

ACRL-NEC BOARD MEETING MINUTES

Wednesday, August 22, 2012
Room 1320, W.E.B. Du Bois Library
University of Massachusetts Amherst
154 Hicks Way
Amherst, MA

Present:

| | |
|--------------------------------------|---------------------------------|
| Leslie Button | President |
| Eleta Exline | Vice President |
| Diane Klare | Treasurer |
| Melinda Malik | Treasurer-Elect |
| Betsy Peck Learned | Secretary |
| Brian Gallagher (attended virtually) | Past President |
| Amanda Izenstark | Member-at-Large (2011-2013) |
| Carina Cournoyer | Member-at-Large (2012-2014) |
| Sarah Hutton | Communications Co-Chair |
| Patrick Hartsfield | Constitution & Bylaws Co-Chair |
| Michael Cerbo (attended virtually) | Constitution & Bylaws Co-Chair |
| Peter Cochran | Membership Co-Chair |
| Marianne Thibodeau | Membership Co-Chair |
| Barbara Kenney | Leadership Development Co-Chair |
| Melissa Behney | Leadership Development Co-Chair |
| Laura Kohl | Scholarships/Awards Co-Chair |
| Amy Galante | ASIG Co-Chair |
| Amy Lewontin | CDIG Co-Chair |
| David Bretthauer | ITIG Co-Chair |
| Rachel Pusateri | NELIG Co-Chair |
| Sally Gore (attended virtually) | SCIG Vice-Chair |
| Helen Aiello | SERIG Co-Chair |
| Karen Bouchard | WSIG Co-Chair |

Absent:

| | |
|-------------------------|--------------------------------|
| Tim Spindler | Communications Co-Chair |
| Nancy George | Scholarships & Awards Co-Chair |
| Gail Geisser | ASIG Co-Chair |
| Julie Linden | CDIG Co-Chair |
| Dawn Emsellem Wichowski | ITIG Co-Chair |
| Sondra VanderPloeg | NELIG Co-Chair |
| Hillary Corbett | SCIG Chair |
| Dianna Magnoni | SCIG Vice-Chair |
| Amy Robb | WSIG Co-Chair |

Table of Contents

| | Pages |
|--|-------|
| Minutes | 1-6 |
| Electronic votes held since 9 April 2012 meeting | 6 |
| Treasurer's Report, November 2011 – August 2012 | 6 |

| | |
|-------------------|---|
| Committee Reports | 7 |
| SIG Reports | 9 |
| Attachments | |

1. Welcome

President Leslie Button welcomed those attending physically and virtually. Attendees introduced themselves at Leslie's request.

2. Minutes

- a. The April 9 board meeting and June 19 retreat minutes were approved with a motion made by Barbara Kenney, seconded by Patrick Hartsfield. All minutes were approved unanimously.
- b. The May 18 annual conference business meeting minutes were sent out for revision; no revisions discussed. They will be approved at the Annual Conference Business Meeting in May.

3. Treasurer's report

Diane created a comparative spreadsheet of the past 3-year averages to help develop the budget for the coming year; it does not include fees to hire an accountant this year as last year. She assumed a level income for all SIG programs. Healthy vendor support has helped us increase our budget. Figures are a combination of straight funding plus what they will earn in income, e.g. NELIG income from their annual meeting.

4. Update on Chapters' Council meeting at ALA

Leslie attended the Chapters Council at the ALA annual conference in June. Only 18 presidents attended this year. Those attending asked ACRL National for additional funding for the chapters but national indicated it does not have the money. National offered free webinars as an alternative to additional funding. After a discussion of what we want for our chapter from National, Leslie offered to put this on our agenda for the November Board meeting. There was consensus that national is not providing what is due to us and that as a chapter we are disconnected from them. Melissa suggested asking for two webinars per year to help our distant states in NE. Amanda suggested they purchase a webinar platform for all of chapters.

