

ACRL/NEC Board Meeting Minutes

Friday, March 6th, 2015 – 9:30 a.m. – 12:30 p.m.
Bryant College, Bello Center for Information Technology, Room 214
Smithfield, RI

Present:

Phil Waterman – *President*
Dave Bretthauer – *Vice-President/President-Elect*
Melinda Malik – *Treasurer*
Jessica Adamick – *Treasurer-Elect*
Alan Witt – *Secretary*
Gail Geisser – *ASIG, Co-Chair*
Melissa Behney – *Leadership Development Committee, Co-Chair*
Dawn Emsellem – *Scholarships & Awards Committee, Co-Chair*
Mike Cerbo – *Constitution and Bylaws Committee, Co-Chair*
Andrée Rathemacher – *SCIG, Co-Chair*
Nancy Dennis – *WGSIG, Co-Chair*
Karin Heffernan – *Member at large*

Attending virtually:

Eleta Exline – *Past-President*
Amy Galante – *Social Media Manager*
Marianne Thibodeau – *Membership Committee, Co-Chair*
Hillary Corbett – *SCIG, Co-Chair*
Adam Williams – *NELIG, Co-Chair*
Martha Kelehan – *CDIG, Co-Chair*
Patrick Hartsfield – *Constitution and Bylaws Committee, Co-Chair*
Kirstin Kay – *Chapter Archivist*
Galadriel Chilton – *ERMIG, Co-Chair*

Absent:

Laura Kohl – *Member at large*
Lynn Amber – *ASIG, Co-Chair*
Rod Obien – *ITIG, Co-Chair*
Kim Maxwell – *ERMIG, Co-Chair*
Codey Kolasinski – *Communications Committee, Co-Chair*
Nancy George – *Scholarships & Awards Committee, Co-Chair*
Sam King – *ITIG, Co-Chair*
Annette M. Vadnais – *Communications Committee, Co-Chair*
Carol Will – *Leadership Development Committee*
Leslie Button – *Nominations Committee, Chair*
Gina Bastone – *WGSIG, Co-Chair*
Peter Cochrane – *Membership Committee, Co-Chair*
Sarah Hutton – *Communications Committee, Co-Chair*
Sue Raidy-Klein – *CDIG, Co-Chair*

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1. WebEx Testing and introductions

Phil called the meeting to order at 9:41 am. Introductions were made around the table, and WebEx set up.

2. Old Business: Approval of Minutes

Motion: Galadriel Chilton moved to approve the minutes from the January meeting; Mike Cerbo seconded. Motion was unanimously passed.

3. Old Business: Open Access Journal (Alan Witt)

We have a task force set up; the members are:

Erin Wentz, *Electronic Resources Librarian and Assistant Professor* at MCPHS University

Laura Hanlan, *Librarian* at Gordon Library, Worcester Polytechnic

Lisa Palmer, *Institutional Repository Librarian*, Lamar Soutter Library, UMass Medical School

Board member:

Karin Heffernan, *Reference and Instruction Librarian*, New England College.

We are currently scheduling an interview with Mark Kurtz, the director of Elementa, an Open Access Journal founded by BioOne. The stretch goal will be to finish off all the questions and report to the Board online before the annual conference.

4. Conference Planning Committee Report (Dave Bretthauer)

The Draft Budget has been updated and our past concerns addressed, but it'll be a lean year because of the drop in tables.

Registrations are steady for Worcester (13) and Vermont. None have come in yet from Maine or Connecticut, but Maine should ramp up after the administrative assistant (not a librarian) running the outreach gets acclimated.

We have enough volunteer projectors.

Other chapters (Metro NY especially) are supportive and are sending out our publicity.

Vendor update (**Mike**) All 12 tables sold out, 3 at the gold level, and lunch is sponsored. The scholarship, virtual conferences, break, and breakfast are not yet sponsored. **Dave:** Other conferences charge vendors a lot less than we do, which is probably contributing to the current lack. **Mike:** Last year we raised rates, and 3 vendors said that they couldn't make it because of the cost. If we get a bigger location, we can offer a new, lower level of table sponsorship.

The registration announcement has gone out, but several people have not received the announcement. Dave will send it to the Board, and then Marianne will put up the announcement on the main listserv. Gail Geisser will send out some contact info for some more listservs.

