

ENY/ACRL  
Minutes of the Board Meeting  
May 18, 2009  
Hudson Valley Community College

Present: Glynis Asu, Yu-Hui Chen, Brenda Hazard, Pat Hults, Jane Kessler, Jean McLaughlin, Suzanne Preate, Suzanne Turner, Susan Zappen

The meeting was called to order at 3:40 by President Susan Zappen. The minutes from the January 8, 2009 board conference call were approved.

**Committee Reports**

Communication: Pat Hults reported that the spring newsletter was issued and the web site is up-to-date.

Membership: Suzanne P.'s report was included in the annual report. She predicts that our membership numbers will be back to normal once renewals from the conference registration are processed. Suzanne suggested that perhaps there should be a note sent on the Forum: "your membership is good until..." to avoid confusion.

Program: Suzanne T. reported that we had a good turnout for the conference at 115 registrations. We owe \$500 to Paul Rapp, \$200 to Cyril Oberlander, travel expenses for Charlotte Hess, and the catering invoice.

**Officer Reports**

President: Susan Z. congratulated the program planning committee on a successful conference. She will be working on elections and on updating job descriptions. We need to update the local arrangements handbook with anything learned from this conference. We should eliminate references to a fall conference and include information about the brown bag lunches, which have taken the place of a fall conference. It was noted that we can afford to spend more on speakers if we only have one conference per year.

Treasurer: Yu-Hui provided copies of the annual financial report. She noted that there was a 2 cent error between the report and the bank balance. Susan Z. suggested that we have a discussion at a future meeting about whether or not we should make our financial report available on the web site.

Secretary: Jane reported that the minutes from her term have been sent to Michelle Parry, our archivist, and the seal has been handed over to Jean McLaughlin. Jean will make an impression and send to Suzanne P.

**New Business**

Susan Z. asked board members to look at their job descriptions and provide updates.

Susan Z. will put out a call for the missing archival material on the ENY/ACRL Forum.

There was a discussion about a request from NYLA to collaborate to strengthen the library voice around the state. We have a NYLA membership, although Suzanne T. thought that Josh Cohen, the current president, might not have been aware of this. He suggested a joint program at the NYLA conference in Niagara Falls. We had considered this in the past, but it was prohibitively expensive, even though we have an institutional membership. Susan Z. had suggested an informal get together when the conference was in Saratoga, because we would not be able to do it at the conference without being registered, but they couldn't work it into their schedule. The board agreed that we will continue to forward messages from NYLA to the ENY/ACRL Forum and consider collaboration when NYLA conferences are held in the area.

Suzanne T. said that there will be a board meeting in early August.

Susan Z. will be on sabbatical in the fall but will attend ENY/ACRL meetings.

Suzanne P. will update the Forum for new registrations and asked that we give her a few days to do this before sending out announcements to the membership.

Suzanne P. announced that Syracuse would like to host a brown bag lunch in the fall. The host provides water and dessert. There should be a theme for the lunch to focus the discussion and get it moving. If that topic is exhausted, attendees have the opportunity to ask each other questions. Brenda will plan the Fall 2009 brown bag lunches.

Yu-Hui will let Brenda know who indicated interest in being on the program planning committee on their evaluation form. Brenda will email the program planning committee to see if they want to stay on. Pat H. reminded the group that we had talked about coordinating the newsletter and brown bag lunch topic. The evaluation forms should be reviewed for topic suggestions. Suzanne P. talked about a survey of the membership on possible program topics using Survey Monkey. Fran Apollo had suggested a topic on displays/exhibits. Another topic suggested was educating undergraduates about open access.

Susan Z. will send a thank you to the VP for Academic Affairs at HVCC and Suzanne T. will send thank yous to all the speakers.

Yu-Hui asked about record retention of financial records. We agreed that she could shred receipts from prior to her term and keep only 7 years of bank statements. The archivist does not want receipts.

The meeting was adjourned at 4:12.

Respectfully submitted,

Jane Kessler