

ACRL-NEC Board Minutes

Monday, 30 January 2012 – 9:30 a.m.-12:30 p.m.
College of the Holy Cross
Worcester, MA

PRESENT (no virtual attendance this meeting)

A quorum was present at this meeting.

Brian Gallagher	President
Leslie Button	Vice President
Diane Klare	Treasurer
Carole Myles	Past President
Amanda Izenstark	Member-at-Large (2011-2013)
Sarah Hutton	Communications Co-Chair
Tim Spindler	Communications Co-Chair
Michael Cerbo	C&B Co-Chair
Patrick Hartsfield	C&B Co-Chair
Carina Cournoyer	Continuing Education Co-Chair
Robin Maddalena	Membership Co-Chair
Barbara Kenney	Nominating & Leadership Development
Nancy George	Scholarships/Awards Co-Chair
Amy Galante	ASIG Co-Chair
Amy Lewontin	CDIG Co-Chair
Bob Scheier	ITIG Co-Chair
Laura Hibbler	NELIG Co-Chair (& stand-in for Secretary)
Helen Aiello	SERIG Co-Chair
Amy Robb	WSIG Chair
Karen Bouchard	WSIG Co-Chair

Absent

Naka Ishii	Secretary
Beth Rohloff	Member-at-Large (2010-2012)
Carina Cournoyer	Continuing Education Co-Chair
Phil Waterman	Continuing Education Co-Chair
Melissa Behney	Leadership Development Committee
Amy Stimac	Membership Co-Chair
Laura Kohl	Scholarships/Awards Co-Chair
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
Eleta Exline	SCIG Co-Chair
Margaret Lourie	SERIG Co-Chair

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1. **Minutes to November meeting** approved. **Motion** made by Mike Cerbo and approved unanimously.
2. **Treasurer's report:** vendor payments have been coming in. ACRL NEC has two insurance policies (one for liability during Chapter events, and one for Chapter officers, but probably not SIG chairs) and has only paid one, but the other is not due until April. Discussion if insurance should be consolidated into one policy.
 - a. Also, discussion about payment from ACRL National. The amount is based on our number of members.
 - b. Question about bank fees: they were for checks that didn't originally clear before the end of our fiscal year.
 - c. Bob asked about purchasing a microphone to improve the experience of people attending board meetings virtually. It would cost about \$150.
 - d. Mileage reimbursement: ACRL NEC reimburses at only 14 cent per mile because it's a non-profit. Board members may prefer to be reimbursed by their institutions which usually pay at a higher level.
3. **Member-at-large:** Beth Rohloff proposed by email to Brian that the 2nd Member at Large position be dissolved. The Board is still seeking a Member at Large candidate for upcoming term.

Carole: instead of dissolving the position for the next election, we change the position to focus on marketing. The person would promote ACRL NEC and its events.

Barbara Kenney: it has been difficult to get people to volunteer to run for office; it may be because it is difficult for people to take time off (and has become more difficult in the last three years or so). She suggests that the second Member at Large position stay in place, but the role change to have an outreach role and maybe survey people on what has changed in their jobs in the recent past.

Amanda: Member at Large could focus on outreach and branding to professionals.

Amy Lewontin: the attendance at SIG meetings is good, so it doesn't seem to be that people can't get the time off—so it might be the duties of leadership positions are what the deterring people from volunteering.

Nancy: the time required of leadership positions are the problem; people can't get the time off. It would be useful to have someone look into these issues.

Carina: whatever information that the Board finds out, the Board needs to act on it.

Carole read an essay about non-profits by Leslie Crutchfield; the essay explained that successful non-profits do both direct services and advocacy. ACRL NEC needs to do more advocacy. The position could advocate beyond libraries to bigger collaborations.

Brian will email a link to the Big Thinker essays. If the board agreed to this, the Constitution & Bylaws committee would need to rework the position descriptions.

Tim: the position description could drop the mailing list responsibility because

Communications could take care of that now.

Nancy: we need to follow through on whatever is found out from survey.

Carole: it is hard to find out who is active in special interest groups; those people might be good people to have run for office.

Barbara: the president has more support now than in the past so hopefully that will make it easier for people to consider running.

Motion put forward by Brian to change the language so the second Member at Large position would be better positioned to help with outreach, advocacy, marketing, and PR. The person would not be responsible for listserv or calendar. Sarah & Amy seconded the motion. Carole will work on reworking the description language. Motion approved unanimously.

4. **Standing Committees**

- a. **Treasurer description:** Bob asked if you have to be a member of ACRL National to be treasurer. Currently, our Manual says you do have to be a national member for all officer positions. Amanda found in National Bylaws that this is not stipulated for Treasurer so we may want to take out that part of the description at some point in the future.

Motion to approve the revised description of the treasurer description, put forward by Leslie. Nancy seconded motion. Motion approved after discussion about if person needs to be a member of National, to be addressed at a future meeting. Karen Bouchard abstained because she is new co-chair of WSIG.

Motion to approve Treasurer-Elect description, made by Nancy, seconded by Barbara. Karen abstained.

There will be an online vote to approve Finance Committee chair and Leadership Development Committee chair.