5. Standing Committee reports (additions to reports submitted via email)

- a. Leadership Development Committee:
Barbara reported the Leadership Committee will submit a pre-conference program to the Board; would like a liaison from the 2013 Conference Planning Committee; Leslie suggests it might be an experimental or pilot program. An attendee might get a discounted registration for doing both pre- and annual conference.
- b. SERIG:
Helen is working with Tim to get the Google Groups up and running for SERIG.
- c. Membership Committee:

Barbara asks who among the membership may be interested in serving on committees? What is the chapter doing to identify them? How do we help our groups be successful?

Leslie asked Peter and Mary about the expiration date for a membership year which may be after 1.5 years if one joins at the conference. We are losing revenue if not all joining on calendar year or anniversary date. Add to agenda for November meeting. The Membership Committee was asked to determine how many members have an extended expiration date.

6. SIG reports

No additions or changes

7. New Business

a. Strategic Plan

Leslie thanked all who helped with the Strategic Plan including the members of the task force: Eleta, Diane, Betsy, Carina, and Amy.

The goals and action items were reviewed with the following in mind: who should be involved? Is timeline appropriate?

Mission is the established mission of the chapter: service to the members and programming

Goal 1.A. (External communication)

Have needed a list of experts for a long time; we have lots of local expertise VT library association has an expert list but not promoted well. Could it be something people could add themselves to? Who would use it? Who is the audience? Consortia groups could use; could also exchange with other nearby chapters such as Eastern NY chapter Amy sent examples of chapter logos to a graphic designer for their input; will work on it for next board meeting

Goal 1.B. (Internal communication)

Difficult to get members to take on more responsibility; need strategy for expanding committees as people will step up; need to meet virtually more often. We should draft committee descriptions. What does it mean to serve on a committee? What is required? Membership form could include a check off for committee participation. Peter will add it to the membership form. Member at large 2 will be part of the Communications Committee

Goal 1.B.iii. (Listserv membership)

Need list of who is on what listserv to monitor or market the chapter. Should we have our own chapter email address? Communications Committee could be in charge of this. Scholarship committee has their own listserv that Tim set up for them. Sarah says security is an issue with a subsidiary email account where you share passwords, etc.

Goal 2.b. (Creation of website task force)

Do we have web expertise in chapter? Patrick and David offered to help. Diane suggests we pull people together around a computer and hammer out a website. Sarah says everyone can contribute but need a process for

content management. How do SIGS contribute content? Sarah can help with that.

Rachel says NELIG has not recovered from problems with site last fall when they lost a lot of content. Sarah says content posting must be by permission. Problem with site was from someone posting content. Is Drupal the best tool for the job?

Diane says archiving piece important. No longer using paper.

Should we have new committee for this? First step to get a group together and look at options and make recommendations says Leslie.

Goal 3. (Expanding outreach)

Looking at membership committee and members-at-large to help with expanding the chapter's reach. Offer members an opportunity to help a committee.

MOTION to approve the 2012 ACRL/NEC Strategic Plan. Moved by Melissa; seconded by Sarah. Motion passed unanimously.

Leslie asked for the Strategic Plan to be a standing agenda item for the review of goals at every board meeting.

b. Eventbright

Tim has recommended Eventbright to manage event registration. How will this impact the treasurer's role? How will the front end work with financial banking end? With the current fee structure with Google we are paying 2.9% plus \$.30 transaction fee. With Eventbright how soon is money deposited? Do charges have to be approved? Melissa suggests everyone look at Eventbright site. Peter says they use it at his library as well as at Simmons. Very good customer service. Leslie will put on next meeting's agenda.

8. Old business

a. 2014 Conference Site Visit Subcommittee

Lisa Richter submitted a budget of proposed costs for a 2-day conference in Manchester, NH in 2014. Decision needed today.

Mike voiced his reservations: apprehensive about using SIG money, vendors like Holy Cross, annual conference pays for our programming.