The link on chapter website for current conference goes to the 2014 page. Cody has been contacted and he's going to fix the issue.

Question: Are the SIGs going up on stage, or will they just stand up on the tables at lunch with a roving mike? **Dave:** I was thinking that they would go up on stage. **Gail:** might be easier logistically just to have them stand up. We can send around the roving mike.

Amy: What hashtag will we use for the conference? #ACRLNEC15? **Dave:** Yes, that works.

Moving on, do we need to tweak the format for the budget? **Melinda:** The budget on the website is just a template, not a mandate on how it has to be written to vote on. **Dave:** We projected \$7353 for net revenue. It keeps shifting, however. **Karin:** Do we use the projected revenue for anything? **Melinda:** Only in that we want to know if we are losing money. It's basically to help the CPC stay on track, so it's not life or death that the projection be accurate. We could vote on what we have now.

Motion: Melinda Malik moved to accept the projected budget for the conference; Karin Heffernan seconded. Motion was unanimously passed.

5. Old Business: Task force on Member Engagement (Karin Heffernan)

Particular thanks to Marianne for putting out the word. We have representation from all 6 states on the taskforce. We also developed separate surveys to those constituent groups, which will be promulgated by the task force. Currently they're receiving feedback about the surveys. We've heard from 4 members of the taskforce so far with suggestions.

We'll wait to hear from everybody (hopefully by the end of next week), revise the surveys, and send them out. The next stage will be to figure out how to get them out to the correct respondents. Community College librarians will be the most difficult, but we could possibly use the state representatives. Library students are easy to contact via the schools and student listservs.

Mike: How many total? **Karin:** There will be 10 reps. The standard should be representation from all states.

6: Old Business: Conference Site Update (Phil Waterman, Karin Heffernan)

After the last meeting, Alan, Dave, Karin, and Phil met with Christine. We were very impressed, easily 20 vendors could fit in prominent placement. It has a large lobby space and a huge ballroom. There are 8 Rooms in the main area with very convenient access.

There is room in the main ballroom for posters.

The Radisson has easy access from rt. 3, interior parking, with a flat rate of \$5 for parking and we could work to roll it in to the registration fee. **Mike:** Let's not advertise the parking fee so that members aren't put off.

Dave: If we move it, we can always have a virtual conference down south. **Alan:** We could multitask and have a virtual conference at URI if we move. **Mike:** We could pull that off.

Phil: I'm happy with nailing down 2016 now. **Alan:** What are the graduation dates for URI and Simmons? We need that to set the date. **Phil:** Second Friday is Simmons Graduation in 2016, so let's go with May 6th. I'll also send out the recruiting email for Logistics, and put the squeeze on the State Reps to recruit.

Karen will contact Christine to reserve the Radisson on May 6, 2016.

7. Chapters Council Update (Eleta Exline and Phil Waterman)

Eleta: Last year we sent out a proposal to Chapter's Council to have better representation at the ACRL national conference. A staffer from ACRL called Eleta and offered a vendor table at no charge for chapters to promote what we do.

At some point we were told that we couldn't have a free table but could pay \$400 and have 4 people go to orientation (ACRL 101). We brought this to the chapter council.

Phil: Currently we have no action plan to respond to this shift.

Eleta: The focus is turning more towards what we can do on our own, so the council is looking into more efforts for collaboration between chapters. For example, working with various reps and mentors to share ideas.

Phil: We also talked about having more than the mandated 2 meetings a year. **Eleta:** Currently things move fairly slowly in terms of proposals. **Phil:** The membership is also constantly rotating. Language is changing, so it doesn't necessarily have to be presidents. Perhaps we could work a change so that we'd have some institutional memory. Enthusiasm on the council is high for working together and sharing best practices.

Karin: What about a regular contribution to ACRL News, sharing best practices?

Phil: Part of the difficulty is that National appears threatened by the fact that we're local. Our theory is more about using local chapters as a way to promote national.

Nancy D: Could the ACRL national set up a liaison to the Chapter Council? **Eleta:** Chase is our staff liaison from national. **Nancy D:** Should we have a vote or referendum from the members at large asking for more representation? Let's repeat the national's survey on the local level and publicize the results. We should reach out to the candidates for ACRL and ask them about their views on chapter engagement.

