

**ACRL-NEC BOARD MEETING
MINUTES**

Tuesday, April 2, 2013 - 9:30 a.m.-12:30 p.m.

Room 352 - Dimond Library
University of New Hampshire
Durham, NH

Present:

Leslie Button	President
Eleta Exline	Vice President
Diane Klare (attended virtually)	Treasurer
Melinda Malik	Treasurer-Elect
Betsy Peck Learned	Secretary
Brian Gallagher	Past President
Amanda Izenstark	Member-at-Large (2011-2013)
Carina Cournoyer (attended virtually)	Member-at-Large (2012-2014)
Kirstin Kay	Archivist
Tim Spindler (attended virtually)	Communications Co-Coordinator
Sarah Hutton	Communications Co-Coordinator
Michael Cerbo (attended virtually)	Constitution & Bylaws Co-Chair
Patrick Hartsfield (attended virtually)	Constitution & Bylaws Co-Chair
Barbara Kenney	Leadership Development Co-Chair
Melissa Behney (attended virtually)	Leadership Development Co-Chair
Peter Cochrane	Membership Committee Co-Chair
Marianne Thibodeau	Membership Committee Co-Chair
Nancy George	Scholarships & Awards Co-Chair
Amy Galante (attended virtually)	ASIG Co-Chair
Julie Linden (attended virtually)	CDIG Co-Chair
Dave Bretthauer	ITIG Co-Chair
Dawn Emsellem Wichowski (virtually)	ITIG Co-Chair
Sondra VanderPloeg	NELIG Co-Chair
Hillary Corbett (attended virtually)	SCIG Chair
Helen Aiello (attended virtually)	SERIG Co-Chair
Karen Bouchard (attended virtually)	WSIG Co-Chair

Absent:

Carole Myles	Nominating Committee Chair
Laura Kohl	Scholarships & Awards Co-Chair
Gail Geisser	ASIG Co-Chair
Amy Lewontin	CDIG Co-Chair
Rachel Pusateri	NELIG Co-Chair
Dianna Magnoni	SCIG Vice-Chair
Amy Robb	WSIG Co-Chair

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Board Reports
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1. Welcome

The meeting was called to order at 9:35 AM. President Leslie Button thanked Eleta for hosting the meeting and welcomed those members attending both physically and virtually.

2. Secretary's Minutes – January 7, 2013

There were no further corrections to the minutes of January 7, 2013.

3. Treasurer's Report

Diane had sent an income statement and balance sheet to the Board prior to the meeting. All is set with conference donations which are reflected in the profit and loss statement except two that will be coming in soon. Diane met with Melinda to further clarify her responsibilities for next year. There was a small issue with Google checkout which required Diane to prove we have nonprofit status. Kirstin asked if Google checkout is currently working as she had a problem using it in Firefox. It wouldn't process her payment. It was suggested she try again using Chrome.

Melinda reported there is a new person, Kerri Vautour, to manage Eventbrite for the chapter. We should mail her with anything we need related to Eventbrite. Sondra used it for NELIG meeting registration and said it is very easy to use. Eleta said it is working well for annual conference registration. Eventbrite has a relationship with Survey Monkey which will allow us to send out a survey to attendees after the event. Dawn said we need to publicize Eventbrite's social media marketing features. Melinda said Kerri will need to come up with workflows and policies regarding permissions.

4. Standing Committee Reports

a. Nominating Committee Report

There is nothing to report today. Carole will be sending an update.

b. Additions to reports:

Leadership Development Committee: Barbara Kenney reported she will be stepping down as co-chair after the annual conference. The LDC has put together a governance structure. It does not need to be voted upon; it is an attempt to structure the committee so potential members know what the committee is about. Members have left so new members are needed. Melissa announced the LLAMA webinar with Elliott Shore has a group rate. Could we find a location for the webinar, send it out via listserv and invite people to attend? The date is Mon. May 20. Melinda can do it in Manchester. All agreed it would be a great idea. Barbara also announced that Sue McMullen from RWU will be attending the ACRL conference and has been invited to participate in a focus group sponsored by Stephen Bell. Barbara asked what should be the relationship between national and chapters? How can we be more collaborative? Why should the chapter's mission be to get members for national? If there are other ideas, send to smcmullen@rwu.edu.