Barbara shares concerns; risky to take this on. Might try it as a pilot and move it to 2016. Could test it out on a committee level, e.g. NELIG might consider as they have a strong constituency. We are stewards of the treasury for our membership.

Diane says a pre-conference would be better use of our funds than a full 2 day conference. We want to support SIG programming, as well.

Carina had two major concerns: no guarantee vendors will give any more money or even attend. Breaking even would be a loss as SIGS would not have support. Preconference might be a better way to go.

Mike adds that several vendors asked for a one-day option. We should offer another venue than Holy Cross, at least.

Melinda asks why this was pursued if everyone seems negative.

Barbara says former Board member was driving force. Some organizations are considering cancelling their 2 day conference. Patrick says offering 2 day conference was suggested on the off -years of national conference.

Is the Manchester location north enough for our other members?

Diane asks can we look at more robust ways to offer a wider variety of programs? How can we make the one-day conference better?

Barbara says we should not be entrenched with Holy Cross. We should move the conference around for our members.

Leslie asks whether anyone wants to speak in favor of the 2-day conference. It was the consensus of the Board that we thank the site visit subcommittee for their work and release them from their charge.

Leslie asked for a MOTION to abandon the idea of a 2-day annual conference. Barbara moved, seconded by Amanda. Motion passed with one abstention.

b. Dissolving Continuing Education Committee

A formal dissolution is needed. No language existed to dissolve standing committees last year so had to put out for membership to vote. The vote was held at the annual conference. A Motion was called for to dissolve the committee. Betsy made the motion, Carina seconded. Motion passed with one abstention.

c. Chapter Archives transfer from Bryant to UMass Amherst

Board discussed the transfer at the April meeting. The Archives had been housed at Bryant University for several years. URI wanted to charge to house them. Leslie offered to ask UMass Amherst and they agreed. July 30 Carole Myles drove them to Amherst. Leslie will sign the agreement. We still need a chapter archivist and Leslie is investigating.

d. SIG budget proposal form

Beth Roloff developed the form to help SIGS with budget planning. It standardizes funding requests from SIGS. It is possible to add more detail from an existing budget. We will need to add another line for "other" expenses. It should be added to the forms section of the online Board manual and to the Board website. It also needs "add additional lines as needed." or line for office supplies. Add line for honoraria. Change "mileage" to "travel." MOTION to approve the form with modifications was made by Melinda and seconded by Diane. Melinda and Diane will amend the form.

e. Report - June 2012 Social Sciences Boot Camp

Leslie attended this program and found it to be very good. It aligns with the Scholarly Communication interest group.

f. Other business:

Diane asked the Board to approve an upgrade to QuickBooks. Three options are available. Online Essentials option allows multiple users online; would give Melinda the ability to share with Diane. Cost of \$26.95 per month. MOTION was made by Barbara to subscribe to QuickBooks

Online Essentials and seconded by Amy Galante. Motion passed unanimously.

SIG budget levels:

A three year averages handout from Diane is based on actuals. Each SIG will get \$1500 in funding. Leadership Development Committee is asking for a set figure for programming. Committees have a larger constituency than SIGs. Should Leadership Committee have parity with SIGs in funding? MOTION was made by Amy Lewontin that the Leadership Development Committee should have budget parity with the SIGs for this fiscal year 2012-13. There is disparity in the manual about what we can pay speakers/presenters. Finding someone inexpensive is difficult. What is the appropriate price point for programs? Need more data. Shouldn't run a program if we can't break even. Take a look at costs. Motion passed. In favor, 17, opposed 1, 3 abstentions.

Leslie thanked the Board members for a productive meeting.
Meeting adjourned at 12:30 PM.

Next meeting

Monday, November 12
9:30 a.m.-12:30 p.m.
Wesleyan University, Middletown, CT

Electronic Voting Held between April 9, 2012 and August 21, 2012

Melissa Behney moved that the budget for the ASIG Spring 2012 program "How Does Your Access Services Garden Grow?" be approved as proposed. Motion passed unanimously.

