<u>7,402.70</u>
TOTAL ASSETS	<u>45,654.82</u>
LIABILITIES & EQUITY	
Equity	<u>45,654.82</u>
TOTAL LIABILITIES & EQUITY	45,654.82

Committee Reports

Members At Large

The use of Google Groups to run our listservs continues to be an easy process.

The ACRL NEC News list is now up to 688 members and the jobs listserv is at 305 members.

--Beth Rohloff

Beth Rohloff
Reference Librarian / First-Year Library Instruction Coordinator
Tisch Library @ Tufts University

Member at Large (2) report for November 8, 2011 Board Meeting

As Member-at-Large for outreach, I am continuing work on a project that came out of the annual retreat: establishing contacts at ALA-accredited MLIS programs that have mostly or wholly online programs, with the goal of drawing in New England based students of these programs as members, and alerting them to the opportunities for networking and professional development that ACRL New England offers. I have generated a list of those programs, and am making contacts with program directors and/or instructors of the courses geared toward those interested academic or research librarianship.

Unfortunately, while some programs clearly state that they offer an academic track, others are more nebulous. I am keeping track of this information and contacts via a spreadsheet I can pass along once it's completed.

Ultimately, I am hoping to be able to extend offers of the same support we'll be offering to students of the local programs to those students who are working on their degrees without the benefits of a local cohort.

Respectfully submitted,
Amanda Izenstark
Member-at-Large, Position 2

Amanda Izenstark
Associate Professor
Reference and Instructional Design Librarian University of Rhode Island

Communications

Webmaster Report

Not many changes to report. The main thing some may have notices is that I have added Captcha to a number of webforms to reduce the spam associated with those forms.

Tim Spindler

Newsletter Report

A new section in the ACRL/NEC page has been created for the newsletter (<http://www.acrlnec.org/newsletter>). As of Oct 3rd, the Communications Committee has discontinued support of the WordPress ACRL/NEC newsletter site. The WordPress site will remain online until the committee can determine an effective way to archive past materials.

Sarah Hutton

Conference Planning Committee

The Conference Planning Committee has not met since September 13, although we have conducted some business via email.

1. Conference dates and location:

The 2012 conference will take place on Friday, May 18, at the Hogan Conference Center, College of the Holy Cross, Worcester, MA.

2. Conference title:

The official title was voted on by members of the Conference Planning Committee. It is *Leading the Change: Integrating the Library into the Future of Higher Education.*

3. Programming:

- On October 5, the Programming Subcommittee (Sarah Cornell, Karin Heffernan, Kendall Hobbs, Lisa Palmer and Alan Witt) published a call for proposals for the 2012 Conference.
- The Proposal submission deadline is midnight, November 18, 2011.
- Steven Bell, ACRL Vice-President, has agreed to be the keynote speaker!

4. Virtual conference:

Phil Waterman is surveying New Hampshire ACRL-NEC members to gauge their interest in hosting a virtual conference site for 2012 (assuming someone volunteers to coordinate/host this from the New Hampshire end).

5. Forthcoming meetings:

December 2, 2011
February 9, 2012
March 15, 2012
April 13, 2012

Leslie

Leslie Horner Button
Associate Director for Library Services
W.E.B. Du Bois Library
University of Massachusetts Library
Amherst, MA 01003-9275

Continuing Education Committee

November 6, 2011

The Continuing Education Committee has been discussing its future role within the Chapter, given the recent discussions regarding the dissolution of the committee. We will be making a proposal at the next Chapter meeting that the Continuing Education Committee be dissolved, effective at the end of the current fiscal year. For the remainder of the year, we plan to continue our roles on the Conference Planning Committee, revise the Chapter's website to reflect the pending change to the CE committee's status, review the member survey to bring to the Board's and SIG's attention any CE issues, and work on the issue of SIGs posting seminar presentation materials to the Chapter's website.

Respectfully Submitted,

Phil Waterman & Carina Cournoyer, Co-Chairs
Continuing Education Committee

Leadership Development Committee

Report of the Leadership Development Committee 11/3/2011

The Committee met at CCRI/Warwick on October 14 to meet Dr. Pastille and discuss the details of the Workshop.

Announcement:

The third offering from ACRL/NEC's Leadership Development Committee will be, "Managing Change: Shaping the Future," facilitated by Dr. Catherine Pastille of Providence College and founder of The Global Awareness Initiative, LLC, a micro-business through which Catherine extends her leadership and management know-how beyond the classroom and into the workplace and boardroom.