Motion to approve Finance Committee description, made by Barbara. Mike seconded. Discussion about the part of the description in red; Diane Klare clarifies that they didn't want to limit the committee to the current past Treasurer and Past President (for example, the current past Treasurer does not have to be one of the people on the committee; it could be a past Treasurer from farther back), but that they wanted people who had knowledge of the Board and its activities or an interest learning about the organization. Motion approved. Karen abstained.

Motion made by Carina to approve the description of the Leadership Development Committee. Motion approved. Karen abstained.

Motion made by Nancy to approve proposed revision to the Chapter Manual (Sections I:11, IV:9 and IV:12),. Motion approved.

After dissolution of the Continuing Education Committee in the last meeting, Patrick had pointed out that we don't have language about how to accomplish this. Brian used SIGs as model. Brian tabled discussion of approving language for dissolution of Standing Committees and Special Committees. Will vote by email.

Barbara: should we have language about what to do if no one is willing to run for VP/President Elect? One idea was to have the role revolve among Board members. Brian and Leslie will work on language about this.

Diane: it might seem even more intimidating to run when we are holding a 2 day conference. Nancy suggested adding something about support network. For example, the conference planning committee is 30 people. Leslie is putting together a lot of documentation for successor.

Bob: make conference planning a separate role; this would make running for VP seem less intimidating since the conference is a huge responsibility. Barbara: it would be a good way to identify leaders. President would appoint a chair for conference planning committee — there would be an incoming chair, chair, & past-chair to maintain institutional memory. If this structure is created as a standing committee, it would need to be approved by membership vote. If this position was appointed, it wouldn't require a membership vote. But the same person shouldn't be appointed year after year. What would VP do? Could co-chair the conference planning committee? Bob: VP could be involved in the theme rather than the nitty-gritty details, which is most time-consuming. Brian suggests that we try to have language about the specifics of this ready for next meeting. Nancy, Brian, Bob & Leslie will work on this.

Communications: Google calendar. Google has advantages over Drupal, but Tim says you can't get an agenda list in date order. (Google calendar only uses reverse date order.)

Motion to approve ACRL NEC conference budget, made by Nancy. Carina seconded. Motion approved. Karen abstained.

Diane has received 7 vendors' payments; wants to make sure they do make the payments. Bob said it hasn't been issue, it just has taken time in the past.

Leadership and Membership don't have anything to report.

Scholarships and Awards: Laura Kohl is having baby soon so won't be able to come board meetings for a while.

10 minute break

5. SIG Reports – Introductions of 2 new co-chairs and approval of 2 budgets

a. ASIG-New –chair—planning a program for June 9 (copyright, reserves, ill)

b. ITIG- budget for March 8 Unconference. **Motion to approve budget for ITIG Unconference, made by Nancy.** Motion approved

c. NELIG

Motion to approve budget for NELIG Annual Program, made by Bob. Motion approved.

MSLA – Discussion about this form of extending our outreach. Carole pointed out that it might be a job for 2nd member at large.

Motion to accept the letter of support for MSLA which will be distributed on the MSLA & ACRL NEC websites, made by Carina. Nancy: we should revisit wording of letter to keep the language up to date too.

- d. WSIG – new co-chair Karen Bouchard. WSIG is going to change date of their planned program. Was going to be in May; they are thinking June now.

6. **President's Report**

Brian attended Chapters Meeting at ALA Mid-Winter.

Discussion of how National supports chapters.

Not much on the ACRL national website about chapters.

Brian talked to Phil about streaming at ACRL NEC conference; thinks it would be great if Phil wrote something up from CRL News or presented at ACRL National.

7. **New Business**

Survey Monkey

- o **Motion** for the Chapter to subscribe to Survey Monkey (Gold Package which is \$300/year), made by Nancy. Barbara seconded. Discussion about which type of Survey Monkey account to get. Tim is working on setting it up. Discussion about having a template for surveys so that we can brand surveys with our logo. [motion passed?]

Sponsoring Social Science librarian boot camp. Will this lead to other similar requests from other groups in the future? Barbara: it is difficult to determine who would get free registration. Barbara brought up that we need a budget [from them?]. Maybe bring some literature about ACRL NEC to the event to promote to people who aren't members yet.

Leslie: connection to Scholarly Communications Interest Group. Is this an outside collaboration that we should consider for the future?

- o **Motion** by Barbara that ACRL NEC supports the 2nd annual Social Science Librarian Boot Camp at the \$500 level, with one free registration. This is contingent upon ACRL NEC review and acceptance of their budget and that we are able to include our membership material in their registration folders. Motion approved. One in opposition.

Barbara asked who will run the election. Eleta has run it the last few years but she is running this year. Tim & Sarah will work on it together.

Motion to adjourn. Motion passed.

Note: Laura Hibbler acted as Secretary for this meeting. These minutes are based on her work, but edited by Naka Ishii, based on the audio recording of the meeting, so any mistakes are Naka's. Thank you very much, Laura.

