

Minutes of
February 11, 2011 ENY/ACRL
Virtual Board Meeting

Present: Glynnis Asu, Yu-Hui Chen, John Cosgrove, Francesca Livermore, Jean McLaughlin, Suzanne Preate, Susan Zappen

Francesca Livermore called the meeting to order at 2:04 pm.

Approval of Minutes from August 17, 2010 Meeting

The minutes were approved with revisions.

Committee Reports

Program Planning – John Cosgrove

J. Cosgrove brought the board up-to-date with the program planning committee work in planning the spring conference, May 23, 2011 at Skidmore College, including speakers as follows:

James Neal, Columbia University, Keynote Address

John Blyberg, Darien Library, Darien, Connecticut

Beth Ruane, Skidmore College

Diana Dietrich, Cornell University

We still need additional lightning round presenters; board members will individually recruit for participants. Related to keynote speakers, we discussed policy and procedures related to honoraria. Revisions are needed to the local arrangements handbook. The draft version is the latest available on the Web. S. Preate will contact Tasha Cooper to ensure the latest version is used for updates. We need to ensure that the officers' handbook accurately reflects conference planning details. Katherine Frederick may be a resource for a logo to brand the spring conference. Save the date is posted on the Web for the spring conference. The program planning committee will provide G. Asu with a tentative program for posting on the Web next week.

Communications – Glynnis Asu

G. Asu updated the Web page with Board of Director changes since spring 2010. The proposed deadline for the spring newsletter is February 15, 2011 with a publication date of March 1. Included will be a description of the spring conference from J. Cosgrove, the election slate from S. Zappen, notes from the field, and a letter from the president, F. Livermore. G. Asu discussed the election ballot and obtaining the membership list and labels for the election. Ballot return postmark date deadline is April 15. Candidate bios are needed for the newsletter. G. Asu updated the Brown Bag minutes from last fall. S. Zappen will announce the Librarian of the Year award. S. Preate will look at archive Web page problems.

Government Relations – Bill Walker

No report

Membership – Suzanne Preate

There are 126 paid members including some new to the organization. Ballot for the upcoming election will be sent to all those who were members through the end of last year. An ongoing issue is determining the best time for renewal. It appears that there is no best time even though it was thought that most people renew at the conference. S. Preate will ask liaisons to remind colleagues about

renewal. Any change in renewal time frame will require a vote. A bylaws change needs to be included with the election ballot. Next fall, renewal reminder will be incorporated into the membership form. At this time, we'll keep the membership to the academic year. The membership committee will also continue to look at the option of online payment.

Officer Reports

President – Francesca Livermore

F.Livermore will work with J. Cosgrove and S. Zappen to update the Officers' Handbook. Teresa Ronning, Adirondack Community College, is listed as contact for the incorporation of the ENY/ACRL chapter. This contact is needed in the Officers' Handbook. The organization needs to be registered with the Office of the Attorney General in NY and fill out a 990 form. May 15 is the deadline for filing, but we can't file with the state before filing with the federal government. April is the deadline for filing the federal charities and non-profits form.

VP/Program Chair – John Cosgrove

The fall Brown Bag sessions were well attended. There were forty-one attendees in three different locations. Discussed at the program committee meeting was a raffle for the spring conference. The board discussed details related to the award: it would be applicable to ACRL, ALA, or any library-related conference and good for the entire calendar year. We also discussed some details related to submission of receipts for certain expenses.

Past President – Susan Zappen (pro tem)

There is a ballot with one person listed for each position. S. Zappen is working on nominations for Librarian of the Year.

Treasurer – Yu-Hui Chen

Y.Chen asked for clarification on the conference insurance rider for the spring conference at Skidmore. J.Cosgrove will follow up. Y.Chen will file two tax forms; F. Livermore will get details on the state form: Form CHAR500. \$25,000 total any time during the year is the maximum allowed for our type of organization. Currently, the balance is \$19,217.69. S.Preate shared spreadsheet with Linda for Spring conference.

Secretary – Jean McLaughlin

Nothing to report.

Old Business

Website/Handbook updates

We need to update the handbook with changes to honorarium guidelines. Additional updates include conference planning details. S.Preate will send local arrangement revisions from Syracuse in 2008. J.McLaughlin suggested that documents in the process of updates could be submitted to the secretary for retention during the update process.

Membership Year Renewal

No further discussion under old business.

Honorarium guidelines

In addition to the earlier discussion, we'll need to ensure that details related to the honorarium are passed along from the program chair and planning committee from one year to the next. Honoraria may vary at the discretion of the board and the program planning committee.

New Business

None

F.Livermore adjourned the meeting at 4:00 p.m.

Respectfully submitted,
Jean McLaughlin