

Minutes of  
January 8, 2009 ENY/ACRL  
Board Meeting Conference Call

Present: Fran Apollo, Yu-Hui Chen, Pat Hults, Jane Kessler, Suzanne Turner, Bill Walker, Susan Zappen

Approval of Minutes from August 4, 2008 Meeting

Bill made a motion to approve the minutes, Pat seconded. The minutes were approved.

Committee Reports

Communications

Pat reported that the Fall issue of the ENY/ACRL Newsletter was published with a special focus on digital projects in New York state libraries. The Spring issue will also have a special focus. Some potential themes include:

- Conservation and preservation
- Library construction &/or renovation
- Major acquisitions
- The Library as place
- Anniversaries: ENY-ACRL, ENY-ACRL newsletter, etc.
- ebay acquisitions, sales, and related issues
- Library exhibits

Material on the website has been updated; minutes and other chapter documents are complete. Links have recently been checked and revised.

Board members provided Pat some feedback on potential themes for upcoming newsletters. Fran is working on an exhibit for Cobleskill entitled "Fairies Across the Curriculum" that she could write about for a newsletter featuring exhibits. Bill has been dealing with a mold situation in his library and would be interested in seeing a newsletter focusing on conservation. Jane suggested a newsletter focusing on the impact of the economic crisis on libraries in our region.

Membership

Suzanne P. will provide a report by email at a later date.

Government Relations

Bill reported that there has been little government activity over the summer or into the autumn, perhaps reflective of everyone's concentration on the election campaigns. When the ALA Government Relations Office has sent out general notices he has forwarded them on to our list.

With the new President and new (and returning) members of Congress now meeting in Washington, and new local representatives ready to be sworn in, there are bound to be new initiatives and new bills presented in both Albany and Washington and he will monitor for them and pass along further news as it comes available.

Program

Suzanne T. shared a draft schedule for the spring conference:

**“Exploring Access in 2009 and Beyond”**

**Monday, May 18, 2009, Hudson Valley Community College**

***Draft Schedule***

8:30 - 9:00 - Registration and refreshments

9:00 - 9:15 - Welcome by HVCC officials, Susan Z and Suzanne T.

9:15 - 10:15 - Keynote by Charlotte Hess , Syracuse University - Information Commons and Trends in Open Access

10:15-10:30 - Break

10:30- 11:15 - Paul Rapp, Adjunct Professor, Albany Law School - Copyright for Libraries in the Digital Age

11:15-12:00 - Poster sessions

12:00 - 1:15 - Luncheon and business meeting

1:15 - 2:00 - Cyril Oberlander, SUNY Geneseo - Discovery tools for Access and Resource Sharing

2:00 – 2:45 –Holly Heller Ross, SUNY Plattsburg and panel - Online learning and partnerships with the teaching faculty

2:45 - 3:00 - Wrap-up

3:00 - 3:30 - Open House reception

Brenda Hazard is working on a logo that will tie in the conference theme with the anniversary of Henry Hudson’s. She does not anticipate that there will be any charges for the logo. In addition, HVCC is not charging a fee for the use of the Bulmer Telecommunications Center.

The board suggested some changes to the schedule. The revised draft schedule is:

8:30 - 9:00 - Registration and refreshments

9:00 - 9:15 - Welcome by ENY/ACRL Chapter President, VP, and an HVCC official

9:15 - 10:15 - Keynote by Charlotte Hess , Syracuse University - Information Commons and Trends in Open Access

10:15-10:30 - Break

10:30- 11:30 - Paul Rapp, Adjunct Professor, Albany Law School - Copyright for Libraries in the Digital Age

11:30 - 1:00 – Luncheon, business meeting, and poster sessions

1:00 – 1:45 - Cyril Oberlander, SUNY Geneseo - Discovery tools for Access and Resource Sharing

1:45-2:45 -Holly Heller Ross, SUNY Plattsburg and panel - Online learning and partnerships with the teaching faculty

2:45 - 3:00 - Wrap-up

3:00 - 3:30 - Open House reception

Susan Z. suggested that if Holly Heller Ross needs another panelist, Barbara Norelli from Skidmore would make an excellent addition. She collaborates with the business faculty.

The board approved the following speaker fees and expenses as follows:

Paul Rapp - \$500

Cyril Oberlander - \$200

Charlotte Hess - has not requested a speaker fee but we should pay her travel expenses, including a hotel stay the night before the conference.

Brenda Hazard, who is handling local arrangements, has quoted a figure of \$22 per head for food. Suzanne T. is not sure if this figure includes an open house reception at the end of the day. The board felt this was reasonable, and if we charge \$35 for registration, we'll be covering our food costs. It was agreed that a buffet is preferred over a sit-down lunch, and that we should have gluten-free and vegetarian options on the buffet.