5. SIG Reports (additions to reports submitted by email)

a. NELIG June 21 Annual Conference budget

Sondra reported on the NELIG budget for its annual program. Usually it is a revenue generator but not this year. The program is to be held at Dartmouth University as they volunteered to host and contributed \$1500. Some of that money is earmarked for Dartmouth's fees. Two keynote speakers: Judy Jacobsen and Tom Mackie are co-authors of *Teaching Information Literacy Online*. There will be workshops offered in the afternoon. They will need to pay two speakers' honoraria and the hotels are more expensive in the summer, about \$169/night. They are trying to reduce costs as much as possible with some money saving ideas. They saved on taxes with catering and there will be free parking. They anticipate there may be a loss between \$114-\$452.

Barbara asked is the workshop fee included in the registration? No, it is simpler to make everyone pay for the workshops. Sondra clarified the morning will have keynote and breakout sessions, the afternoon two workshops and breakouts. Nancy asks why not increase the registration to \$50 for members? Melinda said we could print tickets through Eventbrite so that we can charge more for the workshops. We could create different categories for attendees, print tickets and email tickets as a PDF. Amy G. said they could also be sent to one's phone.

Mike asked what do you need to break even? Sondra calculated \$7400. Could the hotel rate extend another night for those traveling far? Sondra will look into it. Board recommends that they charge more for the program. Registration will open at end of April. A **MOTION** was made by Melinda to approve the NELIG conference budget with proposed changes. The motion was seconded by Eleta. Motion passed unanimously. Dave asked Sondra to share NH state law on taxation. The law is entitled Taxpayer assistance RSA 78A-3 and gives exemptions to taxable meals. She had to prove our nonprofit status to the caterer.

6. Strategic Plan update

a. Website review task force report

Dave reported the task force met to look at the survey results. They were happy to have received 100 responses. The functionality of the site and usability issues came to the forefront. Two other issues were the CMS itself and the host. Dave had considered moving to Wordpress but has some good reasons for sticking with Drupal. Wordpress is better for a few pages, with one or two people managing content. Drupal is a better option for managing a lot of accounts with varying levels of user permissions. The task force agreed to remain with Drupal and improve the site.

The second issue is the host. Can Bluehost move to a different retention policy? The files are kept for only one month. A different hosting product would let us get more granular in our backups. It would also require a new process. Someone would need to take on this responsibility. All

CMSs have security issues and need maintenance. Sarah says the task force is under a time crunch. The webmaster is ending his term soon. Who will sustain and maintain the site? Its look and feel is not as important as the transfer of information. Training and documentation is needed so SIGs can be more involved with the content. Kirsten has experience with Dreamhost for digital projects. It is similar to Bluehost but provides free hosting for nonprofits and can do MySQL dumps. She has had few issues with it. Dave says we need a longer retention policy (maybe four months) but Bluehost can't do that.

The transfer of knowledge from Tim to a new webmaster is very important. Who will take this on and run security patches? We need to put together a tech manual to pass on to a new webmaster. Sarah is working with an honors student to come up with a template for the manual (table of contents distributed to the Board). It will be version specific so will change with web software. We need someone fluent in Drupal who will commit to a period of time and who has a depth of knowledge to make recommendations. The proposed "Super Group" will help construct a workflow model to ensure consistency. Can Tim estimate how much time he has put into the web page? Tim responded that he can't give an exact number of hours. Is it time to consider hiring someone? If we are looking for third party server hosting we need a webmaster to be available when problems occur. A better model might be to hire someone in a paying job. If someone is already working full-time how can we be assured they have the time? We need to figure out how much time is needed and what to pay. Tim said we can expect to pay \$80-\$100 per hour for 20 hours per week. Melinda suggested we do an RFP for the project including ongoing maintenance and training. Eleta said the person setting it up doesn't need to be the same person doing the maintenance. Kirstin says person setting it up can be hired and kept on retainer; the maintenance person could be a volunteer. We could also purchase blocks of time from the person hired. Leslie agreed we need to create an RFP and extend the charge of the Website Task Force. The Website Task Force thus far has done a phenomenal job.

The honors student working on the training manual has put together a template and wants feedback. Tim is working to provide her with content. She has extended the timeline with her professor in order to finish the project. She wants to embed videos with the processes. Marianne says this could be the basis for the RFP. Tim compiled a task list for the table of contents in January. Nancy asks should we have add a webmaster position to the Board?