8. Nominating Committee Update

Eleta has set up the election ballot and is having people test it. The website has the candidate information. Eleta's working to fix some small website details. We have 3 candidates for president, and for state representatives we have 1 for Connecticut, 2 for New Hampshire, and 2 for Massachusetts.

9. State Representative Update (Phil Waterman)

Eleta's been in contact with someone from Vermont, so hopefully in the next couple of days we'll have a full slate. We'll need to put training for the new reps on the agenda for the retreat.

10. Miscellaneous Topics: Google Group for Member Coordination at Conferences (Eleta Exline)

The group is set up and ready to go; there should be an email in inbox with title and description. It could be too difficult to verify membership, so keeping it open is probably the best idea.

Karin: Who counts as members for communications? **Eleta:** When we send out info to "members", it includes ACRL national members who overlap, about 1000 people. The only things we restrict to membership are Board memberships and voting.

ACRL NEC Library Conference Connect is the name of the new service.

Phil: We're good to start up.

11. Other Business and Next Board Meeting

LinkedIn – There is a LinkedIn account for the chapter, originally administered by Joe Fox (a former member), and ownership has been turned over to Dave. Amy would be a good fit for taking it over as our Social Media manager. Dave will be in touch to transfer ownership to her.

Instagram – **Dave:** It might be interesting. **Dawn:** We could use it to profile a library or idea.

Phil: Going forward, how would we proceed? **Amy:** I'll update the best practices and start the process of setting up an account.

Scholarships – **Dawn:** We created a rubric for our scholarships and awards selection process. Everyone is contributing and we should send out notifications next week for the national and Christine drew scholarship. A great number of submissions this year, probably because of the increased amount. Our best paper competition has been trimmed down to 11 ACRL New England members. We should set up a Standard Operating Procedures document with lists of listservs, dates, etc. **Karin:** State reps can help with this process on a local level. **Dawn:** It might be a good idea for scholarships and awards to present briefly about the opportunities at the conference.

Phil: Let's review what the Board accomplished this year: We reformed the finance committee; converted our membership period to the academic year; converted the member at large position to state representatives; created a new ad hoc site selection committee; expanded the virtual conference to a third location; remained in good financial standing; began the Open Access journal project; and set up surveys of paraprofessionals, community college librarians,

and library students. We should share some of these the conference in order to excite the membership.

There is no date set yet for the Board Retreat, but it will almost certainly be at Tower Hill Botanical Gardens.

The annual conference is our next meeting.

The meeting was adjourned at 11:54 PM.

Respectfully submitted,

Alan Nicholas Witt

ACRL/NEC Secretary 2014-2016

Electronic Voting Held between January 16th and March 6th, 2015

- A motion was made by Melinda Malik and seconded by Dave Bretthauer to accept the proposed ITIG 2015 Digicamp budget:
 - The motion was approved 16-0-0.
 - A motion was made by Melinda Malik and seconded by Leslie button to accept the LDC March 4th program budget as proposed:
 - The motion was approved 18-0-0
 - A motion was made by Melinda Malik and seconded by Laura Kohl to accept the proposed SCIG budget for the March 19th program at Northeastern.
 - The motion was approved 19-0-0
-

Board Reports

Treasurer's Report

Melinda Malik

Greetings colleagues,

Allow me to start by expressing my apology for forgetting it's only March. In an earlier email I indicated that I wouldn't have the Treasurer's report until right before our meeting on Friday because of the quarter end being so close to our meeting date. Apparently my subconscious is eager for spring because I was thinking ahead a month. Because we are meeting earlier this year, I won't have a financial report to present to you at our next meeting. Instead, I'll prepare one and email it to the group in early April after the quarter ends on March 31st.

Additionally, SIG activity has begun to pick up. We have several programs currently open and accepting registrations. A few reminders as we move into our busy program season:

- 1) W-9s are required of speakers receiving honorariums \$600 and greater. The original signed W-9 needs to be completed prior to the event and sent to me.
- 2) Contact Kerri Vautour - kvautour@springfieldcollege.edu to set up your online program registrations in Eventbrite.
- 3) There is a sample budget spreadsheet on the SIG and Board website for you to use if you choose while planning your programs. I'm happy to review your budgets if you'd like a second set of eyes to look them over.
- 4) If you accept checks for payment, remember that you as the SIG chairs are required to ensure that the checks are received. If an attendee shows up without you having received their check, you need to track down their payment after the event. Alternatively, you may choose not to accept payments by check.
- 5) Always cc Jessica Adamick - jadamick@library.umass.edu on correspondence to me. She officially takes over as Treasurer at the annual conference on May 8th. All requests as of that date should go to her.