Electronic votes held since 8 November 2011 meeting [None]

Treasurer's Report

**ACRL/New England
Profit and Loss Statement for Fiscal Year 2012
July 1, 2011 through January 27, 2012**

July 1, 2011 - January 27, 2012

Ordinary Income/Expense

Income

ACRL/NEC Annual Conference Vendor Donation	4,500.00
ASIG Program Registration	500.00
Bank Fee Reversal	75.00
CD Interest Income	1.83
Contributions and Support - ACRL National	944.00
SCIG Program Registrations	675.00
Leadership Registrations	2,520.00
Membership Dues	1,590.00
Adjust for CD Interest Income*	(1.83)
Total Income	10,804.00

Expense

Accounting Fees	300.00
ASIG	1,028.10
Bank Fees	45.00
Electronic Payment Expense	234.87
Insurance - Liability	1,153.00
Leadership Conference AV Equipment	150.00
Leadership Conference Catering	1,091.50
Leadership Conference Room Rent	375.00
Leadership Speaker Fee	1,500.00
Mass. Annual Report Filing Fee	15.00
Mass. PC Tax Return Filing Fee	35.00
NELIG	454.01
Office Supplies	13.45
Postage	43.35
SERIG	528.00
Total Expense	6,966.28

Net Income (Change to Checking Account) 3,837.72

*Note: Interest Income reflected in CD Balance on Balance Sheet
Income & Expenses do not include January Google Checkout Activity

Treasurer's Report (cont'd)

**ACRL/New England
Balance Sheet Summary
As of January 27, 2012**

	Jan. 27, 2012
ASSETS	
Checking Account	42,028.40
Certificate of Deposit	<u>7,403.63</u>
TOTAL ASSETS	<u>49,432.03</u>
LIABILITIES & EQUITY	
Equity	49,432.03
TOTAL LIABILITIES & EQUITY	49,432.03

Committee Reports

Member-at-Large (1) Report, January 2012

I am continuing my work on compiling a list of distance LIS programs (as they may have enrolled New England residents), and have located a number of individuals to contact at the institutions to effectively target membership information messages to interested students. Some are the professors teaching the College & University Library Services courses, some are Distance Education coordinators, and others are administrative assistants.

This is turning out to be a time-consuming project, but it's nearing completion. I still plan to follow up with Robin Maddalena and Amy Stimac to coordinate our outreach efforts.

Respectfully submitted,
Amanda Izenstark
Member-at-Large, Position 1

Member-At-Large 2nd position Report, January 2012

Given the change in the set up of the chapter's list serves and calendar, I would like to propose that the Board revisit the duties assigned to the Member-At-Large (2nd position) position. As stated in Section II:16 through II:18 of the chapter manual, the principal functions of the Member-at-Large 2nd position are "to represent the general membership on the Board" and "to carry out special assignments for the Chapter as requested by the president and Board". The specific activities required of the person in this position are as follows:

1. Serve as electronic mailing list moderator for ACRLNEC-L and ACRLNECJOBS-L.
2. Serve as Calendar Coordinator with ACRL/NEC web master to post monthly events of interest to ACRL/NEC members.
3. Work with Communications Committee, as appropriate, in carrying out listserv moderation responsibilities. (ACRL NEC Board of Directors Manual, II:17).

The now established use of Google Groups for the chapter's ACRL-NEC News, Jobs and Board list serves, has helped to eliminate much of the maintenance and oversight needed with the old Blue Host system. With the current Google Groups set up, new members are given information so they can join the group themselves rather than being added manually by the Member-At-Large. When new messages are posted to the list serves, the Member-At-Large and both members of the Communications Team have administrative rights to approve the postings. All SIG chairs and Board members have the ability to post events to the Board's calendar on the chapter website. Thus the bulk of the "specific activities" required of the Member-At-Large 2nd position has been eliminated, providing an opportunity for the board to rethink the duties and role of this position.

In proposing new duties for the Member-At-Large (2nd position), I ask the board to consider assigning any needed projects related to the board's annual goals as discussed at the summer 2011 board retreat. One such project discussed was the need for identity branding for the chapter. Taking on needed marketing activities, would require close collaboration with the Communications Committee and the Member-At-Large (1st position) focusing on outreach.

Respectfully submitted by,
Beth Rohloff

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

Communications [report for Nov-Apr; will be repeated in minutes to next meeting]
Communications Report, April 2012 (Covering Nov-Apr 2012)

Spring conference website established and registration opened. We continue to maintain conference registration through Google checkout (Tim Spindler created general and presenter registration forms).

We continue to promote registration for the ACRL/NEC Annual Conference, "Leading the Change: Integrating the Library into the Future of Higher Education," by resending email blasts to communications listservs (including ACRL/NEC Google Group) on a weekly basis.

Recently submitted for review by Shin Freedman was the "Academic Librarians Survey," with request that we forward the survey to the ACRL/NEC listserv for response. Prior to agreeing to send out the survey, we stipulated that the survey must first be reviewed by a small review committee (Brain Gallagher, Leslie Button, Robin Maddalena and I) for content and appropriateness. Following the application of suggested edits through 2 subsequent drafts, the survey was approved and sent to several New England area listservs, including the ACRL/NEC Google Group.

Respectfully submitted,
Sarah Hutton; Tim Spindler
Communications, 2012

Conference Planning Committee

Report to the ACRL-NEC Board from the 2012 Conference Planning Committee..

ACRL-NEC CONFERENCE COMMITTEE MINUTES

December 2, 2011 – 9:30 a.m. to 12:30 p.m.