In addition to recommending we stay with Drupal, the task force recommends:

- engage local designers for a new web identity
- propose a Super Group including the Archivist to consider better ways to maintain security
- recommend documentation for knowledge transfer

- proposed changes to the Communications Committee:
 - Increase the group from 2 to 7 members.
 - Expand the group to include one member-at-large as liaison.
 - Assign committee members do website maintenance, marketing and outreach.
 - Provide redundancy.
 - Look at committee charge: responsibility for balloting and candidate pages. Nominating has some responsibility here so would need to look at both committee charges.
 - Sarah provided a chart recommending what group would be responsible for specific tasks.
 - Language in the manual is out of sync with activities of Communications Committee. Update manual.
 - If approved we need to recruit people next month

These proposed changes to Communications Committee are just a starting template. Could we do another survey to ask for volunteers? Or recruit at events or on the website? We need to recruit at a personal level. We need people able to do the work. Membership needs to know what we need to sustain the chapter. Eleta- we need to channel those people who have volunteered, e.g. the Conference Planning Committee is too big. There are not enough jobs for them. Nancy says should be a maximum number on the committee, perhaps 12? Carina suggested members-at-large could brainstorm tasks for members.

Additional comments?

Leslie asks how can we use these volunteers within the chapter? Barbara says library school students, like Stefanie Metco at URI, can show what they can do even if they have not secured a job yet. Nancy suggested holding a meeting near the students. Peter says we need to be concrete about what tasks we want students to do. Amanda says the other member-at-large's job description hasn't been changed yet in the manual. It needs to reflect new duties.

New logo design:

Brian, Amy G., and Sondra have solicited and identified designers. Designers asked for their portfolios to see examples. Questions? The Board needs to talk about costs. How much do they charge? We also need to determine the process for hiring and a timeline. Probably a six month time frame. Kirstin was a graphic designer and said that costs vary quite a bit. Total deliverables will be important to make clear. Does logo design include variants? Where will the logo go? Sample mock-ups have been produced. Sarah asked designers to consider a full identity for the chapter including logos, themes, etc. How do we move this forward? Does Amy's contact have an online portfolio? Amy will check. His name is Jonathan Glorioso in Boston. Joshua Newman is in Northampton, Mass. Diane suggested Miranda Creative. The new communications group can work on this. Need to get all portfolios together to review. The budget for this will wait for our next meeting. We can contact some of the people

they have worked with as references. The goal is to have this completed by summer.

b. Targets for membership campaign

Marianne and Peter reported on their work targeting new membership. Amanda helped by looking at numbers of librarians in the New England Chapter (see attachment). We have lots of room to grow. The campaign is concentrating on Mass., CT, and Maine.

Ideas for growth:

- a letter from the chapter President to all staff in academic libraries
- use our leadership on the Board more effectively, e.g. could President-elect be better posed to do outreach to new members?
- membership tour: offer an event with meetings, e.g. offer forum in afternoon where we invite community to engage with us. Needs to come from leadership rather than the Membership Committee. We might do this state-by-state and then have state representatives take over. The state representative idea came up at the retreat.

Discussion:

Sarah says a recruitment tool to show members the benefits would be helpful, such as a print brochure. Melinda- would state reps attend events external to ACRL to get members? How do we pay for them to attend events such as State library association meetings? We would have to limit the number of events. Barbara- not so important to get new members but to get the ones we have involved. ACRL leadership engaging in forums is a great idea, especially at the library schools.

Melissa says getting people involved while in library school is key as it sets the culture. At Simmons, student groups are very active for national library organizations. We need to create liaison relationships. Amanda says there is currently no way to get involved easily, even through the website. The website looks out of style for today's social media-savvy students.

Peter is working with library school students on a poster campaign and event with NELIG. This will be a great networking opportunity with library school students. Peter's webcast is on April 30; NELIG will post on the web.

7. Conference Planning Committee

Eleta reported the committee's final meeting will be April 16. See the committee report for details. The Eventbrite dashboard screen shows the activity of registrants.

8. Unfinished business

a. Membership year question

Peter and Marianne reported that the language on the membership year that was recently changed was not concrete. The committee has proposed new wording that is much clearer (See Membership Committee report). Eleta and Melinda are pleased that membership is now separated from the annual conference. A **MOTION** was made by Nancy to approve

the updated language. Amanda seconded. The motion passed unanimously.