Lastly, one of our insurance policies (the chapter has two, one for programming and one for the Board) is up for renewal in April. The insurance carrier we used previously no longer offers the coverage we need. Our insurance broker is currently gathering quotes from other carriers. Depending on the results of her inquiry, the Finance Committee may be convened to discuss and decide upon a quote and carrier. I hope to provide you with an update when I send out the quarterly reports in early April.

As always, please feel free to contact me should you have any questions or concerns.

Respectfully submitted,

Melinda Malik

Treasurer

Committee Reports

Conference Planning Committee

Dave Bretthauer

Registration is now open. As of this writing, registration includes:

40 Presenters (of 112)

31 ACRL/NEC Members

1 NELA Member

1 Student

3 Non Members

3 Virtual (all Vermont)

I welcome suggestions on how to publicize—and especially help *with* publicizing—the Virtual Conferences in Western Connecticut and Maine. ACRL/NY has shared the conference announcement on its listserv, and Eastern New York has shared the announcement on their website (and asked if we can do the same as their conference, “Building Supportive Organizational Cultures in Libraries,” one week after ours in Binghamton, is ready).

The updated draft budget is at

https://docs.google.com/spreadsheets/d/1TGk_nueyCJ1Oy6heWhr-rKoaoA8TvHMa5W41lm_byHM/edit?usp=sharing

I believe enough people have volunteered projectors for our needs.

One additional note: Danitta Wong has attempted to contact all SIG chairs and co-chairs to do lightning presentations (90 seconds) of your SIG and how to get involved during lunch. We had not heard back from a couple. We’d like to have the participation of every SIG so if you have not responded, or cannot find that you have been contacted, please let me know.

Dave

One additional note: Danitta Wong has attempted to contact all SIG chairs and co-chairs to do lightning presentations (90 seconds) of your SIG and how to get involved during lunch. We had not heard back from a couple. We'd like to have the participation of every SIG so if you have not responded, or cannot find that you have been contacted, please let me know.

Constitution & Bylaws

Patrick Hartsfield and Michael Cerbo, Co-Chairs

The Constitution & Bylaws Committee has nothing new to report.

Patrick Hartsfield & Michael Cerbo

Leadership Development

Melissa Behney and Tracey Leger-Hornby, Co-Chairs

The committee's spring program has been postponed until Friday, June 5, at Tower Hill Botanic Garden. "From Leadership to SuperLeadership: Empowering Others to Lead Themselves" will be presented by Charles C. Manz, Ph.D., a speaker, consultant, and best-selling business author. He holds the Charles and Janet Nirenberg Chair of Business Leadership in the Isenberg School of Management at the University of Massachusetts and received the prestigious Marvin Bower Fellowship at the Harvard Business School that is "awarded for outstanding achievement in research and productivity, influence, and leadership in business scholarship."

The committee will meet immediately after the program to begin work on our fall program. Two potential speakers have been identified and will be contacted as soon as the committee settles on a date(s) and location.

The committee is soliciting new members and would like to hear from any Board members, especially outgoing members, who would be interested in taking a leadership role! Opportunities exist for planning, budgeting, local arrangements, marketing, presenting, etc.

Bring your expertise and leadership experience to the work of developing our future Chapter leaders.

Respectfully submitted,

Melissa Behney & Tracey Leger-Hornby, Co-chairs

MAL ACRL-NEC Task Force

Nancy George, Chair

Three sets of survey questions have been delivered to the engagement task force for feedback and comment. Once the feedback is received we will gather contacts to send the survey too, along with our usual contact avenues (i.e. listservs, etc.).