The Workshop will be held on Friday, December 9th from 9AM-3:30PM at Tower Hill Botanic Gardens in Boylston, Mass. Registration is \$40 for ACRL National and New England Chapter members, and NELA members, and \$60 for non-members.

*Registration for the Workshop will open on Wednesday, **October 19th** when more information will be provided.*

We currently (as of 11/3/2011) have 36 registered, 19 paid, 4 speakers (no charge), 15 not yet paid. Registration will close November 21 and the committee has determined that we must have 40 registrations to run the workshop.

Panelists have been finalized:

Martha Rice Sanders has been the Knowledge Management Librarian for the HELIN Library Consortium in Rhode Island since the position was created in 2005. She supports the work of HELIN primarily in the areas of cataloging and authority control, electronic resource management, and as liaison between the libraries and bepress for those libraries using Digital Commons as their institutional repository. On arriving in the HELIN Central Office, she helped write and manage a successful grant from the Davis Educational Foundation to establish institutional repositories for the HELIN member libraries. She manages the Innovative Interfaces ERM module for the Consortium and works extensively with Backstage Library Works on maintaining authority control in the HELIN catalog. Martha held the position of Catalog Librarian and then Coordinator of Technical Services at Providence College from 1993-2005. Previously, she held cataloging positions at the University of Connecticut (1986-1993),

and University of Illinois, Urbana-Champaign, where she received her Master of Science in Library Science in 1981. She also taught a course on Library Technical Services as an adjunct professor for the University of Rhode Island from 1996-2000.

Dr. Tracey Leger-Hornby has over 20 years of experience in higher education as an administrator, librarian and technology specialist. Tracey is currently serving as Dean of Library Services at Worcester Polytechnic Institute. Prior to WPI, Tracey was Associate CIO at Brandeis University, Director of the Regina Library at Rivier College in Nashua, New Hampshire and preceding that worked in the Simmons College Libraries for many years. Tracey is responsible for the overall management and vision of library services. Tracey has oversight of the library's budget, personnel, and general policies. She communicates and collaborates with other IT managers on programs and issues that overlap and intersect between departments. Tracey welcomes suggestions and comments on the library.

Elaine Russo Martin, MSLS, DA is director of the Lamar Soutter Library of the University of Massachusetts Medical School. The library serves under contract by the National Library of Medicine as the Regional Medical Library for the six New England States and Dr. Martin also serves as the director of that program. Before joining UMass, Dr. Martin was director of the health sciences library at the University of Illinois at Chicago and served in various other professional positions in medical school libraries in Virginia, Washington, D.C. and Washington state. Dr. Martin received her MSLS from the Catholic University of America, Washington, DC. and her doctorate in library science administration from Simmons College, Boston, MA. Her dissertation is entitled Team Effectiveness in Academic Medical Libraries: A Multiple Case Study. Her most recent research interests include using qualitative research methods to study the information needs of public health workers; the study of teamwork and leadership as they apply to academic medical libraries; and the study of the changing roles of librarians involved in e-science initiatives. During the past year, Dr. Martin has coordinated a global health project in Africa, working with colleagues to establish a medical library at the Dogliotti Medical College in Monrovia, Liberia. Dr. Martin is a native New Englander. She is a member of the Medical Library Association, and the Association of Academic Health Sciences Libraries, having served as its 2006-2007 president.

Kristin Eshelman has been an archivist working in academic library research centers for 17 years. Kristin is currently Curator of Multimedia Collections in Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries. Prior to the University of Connecticut, Kristin was photo archivist for the Kansas Collection and University Archives at the Kenneth Spencer Research Library, University of Kansas and cataloger and archives assistant at the Center for Creative Photography, University of Arizona. Kristin received her Master of Library Science degree from the University of Arizona and her Bachelor of Arts degree from Washington College.

Respectfully submitted,

Barbara Kenney, Co-chair
November 4, 2011

Membership Committee

November 2011 ACRL/NEC Membership Committee Report

Since September 13, 2011 the Chapter has added:

11 new members:

Regular members: 7

2 from CT

3 from MA

1 from NH

1 from RI

Student members: 4

3 from MA

1 from VT

All were credit card payments

Membership Counts as of 10/31/11

1193 members of ACRL/NEC

962 are national members

186 are local members

45 are student members

Local member breakdown

23 CT

104 MA

4 ME

11 NH

1 NJ

1 NY

33 RI

9 VT

Student member breakdown

9 CT

30 MA

1 NH

4 RI

1 from VT

Activities and Outreach:

- The membership committee conducted three phone meetings on Friday, September 30, Tuesday, October 26, and Friday, November 4 to discuss outreach to students and the upcoming renewal period.
- Heather Murray has joined the membership committee as a member of the committee in training.