Board Reports:

Treasurer's Report

Diane Klare, Treasurer
Please find attached the treasurer's report for the fiscal year ending 6/30/12. There has been minimal activity since the end of June, so I thought this made more sense then doing one for just the month of July.

This report includes a comparison of the last two fiscal years, as well as two proposed versions of the budget based on a three-year average of income and expenses.

I'll be at the meeting to answer any questions.

Member-at-Large (1) Report

Amanda Izenstark, Member-at-Large, 1st Position, 2011-13

Since the last report in April, I sent out a message Peter Cochrane (GSLIS student working with Robin Maddelena and the Membership Committee) composed about the Conference Pairing program to the regional and distance library programs.

I worked with Robin and Peter, as well as Margaret Lourie and Heather Murray, to match students with a number of librarians who graciously volunteered to mentor students at the conference. In all, 14 students took advantage of the opportunity to have a librarian mentor for the day, and 12 were present on the day of the conference. (Two experienced personal issues that prevented their attendance at the conference.)

Based on feedback from last year's program, I also worked with Kelly Jo Woodside of BiblioTemps to provide a "Rapid Resume Review" for interested students - five students met with Kelly and I for individualized feedback on their resumes.

After the conference, we gathered feedback about the program. Although the vast majority of the comments were very positive, there were excellent recommendations for making the program work even better for participants next year.

I am grateful for the assistance provided by Peter, Robin, Margaret, and Heather, and by Carina Cournoyer who helped direct individuals on the day of the conference. Attached is the full Conference Partnering Report.

Member-at-Large (2) Report

Carina Cournoyer, Member-at-Large, 2nd position, 2012-14

Nothing to report; I'm looking forward to our discussion on the Strategic Plan at tomorrow's meeting to help guide and prioritize my work in the position.

Communications Committee Web Manager Report

Tim Spindler, Co-Chair

The sites have been restored although there was some minor loss of content that will have to be rebuilt still but most everything has been restored. I have moved all sites to Drupal and add further restrictions the formatting of content to be displayed. The hack exploited a vulnerability in the site that allowed posters to add full HTML including javascript. The redirect message was caused by Javascript that had been pasted in some pages and appears to have propagated itself in the Drupal database. There is no evidence that the Bluehost account itself was hacked.

Constitution & Bylaws Committee Report

Patrick Hartsfield & Michael Cerbo, Co-Chairs

Since the last meeting the Constitution & Bylaws Committee has incorporated all of the changes to the manual that had been accumulating throughout the spring. The History of Meetings section was also updated to include all programming for the previous year.

Leadership Development Committee Report

Barbara Kenney & Melissa Behney, Co-Chairs

Committee Members:

Kelly Barrick (Yale), Shelley Goldstein (UCONN), Garrett Eastman (Becker), Tracey Leger-Hornby (WPI), Deborah Mongeau (URI), Jim Salisbury (CCRI/Warwick), Mary Wilkins-Jordan (Simmons), Sherry Gelbwasser (Asnuntuck Comm. College), Shin

Freedman (Framingham), Melissa Behney (Wesleyan, Co-Chair), Barbara Kenney (Roger Williams, Co-Chair)

The Committee is currently working on two programs, one in November (see below), and one in May. We are awaiting a budget allocation from the Board in order to continue program planning, and have established a long-term planning subcommittee to develop a programming strategy. We have also surveyed the Chapter membership in order to better understand Chapter needs.

November Workshop

November 16, 2012, Holy Cross.