9. New business

- a. Scholarship honoring Christine Drew, former NELIG co-chair
Nancy and Laura Kohl proposed a new scholarship be created to send a member to Immersion. Application for the scholarship could follow acceptance into Immersion. Nancy is concerned about the budget with all the other expenses we have discussed today. \$1000 scholarship was suggested. Eleta says vendors are anxious to be at the conference and some have been turned away. Could a vendor sponsor the scholarship? It could be announced at the annual conference. Leslie asked Nancy to work with Laura on guidelines. We could announce the creation at this year's annual conference. Include deadlines with guidelines. One award will be created for one track of immersion. This was approved by the board in concept.
- b. Selecting Board member to attend 2013 Social Sciences Boot Camp
Tabled until the end of the meeting. See 9.f. below.
- c. Privacy Policy
Peter says the chapter doesn't have a policy related to membership information. Do we stick with communications via email? What does Eventbrite do with our membership registration information? Eleta couldn't find anything in Eventbrite but will ask Kerri.
- d. Membership dues increase
Peter would like to find ways to increase the budget considering the many things we want to do. Membership dues are not bringing in a lot of revenue. Members of ACRL national get chapter membership for free. Do we want to charge our national members? 814 members of national will bring in over \$8000. Nancy says we should educate our members about what they get for free with a chapter membership. We are not legally a part of ACRL national and receive little guidance from them. Eleta says perhaps we secede from ACRL national. Nancy says we don't want to undermine the national mission. Better to provide information on the benefits of national and chapter membership. If we charge a fee, we might get more local members to join the chapter who are not part of ACRL national. Other ACRL chapters charge such as New York. Consider an increase in regular membership, student membership, and retirees. Do we want to charge for local members? We only get 1\$ per member from national. Eleta says we may lose members if we charge but they are not the active ones. Patrick says it would require a vote of the membership as it would be a constitutional change. We will continue to discuss this issue later.
- e. Additional SIGs commendations
Peter asks under which SIG do cataloging and metadata fit? How do SIGS get created? It is described in the manual. Anyone can propose a new SIG.

- f. Social sciences boot camp
Five Board members volunteered to attend the boot camp. Leslie put the names in a hat. Peter drew Barbara Kenney. She will attend the boot camp at Tufts in June.

Electronic Voting Held between January 8, 2013 and April 1, 2013

1. Barbara Kenney moved that the Board recommend to the membership the dissolution of the position of ACRL/NEC Legislative Network Representative. The motion was seconded by Diane Klare. The Board passed the motion unanimously with a vote of 21-0-0.
2. Melissa Behney moved to accept the slate of candidates for the ACRL New England Chapter 2013 election as presented by Carole Myles. Diane Klare seconded. The Board passed the motion unanimously with a vote of 21-0-0.
3. Melinda Malik moved to approve the NELIG Spring program budget proposal; seconded by Marianne Thibodeau. The Board passed the motion unanimously with a vote of 21-0-0.

Board Reports:

Treasurer's Report

Diane Klare, Treasurer

Please find attached the financial reports for the period ending 3/31/13.

In addition the financial statements, I want to report that:

1. Our non-profit status was reconfirmed with Google Checkout during the first quarter of 2013
2. 1099-MISC statements were submitted to recipients and copies sent to the IRS in January 2013
3. Melinda and I have met outside the board meetings to continue toward the transition to take place at the end of the fiscal year, and Melinda has been taking on more responsibilities to ensure a smooth changeover.

I will be attending the meeting virtually on Tuesday in case you have any questions about the attached.

Member-at-Large (1) Report

Amanda Izenstark, Member-at-Large, 1st Position 2011-2013

I have forwarded information about the conference and about the mentoring program to my contacts at local library schools and distance programs.

In all, 30 programs (27 outside of New England) received the information, and two students with New England ties/interests (one from the University of Kentucky, and

another from Clarion University) sent me requests for more conference and membership information.

I am meeting with the membership committee chairs, Peter Cochrane and Marianne Thibodeau, via phone on 3/29 to discuss our efforts further.

Member-at-Large (2) Report

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

The University of Rhode Island's Student ALA career-oriented conference "Catapult your Career" was held at the University on March 23, 2013. 82 registrants attended hands-on workshops that included resume review, the interview process, exploring career paths in librarianship, and networking, as well as sessions that addressed managing your professional presence online, publishing and presenting, librarianship and the Common Core state standards, influence and situational leadership. The conference drew dozens of local librarians from academic as well as public, school, and special libraries to share their knowledge and professional advice with current and prospective students as well as recent GSLIS graduates.