- Robin handled requests from SIGS for member lists.
- Messages promoting benefits of student membership were sent to the Simmons College and URI library student listservs on Thursday, October 20. Three students have joined the Chapter since then. Thanks again to Carina Cournoyer for reaching out to URI.
- Robin got in touch with Em Claire Knowles at Simmons College about visiting the college to speak with library science students. Em Claire says that the Spring semester works best for an ACRL/NEC visit. Carina Cournoyer has offered to plan another visit to URI. She had a positive experience on her visit there with Brian Gallagher last spring.
- Chapter president, Brian Gallagher helped the committee draft a letter informing the membership of the dues increase. The letter will go out to expiring members in mid November and we would like to post it to the Chapter newsletter and perhaps the front page of the website.

Respectfully submitted,

Robin Maddalena and Amy Stimac, Membership Committee Co-Chairs

Scholarships and Awards

Scholarships and Awards Report - November 2011

A new web page listing past scholarships and awards recipients from 2008-present was created.

This page can be found on the ACRL NEC website.

<http://www.acrlnec.org/content/acrl-nec-scholarship-awards-past-winners>

Laura Kohl and Nancy George
Co-Chairs, Scholarships and Awards Committee

SIG Reports

ASIG

ASIG Report

Friday, November 4, 2011, the Access Services Interest Group held its fall conference at the College of the Holy Cross. The theme was "Talk to Me". There were round table discussions on various topics such as: Student Employment; Resource Sharing; Loaning eBooks; laptops, etc.; Creative partnerships; ILS Systems. Approximately 60 library staff/librarians attended. The whole day was well received.

Annah Jones, Co-Chair ASIG
Tufts University

CDIG

CDIG held its meeting "E-books: A Quick Fix on a Moving Target" at Northeastern University on Oct. 28 from 10-1pm. The meeting was well attended (had a waiting list) and the incoming evaluations indicate a continuing interest in the topics covered, which includes the legal rights of libraries/library patrons regarding e-books, trends in patron driven acquisitions, open access e-books, as well as the user experience. The speakers touched on these topics and more.

Our first speaker, Kyle Courtney, Manager, Resource Sharing and Faculty Information Delivery, Harvard Law School, who spoke on E-books: Intellectual Property Rights of Libraries and Library Patrons, seemed to generate a lot of interest, and we are suggesting that he put in a proposal with our recommendation to speak at the annual conference.

We are also currently engaged in discussions with SERIG to co-sponsor a program for the spring on the topic of e-books relating to common interests of our mutual SIG members.

Respectfully submitted,
Amy Lewontin
CDIG Co-Chair

ITIG

ITIG had its annual planning meeting on October 11, 2011. We began planning for our annual DigiCamp UnConference, which is tentatively set for Thursday, March 8, 2012 at the College of the Holy Cross Hogan Center. We also hope to have a second program on digital archiving for online journals, e.g., LOCKSS, CLOCKSS, and Portico. This is still being discussed. Our next meeting to continue planning will be on February 17, 2012.

Respectfully submitted,
Bob Scheier
ITIG Co-Chair

NELIG

New England Library Instruction Group Report

NELIG held its Fall Meeting on Friday, September 23, at the College of the Holy Cross. The event was a panel discussion on assessment. Panelists were Jim Kinnie (URI), Rachel Lewellen (University of Massachusetts Amherst), Jeff Waller (St. Anselm's College), and Kathy Halverson (Keene State College). Registration filled up quickly and over 60 people attended this free event.

NELIG is holding its Winter Meeting for December 2. As has been done in the past, the Winter Meeting will actually be several different smaller meetings at sites around New England. This meeting will be an “instruction swap” where several librarians will teach a lesson as if they are presenting to a group of students.

A planning committee has been formed for NELIG Annual Program which will be held June 1 at Mt Wachusett Community College. Kari Mofford (UMass Dartmouth) and Erica Charis (Berklee) are co-chairing the planning group.

SCIG

The SCIG continues to plan for its upcoming program on Friday, November 18:

Open Access & Scholarly Societies: A Panel Discussion about the Opportunities and Challenges

Complete program information can be found on the SCIG Website (<http://www.acrlnec.org/scig/>)

Report submitted by
Eleta Exline, SCIG Co-Chair

SERIG

<No report submitted?>