Library Faculty Room – Dinand Library, Holy Cross

Attendees: Betsey Brenneman, Leslie Button (chair), Cataldi, Michael Cerbo, Sarah Cornell, Jennifer Fielding, Kate Fuller, Karin Heffernan, Kendall Hobbs, Sarah Hutton, Jill Livingston (recorder), Marie Mueller, Lisa Palmer, Lisa Richter, Robert Scheier, Janice Schuster, Jasan Soohoo, Scott Stangroom, Heidi Steiner, Phil Waterman, Michael Zeller

1. Welcome
2. 2013 Conference Site Subcommittee (*10 minutes*)
 - a. Brief update on site investigations
Discussion: Lisa Richter presented an update on behalf of the subcommittee. They have been in contact with the New England Society of Convention and Visitors Bureaus. They've received great responses from VT, Central MA, and the Merrimack Valley. Thus far, they have received 3 proposals. Because the incoming ACRL-NEC president needs to be in place before a location can be decided upon, the subcommittee will continue to gather information and prices, and will look forward to a decision this time next year.
Decisions: For informational purposes only.
3. Programming (*45 minutes*)
 - a. Report from Conference Proposal Subcommittee
Discussion: Kendall Hobbs presented an update on behalf of the subcommittee. The committee planned to meet directly following the ACRL-NEC conference committee meeting to discuss the proposals that were submitted. 25 proposals were submitted on time, and 1 poster proposal arrived late. Submissions included:
 - 6 posters
 - 13 presentations
 - 4 panel discussions
 - 3 interactive sessions

Issues that required decisions were comping registration for presenters (last year free registrations were capped at 3 per session—though panels can exceed that number) and the minimum number of posters needed. Permissibility of vendor presentations was also discussed. In recent years, vendor presentations have not been accepted.

Decisions: A max of 3 presenters per session will be comped registration. This decision will apply to all presenters, including posters. The Conference Proposal Subcommittee will let Mike Zeller know how many tables, boards, etc. are needed for local planning purposes. The committee will also need to let Mike know what the presenters' A/V needs are. No solo vendor presentations will be allowed ; however, Gold Sponsors can

send promotional material to the virtual locations. Leslie Button will ask the Board to develop a policy on vendor presentations that will address direct presentations to an audience or as a member of a panel. Poster presentations will be placed in rooms 320 and 304---the room used for the 2011 Technology Petting Zoo and the room across the hall.

Update as of 1/20/12:

14 conference proposals have been accepted

14 poster presentations have been accepted

b. Conference schedule

Discussion revolved around how many breakouts we can have given the number of submissions, the length of sessions, contact time for vendors, proximity of posters to vendors, and a social hour (see 3.d. below).

Decisions: The schedule will be posted on the conference wiki. It is also below. Programming will reach out to SIGs and library schools to solicit more posters and show/tell exhibits.

8 - 9:15	Registration/Coffee/Vendors
9:15 - 10:30	Introduction/Remarks/Keynote (incl. Q&A)
10:30 - 11	Vendors/Coffee
11 - 12	Breakout session #1
12 - 1:15	Lunch/Business Meeting
1:15 - 2	Vendors/Posters
2 - 3	Breakout session # 2

c. Speaker liaisons

Discussion postponed. Liaisons will be chosen as we get closer to the conference.

d. Social hour

Discussion: In 2010, 59 persons, out of approximately 360 conference attendees, indicated in advance that they would attend social hour. Holy Cross charges a per-person flat fee for food. Alcohol can be paid either as per person flat fee or by-the-glass. 2010 costs for the social hour were \$27 per person, including food and drinks (\$10 for drinks and \$17 for food). Vendor sponsorships, at \$500 each offset the cost.

Decisions: We'll forego a social hour for the 2012 annual conference. It seems to make more sense to reinstate a social hour for the 2-day conference in 2014.

4. Communications/marketing (30 minutes)

a. Save the date email and announcement on web site

Discussion: In the past, registration was opened in January. We will need for the program to be set prior to opening registration. Tim Spindler will be responsible for registration.

Decision: Sarah Hutton will send out a save the date message, with mention that registration is coming soon.

b. Marketing/recruiting MSLIS students

Discussion: MSLIS would be potential contributors for poster presentations. In the past, contacts at MSLIS programs were consulted to recommend potential student presenters. The Membership Committee is helping with outreach efforts.

Decisions: Recruiting MSLIS students will be done informally. No formal email message will be sent to library school listservs.

5. Virtual conference (15 minutes)

a. Vermont and Maine sites

Discussion: Heidi Steiner in VT is set with preparations. Tony Katz at Bowdoin will be responsible for ME.

Decisions: For informational purposes only.

b. Other virtual sites -

Phil Waterman sent a survey to ACRL members in NH to determine interest whether members and libraries were interested in attending or hosting a virtual conference site (results distributed at meeting). Of the ~100 NH-based ACRL-NEC members, 23 responses were received. Results do not support offering a virtual conference site in NH at this time. Perhaps non ACRL members, who were not polled, would be interested in attending a virtual conference.

Decisions: Phil will look to make sure sessions are conducive to the virtual format. We will not offer a virtual conference site in NH this year; however, we should consider marketing ACRL-NEC more in NH, as non-member librarians may not be aware of the costs/benefits of the organization.