Many warm thanks to those ACRL/ NEC librarians who participated!

Constitution & Bylaws Committee Report

Michael Cerbo & Patrick Hartsfield, Co-Chairs

Since the January meeting the Constitution & Bylaws Committee consulted with the President and others on changes to the Constitution related to giving all Board members the right to vote and to dissolve the Legislative Representative position. These two changes were put to the membership for approval and we await the results of the voting to make the approved changes.

Membership Committee Report

Peter Cochrane & Marianne Thibodeau, Co-Chairs

Local Memberships:

As of 03/30/13, there are **123 local members** for calendar year 2013.

On 03/11/13, all seven SIGs were e-mailed a list of their 2013 members.

ACRL National Memberships:

On 01/15/13, the membership committee received from ACRL National a mailing list for all national members living or working in New England that have signed-up to receive communications. In total, there are **814 national members** on the mailing list. No corresponding national SIG data is included as part of this list; therefore, SIG interests for these members are unknown.

Total Membership Count: 937 (local and national members living or working in New England)

Membership Outreach: On 2/14/13, Peter attended ALASC meeting at Simmons College to promote/discuss the following topics:

1. Value of regional chapter membership for library students
2. Annual conference registration
3. Student Pairing Program for library students attending conference
4. Hosting an ACRL Webinar at Simmons

Membership year language - REVISITED

Current language states:

The Membership Year is January to December. Application fees received before the conference apply to the current membership year; fees received during or after the conference apply to the next membership year.

Proposed language – first revision:

The Membership Year is January to December. Membership dues received before the conference or after the conference apply to the current membership year.

Proposed language – second revision:

The Membership Year is January to December. Membership dues received during the current calendar year assures membership through December 31st of that calendar year. Membership dues received from renewing members during the membership renewal period beginning in November apply to the next calendar year.

ONGOING PROJECTS:

1. **ACRL Webinar hosted at Simmons College:** [April 30th Webinar](#).
 - Working with ALASC liaison, Anna Sarneso to finalize event location
 - Marketing to Simmons students via poster campaign and social media will commence the week of April 1st
 - Eventbrite registration for all ACRL/NEC members will open the week of April 1st
 - Coordinating with NELIG as co-chairs expressed interest in Webinar content
 - NELIG is considering a networking period as part of this event.
2. **Student/Librarian Pairing Program:**
 - On 3/29/13 - Met via conference call with member-at-large, Amanda Izenstark
 - Discussed program logistics
 - **3 library students** participating in program thus far

- **5 librarians** have volunteered to be mentors
 - Amanda will provide résumé review service to library students
 - Kelly Woodside from Bibliotemps will be asked to assist with résumé reviews again
3. **Environmental Scan** – (Member-at-large, Amanda Izenstark contributed to this project)
- On 3/15/13, membership committee submitted the environmental scan to Leslie
 - On 3/27/13, in response to a follow-up request, membership committee provided Leslie with membership targets and an outline for a potential membership campaign

Leadership Development Committee Report

Melissa Behney and Barbara Kenney, Co-Chairs

LDC's next program, "Managing Up and Across in the Library and the College," is scheduled as a session at the annual conference. This is a panel discussion with Tracey Leger-Hornby from WPI serving as moderator and three panelists from the academic library community. Description as it appears on the conference site:

Session D | Managing Up and Across in the Library and the College

Alison Armstrong (University of Vermont), Tracey Leger-Hornby, Ph.D.
MODERATOR (Worcester Polytechnic Institute), Doris Ann Sweet
(Assumption College), Christina McGowan (Fairfield University)

Managing up is only partly about making your boss look good. It's a skill that can help you meet your professional goals. In this session, you will learn some strategies for working with managers and administrators on your campus, managing colleagues who may or may not report to you, crafting your message in a way that will move ideas forward, and getting recognized for your contributions.

Co-chairs Barbara Kenney and Melissa Behney were invited to present a workshop on situational leadership at the March 23rd GSLIS conference, "Catapult your Career in 2013," at the University of Rhode Island. The workshop was modeled on the one presented at the ACRL/NEC 2012 Annual Conference and the committee was listed as the sponsor of this session. The committee would like to extend its appreciation to URI GSLIS Student ALA president Stefanie Metko and ACRL/NEC Member-at-Large Carina Cournoyer for this invitation.

