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## Minutes of the Board of Directors

Schenectady County Community College

August 11, 2005, 11:00-2:00

**Attending:**

Mary Anne Waltz (President), Lorraine Melita (Secretary), Pat Hults (Communications Chair), Sheldon Wein (Treasurer), John Thomas (Membership), Catherine Dwyer and Barbara Via (Co-Chairs, Janice Graham Newkirk Award Committee)

**1. Discussion of the Newkirk Fund proposal (B. Via and C. Dwyer, handout)**

a. Catherine and Barbara presented their suggestions regarding the revised disbursement of the Newkirk Award funds. Because of dwindling applications and the change in the demographics of ENY/ACRL's membership, the award has not provided the memorial to Janice that was originally proposed. Catherine and Barbara asked that they be allowed to write a letter to Ray Newkirk suggesting that he no longer send an annual check to the fund and that the fund be allowed to wind down within a set time period (5 years). They also proposed that the Board consider changing the Bylaws and policies for the Award to allow scholarships (\$1000 to \$5000, annually or semi-annually) to be distributed to deserving library school students, interested in academic librarianship, to complete their degrees. The Board might also consider distributing the balance of the fund to a charity of Ray's choice that would reflect Janice's concerns about homelessness and poverty.

b. The Board agreed that Catherine and Barbara should talk to Ray regarding cessation of the annual check and changing the Fund Bylaws to include a charity and an award. They will explain the situation and ask for guidance. They will contact Ray and report back to the Board.

**2. President's Report**

a. Chapters' Council ALA Chicago:

1. There was a discussion about increasing dues.
2. There is money available for chapter membership activities. The money should be applied for and is available in grant form with a deadline at the end of the calendar year.
3. The Chapter is supposed to have a banner but no one knows where it is. Inga has seen it. If it is found, it cannot be displayed because it has the same logo as ACRL. The chapters have a relationship but not an affiliation to ACRL.
4. National officers are available as conference presenters for chapters but they have to be scheduled a year and a half in advance and National sets the topic (usually National level topics).

**3. Vice-President/Program Chair's report**

a. Fall Conference Update:

1. The Board reviewed the conference agenda. The cost of the Conference was discussed. Sheldon noted that the minimum cost should be \$35 per registrant. In order to break even, the cost should be \$40 per registrant. These figures were based upon the number of persons estimated by the Planning committee

to attend the conference. Deborah will be consulted on this.

2. Vendor support proposal (handout). This proposal was a result of comments from Attendees from Syracuse, and Deborah and the vendor group. The proposal, submitted to the Board by Tasha Cooper and Suzanne Preate, asks to seek financial aid from vendors only once a year and extend an invitation to them for the remaining conference. Pat Hults moved that the Board accept the proposal. Sheldon Wein seconded the motion. After discussion, the Board voted and accepted the proposal.

3. Number and timing of future conferences. Discussion of this will be postponed until the next Board meeting.

#### **4. Past President's Report**

a. Conference planning handbook draft (draft sent by Inga): Lorraine will contact Martha Walker for an electronic copy of the officers handbook. There will be some changes made since the 2002 edition of the handbook. Someone at Cortland may be able to type the electronic copy of the handbook

1. Inga and Barb will work on a draft of the new conference handbook. The draft will be reviewed by the Board and past program chairs. We will give Inga our reactions by 9/15.

#### **5. Communications Chair Report**

a. Pat Hults and Abigail Bordeaux from Binghamton will be updating the website. They will send the URL's to the Board. The Board discussed listing the membership of the various committees on the website. The Board agreed that committee membership, including a description of the committee should be added to the website

#### **6. Government Relations Chair**

a. Gretchen will have a report to the Board by the end of the week.

#### **7. Membership (handout)**

a. A mini-membership drive will be completed this summer. Membership Committee members have been contacting active liaisons seeking input relating to former members with records in the database. Records for persons who will not be renewing due to retirement, leaving the institution, etc. are being deleted or updated. The Committee has contacted current liaisons to update the membership directory list and invite non-members to review the "Why join ENY/ACRL?" webpage. Current members at institutions without a liaison are being contacted to see if they would be willing to serve in that capacity. Library directors at institutions with no current members are being contacted to ask them to consider joining and urge their staff to do so. Renewal letters are being sent to active liaisons to coordinate and return to John Thomas. The Communications Chair will continue to receive membership email address updates for the forum and liaison list as necessary.

#### **8. Secretary**

a. The Secretary noted that the Annual Meeting Minutes would be sent to the Board members in a few days and asked for comments and or corrections. She also asked when these minutes would be presented to the membership. The membership will review the minutes at the spring conference. It was also noted that the Chapter seal is used only occasionally and is not needed at every meeting.

#### **9. Treasurer's Financial report**

a. Sheldon noted that the Chapter is in very good financial condition. The checking account has a balance of \$XXX.XX and the Janice Newkirk Award Fund has a balance of \$XXX.XX [members may request actual figures from the Treasurer]. He also noted that as a result of the reimbursement vote at the Annual meeting, Board members can now ask for mileage reimbursement

#### **10. Old Business**

a. Rosters for committees on website were discussed previously.

b. Reimbursement for chapter conference participants was discussed. This was detailed in the handbook as far as registration is concerned. The Board felt the new handbook should delineate registration fees by identifying the participants. Mary Anne and Sheldon will make a list of people participating in a conference and the current handbook instructions for each position. Lorraine will contact her colleague at Stony Brook regarding conference

reimbursement and report her findings to the Board

## 11. New Business

A discussion regarding insurance for directors and officers at the national and local level was held. Very few chapters carry insurance on directors and officers. Liability insurance is beginning to be asked for at conference registrations. California, Wisconsin, and Nebraska (?) carry it. Metro (?) used to but the cost became prohibitive. Maryland only carries it on the president of the Chapter. It was suggested that a conversation with a member of the New York State Bar Association might give the Board some suggestions. Directors and officers of non-profits are insured to protect employees. Most chapters do not carry this. Many chapter respondents were incorporated. The Board agreed that this should not be pursued.

## 12. Next meeting

The next meeting will be a phone conference call to be held in January.

Pat Hults moved that the meeting be adjourned. John Thomas seconded the motion. The meeting was adjourned at 12:45 PM

**Respectfully submitted,**

**Lorraine Melita**

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