6. Vendors (15 minutes)

a. Table(s) for chapter and SIGs

Discussion: Bob Scheier had asked vendors at the 2011 conference whether they would commit to this year's conference. 100% responded yes. He will commence the official registration process at this time. Mike Cerbo is working with Bob on vendor sponsorships.

Decisions: For informational purposes only.

Update: as of 1/25/12, Bob and Mike have successfully recruited 11 vendor sponsors for the conference as follows:

AMS, Gold
AMS Imaging, Silver
Ebsco, Bronze
Elsevier, Gold
Innovative Interfaces, Bronze
OCLC, Bronze
Proquest, Silver
Taylor & Francis, Gold
Thomson Reuters, Gold plus lunch
Wolters Kluwer/Ovid, Silver
Waldo, Bronze

7. Local arrangements (20 minutes)

a. Lodging

Discussion: The Hilton Garden Inn in Worcester is the conference hotel. Mike Zeller passed a lodging link to Sarah Hutton for posting on the registration page. Two years ago more individuals wanted hotel rooms than had been reserved so the number of reserved rooms was increased last year. These rooms were not all filled. As a result, Mike reduced the number for this year—15 rooms were reserved for the night before and 10 for the day of. Outside vendors are the primary people who use hotel rooms.

Decisions: For informational purposes only.

b. Other

Mike will start working on food arrangements. We will use the same menu as last year. The menu is fairly priced and popular with attendees, receiving almost no negative comments on evaluations. Mike will make sure water is available at all breaks. He will send the menu to the conference committee. We will not do a raffle this year—because there is no social hour, no incentives are needed to entice people to stay.

Decision: the Committee opted to use the same menu listed below as the 2011 conference. The menu is fairly priced and popular with attendees, receiving very few negative comments on the evaluations

- Executive continental breakfast
- Hogan Lunch Buffet

c. Badges/conference materials (Sarah Hutton volunteered)

Discussion: Sarah will create badges. Vendor badges have special logo requirements.

Decisions: Karin Heffernan will look for leftover badge holders. Karen Heffernan will give Sarah the leftover lanyards from last year. Bob Scheier will try to get new lanyards donated for this year, which have the name of a 2012 vendor on them. Mike Cerbo will check with Brian about ACRL pens to give away.

8. Student Conference Pairing Program (*30 minutes*)

Discussion: Heather Murray, a committee member and URI GSLIS student will coordinate this program. She will notify library schools and recruit librarian volunteers—and will pair up groups. She has requested that pairs sit at the same table.

Decisions: Mike will set up a reserved table to function as a morning meet-up spot. He will reserve a table at lunch for the pairs. Heather will need to provide Mike with the number of people participating in the Pairing Program. Heather will need to provide the registration table with a list of mentors. Amanda and Heather should be at meeting spots to help facilitate introductions. CPC member Peter Cochrane also volunteered to work with the ACRL-NEC Membership Committee and Heather Murray on this effort. We'll ask the Membership Committee to provide a list of student/librarian pairs to be available at the registration desk.

9. Volunteers for day of conference (*30 minutes*)

Discussion: We will talk about volunteers at our next meeting. We will need back-up volunteers as well.

Decisions: For informational purposes only.

10. Ride sharing: We will set-up a form to coordinate ride sharing for the conference.

11. Tour of Hogan Center with Elizabeth Rice at end of meeting!

Elizabeth Rice provided a nice tour and will send Mike a document that describes the rooms, with capacity.

Forthcoming meetings:

- a. February 9 – Library Faculty Room, Dinand Library
- b. April 13 – Library Faculty Room, Dinand Library

Leslie Horner Button
Associate Director for Library Services
W.E.B. Du Bois Library
University of Massachusetts Library

Constitution & Bylaws

The Constitution & Bylaws committee has nothing new to report.

Michael Cerbo & Patrick Hartsfield
Co-chairs, Constitution & Bylaws

Continuing Education

Continuing Education Committee Report
January 30, 2011

The Continuing Education Committee is preparing for dissolution while continuing our service on the Conference Planning Committee. We are planning an update of web content and an analysis of the member survey to indicate any professional development and continuing education needs of the membership.

Respectfully Submitted,

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

Leadership Development

Report of the ACRL/NEC Leadership
Development Committee
January, 2012

“Managing Change: Shaping the Future,” our third program, was held at Tower Hill Botanic Gardens on December 9th. Feedback via Survey Monkey (with 26 respondents, approx. 40+ response rate) indicated the program was relevant to attendants’ work, and ratings for the speaker, panel discussion and other elements of the program ranged from good to excellent. As is past practice, the committee will use the survey results to guide future programming. The final budget is attached.

- The committee has been meeting bi-monthly, with the next scheduled meeting in March.
- There are currently 12 committee members.
- The committee now has a web presence on the ACRL/NEC site.
- The committee is sponsoring a session on situational leadership at the ACRL/NEC Annual Conference.
- Planning has begun for a fall 2012 program.

