

Minutes of  
ENY/ACRL Board Meeting

February 17, 2012

John Cosgrove, Kathryn Frederick, Bill Walker, Natasha Cooper, Suzanne Preate, Francesca Livermore, Yu-Hui Chen, Kathryn Johns-Masten

John Cosgrove called the meeting to order at 1:00pm.

1. Approval of the minutes for the August 29, 2011 meeting

F. Livermore made motion to approve the minutes. S. Preate seconded motion. The minutes were approved with formatting fixes.

2. Committee Reports

a. Program Planning – Natasha Cooper

Registration for the May conference will be open by the beginning of March 2012. Reviewed schedule for the day and who would do the welcome. Some information is still needed to finalize sessions. Shared ideas about proposals, which have come in slowly. Nudging people to participate in the lightning rounds a good idea. S. Preate will send a message to the liaison list asking them to encourage people within their libraries to participate. Members and Non-Members can participate. Currently a tour of the new Athletic Center is planned - do we want to include library and/or learning resources center. Yes, if possible. Discussion of expenses for speakers and food. Y. Chen do we need to get a lot of afternoon snacks.

b. Communications – Kathryn Frederick

Noted that the new website is up and running and have received some positive feedback. Synced the twitter feed with the website and will create the same setup for the FaceBook page.

Facebook: Easternnewyorkacrl Twitter: @enyacrl

Newsletter items are due March 1<sup>st</sup>. Get anything we want in the newsletter in early that week. Tasha gathering summary of brown bags and data curation profiles workshop, and the social event in the newsletter. An article from Mount St. Mary's about POD for the newsletter.

c. Government Relations – Bill Walker

Shared there has been little action in the last couple months. ACRL organizational changes not released. He is staying aware of changes with Network Neutrality Monitoring 215 of Patriot Act.

Jason Kramer from NYSHEI said ARIA is dead. It has been approved two times and vetoed by two different governors. CIRA (Clinical Information Resources Access) is still being moved forward.

d. Membership – Suzanne Preate

Currently have 156 members and 60 institutions represented. 43 were new or so expired that they were out of our database and needed to be added back. Gained 27 members from the conference. The liaison list is up to date and left it open that she might be sending more requests to the group. Asked liaisons to review the list of responsibilities and if no longer interested could they suggest a new person. The goal is to have at least one liaison from every institution, so everyone is represented. Still considering whether to create membership committee or use liaison group as large membership committee.

3. Officer Reports

a. President – John Cosgrove

Attended NYSHEI meeting the end of November 2011. Jason Kramer shared that ARIA is down and CIRA is now the focus. Attended Chapters Meeting at Midwinter Dallas, TX. Shared that Francesca's name came up regarding webpage. Met a Director from Pennsylvania that maintains ENY/ACRL membership and thinks our programming is so good that keeps his eye on what we're doing and sends his staff up to New York for the conference.

b. VP/Program Chair – Natasha Cooper

1. Possible social event in the spring. Talked with SLA student chapter at SU. Open to others planning events in their areas. Send out message to liaisons if anyone interested talk with Tasha or programming committee. Perhaps something in Albany area?
2. Workshop idea - Research skills workshop – one day summary of quantitative and qualitative research for libraries, as a follow-up to conference possibly during the summer 2012.

c. Past President – Francesca Livermore

Noted that we have open positions for Treasurer, Membership Chair and Programming Chair and we have candidates for each one. Two uncontested (Membership Chair and Programming Chair) and one contested position (Treasurer). Noted she is finishing up ballots now and plan to get them out to the membership by early March.

Shared that last month (January) she sent out a call for Librarian of the Year and so far no responses. Announcement was sent out to liaison list. Discussed adding online form for Librarian of the Year nominations for future years. Will investigate for implementation on the new WordPress site.

d. Secretary – Kathryn Johns-Masten

No report.

e. Treasurer – Yu-Hui Chen

Filed Form 990-N (e-Postcard) February 6<sup>th</sup> and has been received.

February or March file Form CHAR500 with New York State Attorney General's Charities Bureau.

Finally, the balance of ENY/ACRL's checking account is currently \$20,106.91.

4. Old Business

a. Paypal (credit card payment for conference/membership)

J. Cosgrove reported Paypal best option, but a couple issues came up when filling out forms. An email address was required so K. Frederick setup email through hosting service. Structural issue question—should treasurer fill this form out because requires username password. Makes sense to reside with treasurer since they are in the position for two years and President holds position for one year.

Different forms are required for membership and for conference registration, but eventually we could use Paypal for both.

As Treasurer Y. Chen will fill out the form and this will be setup and maintained by treasurer.

## 5. New Business

### a. Member area on the ENY/ACRL website

S. Preate would like to have a membership area with things like forms. Can we have a members only area that can only be accessed by logging in? K. Frederick could create this in wordpress. Discussed how login would work. Possibly each person gets their own or a generic username/password. We create passwords for people, in addition we want to be able to remove and add people. How would we do the initial load of information?

Related question about website – is there or could we create volunteer form and designate someone as the volunteer contact? Who should receive the information board list or Program Chair? Ask are you interested in being more involved then list available opportunities liaison, programming, short term projects, hosting brown bag, etc.

### b. Membership Directory distribution timing

S. Preate discussed membership directories and timing of distribution. Currently distributed in May of each year, however would like to move distribution to when people renew in fall. Directory would include most recent information in pdf format. Ability to provide most up to date information online.

S. Preate motioned to change distribution of to the fall.  
J. Cosgrove moved and B. Walker seconded the motion. Passed unanimously.

### c. Program committee structure (especially in relation to Brown Bags)

Size of program committee and representation from diff. institutions. Some inst. not included could reach out to to participate. Draw in people who are not participating. What do we do with volunteers? If committee structures were known people then they could have choices or say what they'd be interested.

Brown bags, social, conference in rapid succession. Subcommittees created from program committee for brown bags, socials  
Board may want to look at some way to support/change  
Possibilities to support next program chair from beginning. While doing it not able to restructure things. Delegate some of it out instead of changing structure. Ask if people are willing to serve on subcommittee.

Bring whole committee together and then divide up who does what and perhaps break into formal groups and formal subcommittees.

- d. Does/should the ACRL reorganization have any implications for our chapter?

T. Cooper brought this topic up since she receives messages about this. We have option for someone to come from ACRL to speak to the membership. Do we want to pursue this? Yes, would like it to be separate from the conference. Any thoughts about what is happening with ACRL and whether we need to say anything at the annual conference. J. Cosgrove will check and make comments at the annual conference during the business meeting. After the annual conference we should get our names on the list and request the speaker.

- e. What to do when we have uncontested ballots

Suzanne Zappan had brought this up in the past. If we have uncontested ballots should we make some bylaw change to avoid sending out ballots for voting. To make this change we need to put it on the ballot. 2/3 of voting members must vote in favor for it to pass.

Any uncontested ballot(s) would be accepted and submitted at the annual meeting by the secretary no vote by the members would be required.

B. Walker motioned and S. Preate seconded. Unanimously passed.

## 6. Adjourn

J. Cosgrove moved to adjourn the meeting at 2:20pm. K. Johns-Masten seconded.