- Title: “Got Perspective? Playing with others in the higher education sandbox”
- Goal for the day: To present perspectives, represented by each of the panelists, of critical issues in higher education today and to have participants leave with a game plan for dealing with these issues on their own campuses.
- Speaker/facilitator: Leslie Hitch (Dr. Leslie Hitch is a faculty member specializing in curriculum development and teaching (online and in the traditional classroom) in the Higher Education Administration EdD program and in the Higher Education Administration and Adult and Organizational Learning master’s programs and certificates. She is also Visiting Lecturer for the Swinburne University of Technology–Northeastern University Global Leadership Program in Melbourne Australia. Prior to her faculty position, she was the Director of Academic Technology Services at Northeastern and has held faculty and administrative positions at Babson and Simmons colleges in Boston. Dr. Hitch holds a doctorate in Higher Education Administration from the University of Massachusetts-Boston, and a MBA and B.A. from Simmons College.)
- Panelists:
 - Tony Molloy, UCONN, Information Technology Services Team Leader
 - Paul Prewitt-Freilino, Becker College, Director of Institutional Research
 - Arthur Heinricher, WPI, Dean of Undergraduate Studies
 - William Mayer, National Archives, Executive for Research Services
- Afternoon session will be interactive, with an introduction by Carol Leary, President of Bay Path College, and facilitated by Leslie Hitch.
- Committee members will engage directly with attendees in an activity related to the morning’s presentation. Leslie Hitch will work with the committee to help us facilitate the afternoon workshop.
- A budget is being developed and will be finalized after the Board meeting on August 22nd when the level of Board support is determined.

Spring program

- We are discussing a spring program that will occur the day before the ACRL/NEC Annual Conference in May. That will be a day-long workshop; topics will be determined after review of the member survey created by Tracey and

Melissa. We are looking to the Board for approval of this plan, which will necessitate working closely with the Annual Conference Planning Committee.

Respectfully submitted,
Barbara Ferrer Kenney, LDC Co-Chair

Membership Committee Report (See also Membership Committee's annual report attached)

Peter Cochrane & Marianne Thibodeau, Co-Chairs

Updates:

1. Peter met with Dr. Em Claire Knowles, Assistant Dean for Student Services at Simmons College on 7/19. The outcome of this meeting was to pursue an ACRL student representative as a permanent officer of the ALA student chapter rather than an ACRL student chapter.
2. Plans to meet with the Chapter Coordinator and Information Coordinator for Simmons' ALASC are underway and will take place at the beginning of fall semester.
3. The membership committee will begin to use membership@acr.org for all member communications. This facilitates shared response capabilities between the co-chairs and begins a committee communication archive.
4. The membership form has been updated by Tim to direct check payments to co-chair Marianne Thibodeau at the Alumni Library, Wentworth Institute of Technology.

Upcoming projects:

1. Review of membership pages and form on chapter website.
2. Review of membership database and clean-up.
3. Assessment of the current membership year expiration dates. Should we move away from the current default end date of 12/31 for all members to a true one-calendar year anniversary date structure that matches ACRL national for local memberships? What revenue gain does this offer? How does this affect the committee's workload?

Scholarship & Awards Committee Report

Laura Kohl & Nancy George, Co-Chairs

The Scholarships & Awards Committee has had little activity since the last meeting. We are currently finishing up reinstating our web forms for scholarship and award applications.

Access Services Interest Group Report

Gail Geisser and Amy Galante, Co-Chairs

Access Services Interest Group Update:

On June 8, 2012, the Access Services Interest Group (ASIG) held its spring conference, "How Does Your Access Services Garden Grow?" at the Tower Hill Botanical Garden.

Approximately 49 people signed up to attend. Guest speakers for the day were: Matt Van Sleet from Bentley University who spoke on Copyright and Reserves; Tome Bruno & Sarah Tudesco from Harvard University who spoke on Scan & Deliver; and Andy Bush from OCLE who did a presentation of the WorldShare Management Service. The day was busy and informative and all enjoyed the wonderful gardens.