Respectfully submitted,
Barbara Kenney, Co-Chair
January 26, 2012

Budget:

Income	Amount
Registrations - speaker (5 @ \$0)	\$0.00
Registrations - member (49 @ \$45)	\$2,205.00
Registrations - non-member (7 @ \$60)	\$420.00
Total income from registrations*	\$2,625.00
ACRL - NEC funds	\$1,500.00
Total income	\$4,125.00

ExpenseAmount	
Room rental - Tower Hill Botanic Garden	\$375.00
A/V rental	\$150.00
Speaker honorarium	\$1,500.00
Catering (morning coffee and lunch for 60)	\$1,091.50
Total expenses	\$3,116.50

Net proceeds \$1,008.50 Chapter funds expended \$491.50

* two Google Checkout payments not processed -\$105.00
one check returned for insufficient funds -\$45.00
Proceeds after non-payments \$858.50 Chapter funds expended \$641.50

Membership

January 2012 ACRL/NEC Membership Committee Report

Renewals:

- Brian Gallagher informed the membership of the dues increase just before Thanksgiving. Membership dues were increased from \$15 to \$20 on January 1, 2012. Members were given an incentive to renew at the \$15 rate before January 1. Robin sent a second renewal email to the membership on Wednesday, December 7th.
- The Membership Committee is in the midst of the renewal period for both local and national members. Updated membership numbers will be available before the next Board meeting.

Notes and Activities:

- Carina Cournoyer and Brian Gallagher, URI Student Membership visit - December 8 @ 3:30pm
- Amy Stimac has been working on the annual list of New England members received from ACRL National in early January. The list is received and reviewed each year to determine and reach out to local National members who are automatic members of ACRL/NEC.
- The Membership Committee is looking for a new Co-Chair since Amy Stimac will step down after serving since 2010.

Respectfully submitted,

Robin Maddalena, Membership Chair

Nominating Committee

Report to the ACRL/NEC Board from
The 2012 Nominating Committee
January, 2012

As of January 24, 2012, the Committee has identified the following candidates:

Vice-President/President-elect: Eleta Exline, UNH*

Secretary: Betsy Peck-Learned, RWU and Lisa Richter, Bristol Community College

Treasurer-elect: Phil Waterman, Assumption and Melinda Malik, Merrimack

Member-at-large: Mary Wilkins Jordan, Simmons GSLIS, and Carina Cournoyer, Brown

* Eleta has been conducting the last few elections. She will have to recuse herself this time.

The Committee collectively contacted over 27 people inviting them to run for office. Our current candidate for president-elect will be running unopposed.

Barbara will be sending the nomination forms to all the candidates.

Barbara will also:

- contact the membership committee re current members and voting eligibility;
- check membership level for all nominees (nominees for VP, Secretary and Treasurer must be members of National);
- have the membership committee identify members who need a mail ballot.

The election will run for a three-week period, beginning Monday March 12th and ending Friday March 30th. Results will be tabulated and announced by April 15th.

Respectfully submitted,

Melissa Behney

Carole Myles

Barbara Kenney, Chair

Scholarship & Awards

Scholarships and Awards Report - January 2012

We don't have much to report other than - the Scholarships and Awards have been advertised on the ACRLNEC listserv.

Nancy

Nancy George

Electronic Resources Librarian

Salem State University Library

SIGS

Access Services – ASIG

The ACRL Access Service Interest Group will be hosting their next program on Friday, June 9 at the Tower Hill Botanical Gardens in Boylston, MA. Per results from our recent event survey results, we will be focusing on three popular topics: Copyright and Reserves, Interlibrary Loan, and possibly digitization projects.

We have booked the venue and are securing speakers. Matt Van Sleet of Bentley University will be speaking about Copyright and Reserves.

Report Submitted 1/20/12 by co-chair Amy Galante

Amy E. Galante
Interlibrary Loan Supervisor
Bentley University Library

Collection Development – CDIG

Report to the ACRL/NEC Board from the CDIG Committee January 2012

The committee is planning a possible April meeting at Northeastern or another Boston location in collaboration with the SERIG committee. We will be having an upcoming conference call the first week of February to discuss possible topics for the meeting. Many of the respondents from CDIG's evaluation of its fall meeting asked for a continuation of the topic of e-books and its implications for libraries. A number of people asked about patron driven acquisitions as well as the implications of large digital libraries such as the Hathitrust.

Respectfully submitted by the CDIG co-chairs:
Amy Lewontin and Julie Linden

Information Technology – ITIG

ITIG DigiCamp UnConference registration opened on Jan. 9th and we have 71 registrations as of 1/27/12.

We hope to have between 80-90 registrations. It will be held at Holy Cross in the Hogan Center this year on March 8, 2012.

On Jan 10, 2012 a phone conference meeting was held to start planning ITIG's second program of the year on the topic of Journal Archiving, e.g., LOCKSS, CLOCKSS, and Portico.

Planning is still ongoing. ITIG also has switched over to Google Groups for its listserv. Several messages went out to members, new members, and other lists of potentially interested people. The response has been good. We now have 155 group members.

Respectfully submitted,
Bob Scheier
ITIG Co-Chair

New England Library Instruction – NELIG

NELIG held its Winter Meeting for December 2. As has been done in the past, the Winter Meeting was held at several different smaller meetings at sites around New England. This year, about 100 people attended meeting at five different sites (Keene State College, Providence College, Tufts University, University of Vermont, and Western New England University). At each site, several librarians taught a lesson as if they were presenting to a group of students. Feedback from the survey sent to attendees was very positive; people enjoyed the format learned practical ideas from one another.