ACRL-NEC Board:

Laura Kohl – Bryant (RI)

Karin Heffernan – New England College (NH)

Community College:

Cyndy Davis - Lakes Region Community College (NH)

Eileen Gatti – Community College of Vermont (VT)

Debbie Herman – Manchester Community College (CT)

Valerie Frechette - Central Maine Community College (ME)

Library Students:

Catherine Damiani – URI GSLIS (RI)

Jody Walker – University of Maine (paraprofessional) and library student (ME)

Paraprofessionals:

Hilson Aguiar – UMASS Dartmouth (MA)

Becca Pac – Bryant University (RI)

Membership Committee Report

Peter Cochrane and Marianne Thibodeau, Co-Chairs

March 5, 2015

Membership Committee Report

UPDATES

2015-2016 Local Membership Drive

(All members self-identify their registration type.)

11 new members

81 renewing members

4 library paraprofessional members

6 library student members

0 retirees

Total: 102 local members

Completed Projects

ACRL National Mailing list

The ACRL/NEC Membership Committee received from National the annual free-of-charge mailing list for members working or living in New England. In anticipation of the forthcoming election cycle and annual conference communications, said list was provided to Phil Waterman, Eleta Exline, and Dave Bretthauer along with the standard ALA/ACRL disclaimer and request for data security and usage

Sent a copy of the standard presidential welcome message for Phil's review and updates as a welcome letter to ACRL National members is traditionally sent upon receipt of the ACRL National list.

Membership Verifications

Have verified at the request of Scholarship committee local membership of submitted list of names.

Will provide the scholarship committee with national membership status, upon receipt of further information from the committee. For membership verifications, the Membership committee submits directly to our ACRL contact to ensure that candidates are members-in-good-standing through the conference. The mailing list is not a true verification tool.

Data for MAL - ACRL National Member by State

Sent Karin Heffernan a comparison of 2014 and 2015 ACRL members by state.

Conference Librarian/Student Pairing Program

There are 17 librarian volunteers and the 2 library students to date that have signed up for this program.

This year three additional questions were asked of mentors during registration which will promote a stronger matching process based on self-identified primary and secondary areas of focus/interest as well as facilitate which mentors feel qualified to review resumes. This process mirrors registration questions that we've asked students in the past three conference years.

Upcoming Projects

- Continue to work on Conference Librarian/Student Pairing Program
- Send out welcome letters to ACRL National members

Respectfully Submitted,

Peter Cochrane and Marianne Thibodeau
Membership Committee Co-chairs

Scholarships and Awards

Nancy George, Chair

The Scholarship and Awards Committee is meeting soon to choose recipients for this year's scholarships. We had:

11 applicants for the ACRL National Conference scholarship

1 applicant for ACRL NEC Annual Conference: librarians/staff

6 applicants for ACRL NEC Annual Conference: students

3 applicants for the Christine Drew Immersion Scholarship

and

1 applicant for the continuing education scholarship.

All applicants have been notified that we've received their applications.

We also have a hefty number of papers to consider for the Best Paper Award. These will be trimmed down as we determine who is a member of ACRL.

Special Interest Group Reports

Information Technology Interest Group

Rodney O'Brien and Sam King, Co-Chairs

The group has held two online meetings to discuss our activities and make group decisions.

Due to the leadership of Keiran Ayton, the 2015 Digicamp has been sold out! This event, scheduled for Simmons College on the morning of Friday, March 13th, will provide an opportunity for information sharing on a variety of topics (chosen in advance by those registering themselves). We expect to repeat the highly successful event of last year.

Plans are well underway for the Digital Roadshow scheduled for April 10th at Southern New Hampshire University. ACRL is assisting with registration (underway) and catering.

We plan to expand our activities by providing additional digital roadshows in New England during the next fiscal year.

Unfortunately, both of us will be away on business and unable to attend this meeting. However, we can be contacted via email if anyone has questions regarding the ITIG.

Rodney O'Brien and Sam King, ITIG Co-chairs

New England Library Instruction Group

Adam Williams and Rob Walsh, Co-Chairs

The NELIG Annual Programming Committee continues to plan for the annual event on June 12th. One of our speakers dropped out of the event and with a couple of good leads we starting looking for another guest. The deadline for breakout session proposals is Monday, March 2nd and we expect to get a large number of entries over the weekend. Once we select our breakout

sessions and confirm an additional panelist the APC will open registration around mid-March. Currently we have:

Daisy Benson, Library Associate Professor, University of Vermont (panelist)

Elizabeth Berman, Library Associate Professor, University of Vermont (panelist)

Elizabeth Dolinger, Information Literacy Librarian, Keene State College (plenary and moderating panel with Adam Williams)

We've capped attendees at 120. A budget will be forthcoming in the next few weeks once we hash out the particulars for food, lodging and other expenses.