The LDC held a conference call in March to review and formally accept a document outlining the committee's structure and responsibilities. The expectations for individuals in specific roles are identified in this document as well. The committee co-chairs developed this document as a means of ensuring the viability of the committee beyond the tenure of the founding co-chairs. Several individuals have stepped forward to accept formal roles under the new structure. The committee co-chairs are in the

process of revising the SIG program planning guidelines from the ACRL/NEC Chapter Manual for use by the committee's program planners.

Co-chair Barbara Kenney will be stepping down at the end of the current term. Co-chair Melissa Behney has volunteered to continue for one additional year. Tracey Leger-Hornby has volunteered to serve as co-chair for the coming year. These recommendations will be sent to incoming ACRL/NEC president Eleta Exline for her consideration after the committee's April meeting.

The LDC will meet again on April 18th to begin planning a fall 2013 program. Kelly Barrick, Head of Public Services, Center for Science and Social Science Information, Yale University and Tracey Leger-Hornby, Dean of Library Services, Worcester Polytechnic Institute, will serve as co-chairs of the program planning committee. The program will be an all day workshop with two sessions on budgeting and data analysis and future-oriented planning. Each session will be presented twice – once in the morning and once in the afternoon to allow all participants to attend each session. The committee is actively seeking a meeting location that could offer classrooms with computers for hands on work in the budgeting and data analysis session.

Respectfully submitted,

Melissa Behney, co-chair

Nominating Committee Report

Carole Myles, Chair

I'm pleased to announce the following election results-

Phil Waterman - Assumption College - VP/President-elect

Karin Heffernan - New England College - Member-at-large - 2013/2015

Thank you to all the candidates who ran this year for both positions.

Results of the vote on the articles -

The change to Article VI., Section 1 to eliminate the Chapter's ACRL Legislative Network Representative passed.

The change to Article VI., Section 2 to grant all Board of Directors a vote on board matters also passed

A formal announcement to the membership will take place at the annual conference in May.

Respectfully submitted,
Carole Myles

Website Task Force Report

Dave Bretthauer and Sarah Hutton, Co-Chairs

The Task Force held two retreats, February 7 and March 5. Despite my request for an deadline extension in January, with a little better luck we would have had our final report ready for this meeting. Several members have experienced unexpected events.

At the February 7 retreat, we reviewed and discussed the survey results. While there seems to be some consensus among users that expectations the website are focused on good functionality, consistent terminology, and useable design, there is also concern that the Chapter's brand isn't always clear, nor does the site necessarily present compelling cases to become active in the Chapter. A survey will be summarized and complete results will be included in the final report.

We also discussed the selection and use of a Content Management System. There is consensus among the Task Force members that the Chapter should remain with Drupal because of Drupal's ability to manage a large number of users and define user roles, as well as its ability to display content selectively and create new content types. Even with a standard look and feel, the Chapter site and SIG sites have enough varied content and enough content creators not to be a good use case for WordPress. Also, any CMS migration creates challenges. That said, a lot can be done to improve our instance of Drupal: we will investigate the cost of having Bluehost increase its backup retention policy; we can either customize the default theme (Bartik, which happens to use a default color scheme compatible with our Chapter's current logo) or develop a custom theme, and we can work to ensure we follow best practices for security, and we can train incoming Board members and SIG chairs/co-chairs to use the system effectively.

At the March 5 retreat, we reviewed draft wireframes; discussed policy recommendations for website governance (included in the proposed Website Policy addition to the Chapter manual), discussed policy recommendations and decided to codify current practice (included in the proposed changes to the Communications Committee's structure in the Chapter manual), discussed content for the draft training manual (copies of the first draft will be brought to tomorrow's Board meeting for feedback), identified several designers who could design an updated website, and shared a list of broken links on the Chapter website (but not the SIG websites) which Tim has since addressed.

One part of the Group's charge was to "Utilize a single CMS for event registration"; this has been separately addressed over the course of the year with Eventbrite. ITIG piloted its use with Melinda Malik for DigiCamp 2013. For everyone's awareness moving forward: we seem to have identified a bug which prevented us from using Eventbrite to survey attendees; also I experienced difficulty with Eventbrite retaining awareness of my account as a DigiCamp owner. Overall, though, we like the product very much.

Still left to do:

- Complete cost information for increasing Bluehost's backup retention period; if this is not possible we should consider alternative hosts
- Complete the draft wireframes—there are at least two sample pages which still need to be created (If I get time today, I'll do these and bring them tomorrow. If not they will be part of the final report. Thoughtful feedback is always helpful.)