NELIG is planning Spring Meeting for March. It will be held at Keene State College. Mike Caulfield, an Instructional Designer at Keene, will speak.

The NELIG Annual Program will be held on June 1 at 5 at Mount Wachusett Community College. Kari Mofford (UMass Dartmouth) and Erica Charis (Berklee) are co-chairing the planning committee. The committee did a site visit on January 5 and had a planning meeting.

Report Submitted 1/20/12 by co-chair Laura Hibbler.

Scholarly Communications – SCIG

The ACRL NEC Scholarly Communication SIG held a successful, fully subscribed and well received program for over 50 attendees (excluding speakers) on November 18, addressing the opportunities and challenges that open access presents for scholarly societies. The program was entitled **Open Access & Scholarly Societies: A Panel Discussion about the Opportunities and Challenges** and offered a moderated panel consisting of faculty and scholarly society representatives from different disciplines, who are active with their scholarly societies and the journals they publish.

October Ivins, a consultant for digital content and access solutions who has a long track record of working with libraries and publishers, moderated the panel.

Panel participants included three faculty and two representatives from scholarly societies:

- Ken Heideman, Director of Publications, American Meteorological Society
- Kent Holsinger, Professor, Department of Ecology & Evolutionary Biology, University of Connecticut
- Michael James, Fellow at the Roche Center for Catholic Education, Boston College
- Robert Kelly, Director of Journal & Information Services, American Physical Society
- Steve Zinn, Professor of Animal Science, University of Connecticut

Following the panel, we had an open sharing about activities held on our campuses during Open Access Week, and heard updates about the Berlin9 Open Access meeting and the first gathering of the Coalition of Open Access Policy Institutions.

We are pleased to offer a video of the entire session on the SIG's web site at:

<http://www.acrlnec.org/scig/?p=228>

We are well along in planning a spring program, which has been accepted as one of the sessions at the ACRL NEC annual meeting in May. This program is entitled **Librarians & Scholarly Communication: New Roles and Services**, and will offer a panel discussion with insights from librarians who have been successful in taking on new roles and developing new services in relation to scholarly communication on

their campuses, integrating themselves and/or their staff into the faculty research and publication process.

Speakers will include:

Jessica Adamick, UMass Amherst
Patsy Baudoin, MIT Libraries
Tracy Gabridge, MIT Libraries
Sally Gore, UMass Medical

Report Submitted 1/13/12 by co-chair Ellen Duranceau

Ellen Finnie Duranceau
Program Manager, Scholarly Publishing and Licensing
MIT Libraries

Serials and e-Resources – SERIG

Report to the ACRL/NEC Board from
The 2012 SERIG Committee
January, 2012

SERIG is currently working with ITIG to host a meeting in April, 2012 on a Journal Archiving program. The members from each SIG who are involved with the planning are:

ITIG

Dawn Emsellem, Salve Regina University
Nancy George, Salem State
Bob Scheier, College of the Holy Cross

SERIG

Helen Aiello, Wesleyan
Joanne Doucette, Massachusetts College of Pharmacy and Health Sciences (MCPHS)
Margaret Lourie, Lourie Library Consulting

In addition, SERIG is exploring a joint program with CDIG on ebooks, but this is at the planning stages at this time.

Respectfully submitted by the SERIG co-chairs:
Helen Aiello
Margaret Lourie

Women's Studies – WSIG

Report to the ACRL/NEC Board from WISG Committee - Submitted January 27, 2012

The Women's Studies Interest Group is currently developing a program for **May 15, 2012**. **Julia Flanders**, Director of the Women Writer's Project <<http://www.wwp.brown.edu/>> at Brown University, will lead a demonstration and conversation about the database's new interface.

The Brown University Women Writers Project is a long-term research project devoted to early modern women's writing and electronic text encoding. Our goal is to bring texts by pre-Victorian women writers out of the archive and make them accessible to a wide audience of teachers, students, scholars, and the general reader. We support research on women's writing, text encoding, and the role of electronic texts in teaching and scholarship.

Respectfully submitted by the WSIG co-chairs:

Karen Bouchard, Brown University
Amy Robb, Brown University

Documents sent out with Agenda – Brian submitted by email 1/26/2012

ACRL NEC 2012 Conference Proposed Budget

Proposed fee structure – keep it the same as the 2011 conference registration fees as follows:

- Members - \$55
- NELA - \$55
- Non-members - \$80
- MSLIS students - \$25

The Massachusetts Library Systems has decided not to “subsidize” the registration fee for their staff, so any MLS staff would need to register under the appropriate category.

- Estimated attendance
 - Attendance is projected at 285 although the space capacity is larger (the keynote speaker may draw a larger crowd)
 - While that number may seem low, it’s the average of the 2010 and 2011 conferences (the actual numbers for those events are included in the Attendance Worksheet)
- Vendors – 14 vendors have been contacted about continued sponsorship Eight have responded affirmatively and committed to various levels that total \$10,250
 - Gold level (\$1,500)
 - AMS
 - Elsevier
 - Taylor & Francis
 - Thomson Reuters (plus \$1,000 toward lunch)
 - Silver level (\$1,000)
 - Wolters Kluwer/Ovid
 - Bronze level (\$750)
 - Ebsco
 - Innovative Interfaces
 - Waldo

One has indicated interest and will be in touch once their 2012 budget is in place. Bob and Mike are in touch with the remainder

- Catering expenses – the good news here is the prices have held fairly steady; the CPC opted for the same menu choices as offered in 2011

\$9.25 – Executive breakfast

\$16.95 – Buffet lunch

\$2.00 – coffee/tea (breaks)

- Keynote speaker – Steven Bell has agreed to the \$500 honorarium, although the travel and accommodations are estimated and are probably on the high side.