Yu-Hui reported that the insurance rider can be obtained in February or later.

The site for the pre-conference dinner is Moscatiello's Italian Family Restaurant, 99 North Greenbush Road in Troy.

After last year's conference, Susan Z. wrote thank you notes to all the speakers, using notes from the different sessions.

The conference registration form can go up in March, with a reminder to register sent a month ahead of the conference date.

Pat suggested someone be assigned to take pictures at the conference for use in the newsletter. Jane volunteered.

Suzanne T. reported on the brown bag lunches which were held during the fall at Colgate, University at Albany, and SUNY Plattsburgh. She sent a report to National as well as to board members. The theme for this year was "Reinventing Services: Innovations @ Your Library." There were 38 attendees. Suzanne reported that comments received about this year's brown bag series indicate that this format continues to be popular with ENY/ACRL membership. It helps keep those who can't attend the spring conference in touch with the membership.

### **Officer Reports**

President

Susan Z. asked board members to look at their job descriptions as listed in the Officer's Handbook, especially if they're leaving office, and note any changes needed.

Susan Z. suggested that the bylaws be changed to allow more flexibility in conference attendance for the president or her representative. She believes going to ACRL instead of ACRL Chapters Council at the Annual and Midwinter meetings of the American Library Association might be more useful. The board suggested adding the option to attend ACRL but not leaving it wide open since we are ACRL affiliates and should therefore attend either ACRL or ACRL Chapters Council at ALA.

This change would need to go to the membership by the beginning of February, and be on the election ballot according to Article 9 of the bylaws. The forum email could be used as well as the web site to distribute the proposed change. Suzanne P. could provide email addresses of those who have not signed up for the forum. Jane will draft a document and send to the board by the end of next week.

Another bylaws change that is needed is the deletion of the Janice Graham Newkirk Research Award committee listed in Article 5, since this fund has been spent down and is no longer in existence.

Past President

Fran has obtained the following candidates for the upcoming election:

Vice President/Program Chair: Brenda Hazard (HVCC) and Francesa Livermore (Colgate)

Secretary: Jean McLaughlin (University at Albany)

Communications Chair: Glynnis Asu (Hamilton)

Fran will create a ballot and send it out in the mail, including the required return envelopes so that it's a sealed ballot when received back. The bylaws change will be included on the ballot.

Treasurer

Yu-Hui submitted the following report for December 2008.

<i>Balance carried forward from 11/30/08</i>	<b>\$ 19,479.23</b>
<b>Income 12/1/08-12/31/08</b>	
Memberships (6 at \$15, 1 at \$12)	\$ 102.00
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<b>Expenses 12/1/08-12/31/08</b>	
Suzanne Preate (Postage for mailing membership checks to the Treasurer)	\$ 10.76
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<b><i>Balance December 31, 2008</i></b>	<b>\$ 19,570.47</b>

During the fall, we received membership payments and the ACRL reimbursement; renewed our NYLA membership; and finished paying for the spring conference.

Yu-Hui reminded us that we are tax exempt so for reimbursable expenses please get a copy of the tax exempt certificate from her beforehand. Susan suggested making it available electronically.

Secretary

Jane will contact Michelle Parry, our Archivist, about what documents to send before she leaves office.

**Old Business**

There was no old business.

**New Business**

Susan Z. received Michelle Parry's retention recommendations which she distributed to the board prior to the conference c all. Michelle has done a very thorough job. She suggested that cancelled checks did not need to be kept and financial records older than 7 years, including checks, could be shredded. She does needs annual reports and financial statements. The board

agreed that this should be done. She has conference folders but is missing a couple of years, as well as a few years of membership directories. An email will be sent to the forum list to see if anyone has folders or directories from the missing years that they would be willing to donate to the archives.

Susan Z. asked that we scan Michelle's recommendations to see if anything concerns us and let Susan Z. know so she can respond to Michelle. Pat did look and didn't see any issues. Susan Z. will contact Michelle and will also send a thank you card on the board's behalf.

Susan Z. suggested that Pat might want to contact her about web digitization. Pat is concerned about where digitized material is residing and whether it is secure and reliable. ACRL may offer space. Pat will contact Michelle to discuss.

Susan Z. will need annual reports from everyone in advance of the spring business meeting. There were no nominations for the Librarian of the Year award. We had previously discussed increasing the award as a way to attract more nominations. Jane will check past minutes to see if anything was decided.

The meeting ended at 12:20.

Respectfully submitted,

Jane Kessler