- Complete the training manual
- Finalize our report
- (Have a new logo designed)
- Select a website designer
- Propose approaches for how the Chapter can acquire server administration and CMS administration skill sets.

Access Services Interest Group Report

Gail Geisser and Amy Galante, Co-Chairs

Our next planning meeting is being held Wednesday, April 3 at Holy Cross 10 a.m. – noon. At that time, we hope to finalize our budget for our Friday, June 14 program to be held at Dartmouth College. I have attached our program agenda to this email.

I will be attending the ACRL Board meeting virtually. I'm leaving for vacation tomorrow and will be back on Tuesday (day of the ACRL New England Board meeting). Gail Geisser (ggeisser@risd.edu) will be on vacation during the Board meeting. Please let us know if you have any questions.

Collection Development Interest Group Report

Julie Linden and Amy Lewontin, Co-Chairs

We are finalizing our Spring Meeting and this meeting is co-sponsored with the Serials and Electronic Resources Interest Group, and we have the pleasure of working with Helen Aiello again, as we did last spring.

Here are some details for the upcoming meeting: "Developing Issues in Licensing: Text Mining, MOOCs, and More"

Thursday, April 25, 2013

9:30 a.m.-1 p.m.

Northeastern University Snell Library Room 421

As colleges and universities engage in new forms of research (such as text mining) and new forms of instructional delivery (such as MOOCs), libraries must ensure that their electronic resources can support these developments. How can libraries negotiate license contracts that best meet these new challenges? Speakers will include librarians with license negotiation experience as well as faculty and instructional technology staff who will describe their work in these developing areas of academia. This is not a license-negotiation workshop, but rather an overview of developing issues that libraries should take into account when negotiating licenses.

9-9:30 Continental breakfast

Vijay Kumar, Director, Office of Educational Innovation and Technology, MIT Ryan Cordell Assistant Professor of English and founding core faculty of the NULab for Texts, Maps, and Networks at Northeastern and Elizabeth Dillon, Professor of English and co-director of NULab (speaking on text mining) Jolee West, Director of Academic Computing and Digital Library Projects, Wesleyan University

15 min break

Kyle K. Courtney, Manager, Resource Sharing and Faculty Information Delivery,
Harvard Law School Celeste Feather, Senior Licensing Program Account Manager,
LYRASIS

15 min general discussion, end at 1

Also, we are really pleased to announce that CDIG will have two terrific new co-chairs to start this spring. We wish them well and will be excited to start attending their programs soon.

Susan Raidy-Klein
Collection Development & Acquisition Librarian University of Massachusetts
Dartmouth Former WSIG co-chair

Martha Kelehan
Social Sciences Bibliographer
Tisch Library, Tufts University
Co-chair and co-creator of the Social Sciences Librarians Boot Camp

Electronic Resources Management Interest Group

Helen Aiello, Chair

There are three main activities on which ERMIG can report for this board meeting:

- 1) At the ACRL/NEC Board meeting of Jan.7, 2013, the Board accepted the current chair's suggestion for a name change of the SIG. The new name, Electronic Resources Management Interest Group (ERMIG), was presented to more accurately reflect the direction of the SIG as well as to broaden, possibly, the membership of the group. The name change from the former Serials & Electronic Resources Interest Group (SERIG) to the new name of Electronic Resources Management Interest Group (ERMIG) was approved by the Board.
- 2) ERMIG, in co-sponsorship with the Collection Development Interest Group's (CDIG) co-chairs, Julie Linden and Amy Lemontin, will be offering a Spring meeting to be held on April 25, 2013, at Northeastern University. This is the 2nd time that these two SIGS have joined their collective resources - and most enjoyable company - to offer a program.
The upcoming Spring meeting is entitled: "**Developing Issues in Licensing: Text Mining, MOOCs, and More**". Six speakers will be offering a rich program addressing these emerging issues/concerns.
- 3) Finally, I am pleased to announce that the care and future guidance of ERMIG will be passed on to two outstanding co-chairs after the ACRL/NEC Spring Conference:
Kim Maxwell, Electronic Resources Management Librarian, Massachusetts Institute of Technology, Cambridge, MA
and
Galadriel Chilton, Electronic Resources Management Librarian, UCONN Libraries, Storrs, CT.
I am delighted to pass on the torch to two librarians who I know will serve the ACRL/NEC Board's ERMIG with energy and enthusiasm.