Honorarium - \$500

Estimated travel & accommodations - \$675

The total revenue (registrations and sponsorships) is estimated at \$24,885.

The total expenses are estimated at \$16,608.

Proposed Revision to Sections I:11, IV:9 and IV:12 of ACRL-NEC Chapter Manual

Section I:11 –Chapter Vouchers no. 1

Current language

- Any Standing Committee, Interest Group or other Chapter group planning a program with expenses exceeding \$500 or charging fees greater than \$10 must prepare a budget and have advanced approval of such program from the Board for date, cost, and fees. Budget must be submitted to the Board not less than two months prior to the program.

Proposed language

- Any Standing Committee, *Special* Interest Group or other Chapter group planning a program with *revenue or* expenses exceeding \$1,000, with *program* fees *greater than \$20.00, or payment of a speaker honorarium*, must prepare a budget and have advanced approval of such program from the Board for date, cost, and fees. The budget must be submitted to the Board not less than *forty-five (45) days prior to the event*. Presenting the budget at the Board meeting is preferable, but if not possible, please send budget proposal to the Board list for discussion and request vote for approval.

Section IV:9 – Budgets and Finances

Current language

- SIGS with program budgets over and above \$500 or with program fees greater than \$10.00 must have advance approval of such program from the Board for date, costs and fees. The SIG must submit a program budget to the Board not less than two (2) months prior to the event date.

Proposed language

- *SIGS program budgets with revenue or expenses exceeding \$1,000* or with program fees greater than \$20.00 must have advance approval of such program from the Board for date, cost and fees. The SIG must submit a program budget to the Board not less than *forty-five (45) days* prior to the event date. Presenting the budget at the Board meeting is preferable, but if not possible, please send budget proposal to the Board list for discussion and request vote for approval.

Section IV:12 –Budgets and Finances

Current language

- If anticipated costs exceed \$500 OR you intend to charge a registration fee of \$10.00 or more, you must present a budget to the Board for approval at least two (2) months prior to the event. Presenting the budget at the Board meeting is preferable, but if not possible, please send budget proposal to the Board list for discussion and request vote for approval.

Proposed language

- If the anticipated *revenue or expenses* exceed \$1,000 OR you intend to charge a registration fee of \$20.00 or more, you must present a budget to the Board for approval at least *forty-five (45) days* prior to the event. Presenting the budget at the Board meeting is preferable, but if not possible, please send budget proposal to the Board list for discussion and request vote for approval.

On the next page is the **Proposed Budget for NELIG's June 2012 program**

Expenses		
	Estimate	Notes
Speaker		
Travel (driving from Harrisburg)	\$414.03	746 miles roundtrip at 55.5 cents per mile for 2 nights
Hotel and Taxes	\$250.00	
Dinner night before	\$40.00	
Breakfast morning of	\$20.00	
Honorarium	\$750.00	
Total	\$1,474.03	
Technology		
Fees	\$0.00	NA
Catering		
Breakfast	\$770.00	Your Continental at \$5.50pp for 140 people (includes coffee and tea with choice of (3) of the following: Petite Muffins, Mini Danish, Mini Croissants with Butter and Jam, Warm Scones, Mini Bagels w/ cream cheese, Tea Bread, Donut Holes)
Fruit platter	\$245.00	\$1.75pp for 140 people
Pitchers of Water	\$0.00	instead of bottled water
Lunch	\$945.00	That's a Wrap at \$6.75pp for 140 people
Beverages with lunch	\$280.00	\$2pp for 140 people
Replenish coffee/tea in afternoon	\$210.00	\$1.50pp for 140 people
cookies for afternoon snack	\$189.00	\$1.35pp for 140 people
Linens	\$90.00	paper napkins included, tablecloths cost \$3 per table
Labor	\$120.00	\$120 for 100-200 guests
Additional fees (20%)	\$0.00	MA tax exempt status.
Meal tax (6.25%)	\$0.00	MA tax exempt status.
Total	\$2,849.00	
Materials		
Nametags	\$0.00	
Brochures	\$0.00	
Total	\$0.00	
Facilities		
Mt Wachusett	\$0.00	NA
Total	\$0.00	
Total Expenses	\$4,323.03	
Income		
	Estimate	Notes
Registration		
ACRL-NEC members @ \$40	\$3,800.00	In the past, we have had 120 people attend the Annual Program. There has always been a waiting list so we plan to have 140 this year. Based on last year's numbers, these estimates are for registration for 95 members, 24 non-members, 4 students or unemployed librarians, 17 presenters.
Non-members @ \$45	\$1,080.00	
Student/unemployed librarian rate @ \$25	\$100.00	
Presenter registration is free	\$0.00	
Total	\$4,980.00	
Total Income	\$4980	
Net Revenue	\$656.97	
<i>We should also have SIG money left over to cover costs as well.</i>		