NELIG submitted a response to the CIHE call for comment on potential changes to NEASC Standards 7 & 8, essentially combining them into one. The link to the revision paper and our short response is below.

https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/Standards_Revision_Process/StandardsRevisionDiscussionPaperJanuary2015.pdf

To the Commission on Institutions of Higher Education Standards Revision,

In response to Section 5, "Technology, including the library and distance education" in the Commission's Standards Revisions Paper, we're writing to support a separate and distinct benchmark for libraries and librarians in the NEASC accreditation standards. We greatly appreciate the commission's questions raised about the current accreditation standards and the commission's move towards making much needed updates. Institutions commonly focus on facilities when considering the self-study portion of the accreditation process. However, it would be a major disservice to both libraries and technology services to combine Standards 7 and 8. We recommend that the commission update the standard to more accurately reflect the vital educational role librarians fill at institutions. Librarians and libraries engender a thriving academic community by educating communities about and supporting information literacy at their respective institutions. Libraries and librarians are unique and distinct from the technology

and facilities they use to accomplish their missions. By merging these standards into one, you will confuse the medium librarians use to deliver services with the message of information literacy and potentially reduce the key role libraries play at colleges and universities.

The New England Library Instruction Group (NELIG)

Submitted by

Adam Williams (NELIG Co-Chair)

Scholarly Communications Interest Group

Andrée Rathemacher, Co-Chair

On February 18, the ACRL/NEC Board approved the budget for the SCIG spring program, which will be held on Thursday, March 19 in the Egan Center at Northeastern University.

The title of the program is “Open Humanities and Digital Scholarship: Access, Innovation, and Support.” The program will focus on the challenges of open access in the humanities and the support that librarians can offer.

Our keynote speaker, Martin Eve, will explore the barriers to achieving open access to humanities research and will propose the Open Library of the Humanities as one solution. From Dan Cohen and Peggy Glahn, we’ll learn about collaborative efforts to make unique cultural materials freely available to the world. In the afternoon, we’ll hear from Paul Fyfe about his digital scholarship projects and the difficulties faced by scholars doing similar work. We’ll end with Amanda Rust who will use her work with Special Collections and Wikipedia as a case study to explore the role librarians can play in expanding access to open humanities resources.

A detailed program schedule can be found on Eventbrite at <http://2015-scig-openaccess.eventbrite.com/>.

As of Friday, February 27, we had sold 36 tickets at \$25. With a room capacity of 80 and 5 speakers, we have 39 tickets still available. Reminder emails will go out next week to encourage additional registrations.

Respectfully submitted,

Andrée Rathemacher

Hillary Corbett

SCIG Co-Chairs

Mark Clemente

SCIG Vice-Chair

Women and Gender Studies Interest Group

Nancy Dennis and Gina Bastone, Co-Chairs

Some 13 librarians attended the WGSIG program at the Schlesinger Library on Friday, January 16, 2015. Research Librarian Sarah Hutcheon provided a comprehensive, interesting, and inspiring tour of all parts of the library. Our visit traversed all back room storage facilities and workrooms of all facets of archival preservation, cataloging, and management. Following the 90 minute tour, Sarah presented artifacts from a display she had compiled specifically for WGSIG. Included were fascinating items relating to women's history, politics, and social history from the early twentieth century to the present.

While at the Schlesinger, many participants also viewed the fascinating exhibit [What They Wrote, What They Saved: The Personal Civil War](#).

Our spring program will be a tour on Wednesday, March 18 of the Sophia Smith Collection of Smith College with Archivist Kathleen Nutter. Following Ms. Nutter's presentation, interested parties will convene at Paul & Elizabeth's Restaurant in Northampton for further discussion and networking.

Research on links for the WGSIG web site is continuing.

Respectfully submitted,

Nancy Dennis

Gina Bastone

WGSIG Co-Chairs