Respectfully submitted,
Helen M. Aiello, Chair

Information Technology Interest Group Report

Dawn Ensellem Wichowski and David Bretthauer, Co-Chairs

ITIG's January webinar, "Managing iPads in Academic Libraries" was fully subscribed within eight days (100 seats). We used C/W MARS' GoTo Meeting as an experiment to conduct the webinar.

The annual DigiCamp Unconference was nearly sold out (78 of 80 seats).

Evaluations of both events were very positive.

Kieran Ayton created a list of listservs on Google Drive for publicizing our events, which we have been adding to as we learn of other places to publicize. We also created a checklist and timeline for planning digicamp (which could be altered for other ITIG events).

We conducted all but one ITIG meeting virtually via CW Mars' Go-To Meeting and Salve Regina University's WebEx accounts. We used Google Docs to plan and collaborate during and outside of the meetings. ITIG planning group members were thrilled with the ability to check in and plan virtually without the need for travel. Members said it was also nice to offer the opportunity to meet in person once in the beginning of the year to meet each other. We hope to continue to conduct most of our business virtually.

We are also wrapping up our evaluation of virtual meeting packages and will prepare a report to the board next meeting.

Incoming co-chairs are Veronica Kenausis and Kieran Ayton.

New England Library Instruction Group Report

Sondra VanderPloeg and Rachel Pusateri, Co-Chairs

NELIG Officers are looking forward to Friday April 19th, we'll be hosting our Spring Meeting featuring Simmons GSLIS Professor Laura Saunders, followed by a working meeting of the Annual Program Planning Committee.

Spring program details:

- Friday April 19th at Philips Andover in Andover, MA
- **The Future of Information Literacy: Taking a Lead in Collaboration and Assessment**
- Trial of Eventbrite for registration – went smoothly -- “sold out” (50 registrants) in a couple of days, despite fee charged for program. We are considering expanding to 60 attendees.

Annual Program planning details:

- Program will be at Dartmouth College, June 21, 2013, 9:30 a.m. – 4:00 p.m.

- productive site visit meeting at Dartmouth on January 24th –
 - developed theme for Annual Program: **Libraries, Librarians & Literacies: Information Literacy in Context**
 - Co-Keynote speakers will also offer hands-on workshops in the afternoon: Trudi Jacobson & Thomas Mackey, co-authors of multiple articles and co-editors of several publications about information literacy. Most recently “ Reframing Information Literacy as Metaliteracy” in *College & Research Libraries*
 - sketched out logistics of the day & assigned tasks to committee members
 - Draft Budget created – need input/advice & approval from ACRL-NEC Board
 - Dartmouth/Hanover a more expensive/complex venue than Mt. Wachusett CC
 - Dartmouth contributing \$1500 towards Program to defray some of the expenses of technology and room set up
 - Limited & expensive catering options
 - Cutting corners where we can thanks to Sarah Scully, site coordinator (i.e. Sarah has procured free parking for program attendees)
 - NELIG annual program will feature 2 keynote speakers (= 2 honoraria) + each keynote speaker will offer a hands-on workshop . . . this is more “program” than traditionally offered, we’re considering a higher fee at registration . . . although NELIG Annual Program registration fee increased last year, and ACRL-NEC May Conference increased registration this year . . .
 - Call for proposals posted in February & has closed – 16 proposals submitted
 - Annual Program Planning Committee will meet April 19th (after Spring Meeting featuring Laura Saunders) to select proposals and finalize details of the Annual program.

Other updates:

ACRL Webinar at Simmons College on April 30th – working with Peter Cochrane to determine possibility of NELIG social/networking event before or after the webinar. The NELIG Co-chairs will put out a call for new Co-Chairs elect in April.

Respectfully Submitted,
Sondra VanderPloeg

Scholarly Communications Interest Group Report

Hillary Corbett, Chair, and Dianna Magnoni, Vice-Chair

The Scholarly Communication Interest Group is planning an event on supporting digital scholarship. We had originally hoped to hold this event as a preconference to the chapter's annual meeting, but it looks like this is now probably going to be held in mid-June. (We await the scheduling of the board retreat to settle on a date for this event.)

We have issued a call for nominations for the position of Vice-Chair that was vacated by Sally Gore. So far we have received one self-nomination from a promising candidate.

Respectfully submitted,
Hillary Corbett, Chair