Collection Development Interest Group Report

Julie Linden and Amy Lewontin

CDIG will hold a fall program on the topic of textbooks. Confirmed speakers are:

- Nicole Allen, Affordable Textbook Advocate, Student PIRGs
- Kyle K. Courtney, Harvard Law School/Northeastern University
- Dustin Lewis, Harvard University Berkman Center for Internet & Society, Project Manager/Technical Lead for "H2O," an online platform for textbook development and distribution
- Vikram Savkar, Publishing Director, NPG (Nature Publishing Group)

The program will be held at Northeastern University Library on Thursday, November 2, 2012, 9:30-1. There will be no registration fee. A save-the-date message will be sent to the CDIG and ACRL/NEC Google Groups this week.

Respectfully submitted,

Julie Linden, CDIG co-chair

Information Technology Interest Group Report

David Bretthauer and Dawn Emsellem Wichowski, Co-Chairs

ITIG's co-chairs, Dave Bretthauer and Dawn Emsellem, have been contacted by a number of new volunteers interested in ITIG planning, both from DigiCamp 2012 and from the ACRL/NEC Annual Conference. We have contacted all past and current volunteers about a planning meeting in October to review survey feedback received from DigiCamp 2012 for improvements we can bring to DigiCamp 2013, and to explore other programming ideas for the year.

I will represent ITIG at the August Board meeting.

Regards,

Dave

New England Library Instruction Group Report

Rachel Pusateri and Sondra VanderPloeg, Co-Chairs

The NELIG leadership team (Co-Chairs Sondra VanderPloeg and Rachel Pusateri, Co-Chairs elect Rob Walsh and Erica Charis, and Secretary Kathrine Aydelott) met at Colby-Sawyer College on August 7, 2012 to begin planning for NELIG's 2012/2013 programming. The NELIG Fall Meeting will be held on Friday Sept. 28th at UNH-

Manchester. The program content will feature a panel discussion about library instruction and online learning. Following the morning program, interested NELIG members will convene to brainstorm themes and keynote speakers for our Annual Program; we will name Annual Program Planning co-chairs and committee at this time. The Annual Program will be held June 21, 2013 at Dartmouth College.

Respectfully Submitted,

Sondra VanderPloeg

Scholarly Communication Interest Group Report

Hillary Corbett, Co-Chair, Sally Gore and Dianna Magnoni, Vice-Chairs

At the chapter's annual meeting in May 2012, the SIG sponsored a panel discussion on "Librarians & Scholarly Communication: New Roles and Services." The presenters, who discussed the ways in which they have become embedded in faculty research projects and academic departments, were Jessica Adamick, UMass Amherst; Tracy Gabridge, MIT; and Sally Gore, UMass Medical. The panel was facilitated by Ellen Duranceau, outgoing SIG co-chair. The session was well attended and several attendees expressed interest in becoming involved in the SIG.

In late July, the SIG leadership group (consisting of the current chair and co-chairs, as well as past leaders) held a conference call to discuss fall programming. Several ideas have been proposed, with further discussion to continue over e-mail.

Respectfully submitted,

Hillary Corbett
Chair, 2012-2013

Serials & Electronic Resources Interest Group Report

Helen Aiello, Chair

There has been no activity from SERIG since the retreat in June.

As the chair of SERIG, I am working – with Tim Spindler's help - on migrating the SERIG mailing list to Google Groups and will be working to find other SERIG interested members in developing a SERIG specific program.

Women's Studies Interest Group Report

Karen Bouchard, and Amy Robb, Co-Chairs

The Women's Studies Interest Group (WSIG) hosted an event on July 11, 2012 entitled, "Looking under the hood: Women Writers Online and the Women Writers Project." The session was held at the John Hay Library at Brown University. Our presenters were the permanent staff members of Brown's Women Writers Project: Julia Flanders, Director
Syd Bauman, Senior Programmer/Analyst
John Melson, Textbase Editor and Project Manager

A total of 10 attendees participated in the event. Most RSVPs were received once the Library started announcing the program internally and almost all of the attendees were Brown University librarians or digital initiatives staff.

Karen Bouchard

Respectfully submitted,
Betsy Peck Learned
ACRL/NEC Secretary 2012-2014