

Minutes of  
August 29, 2011 ENY/ACRL  
Board Meeting at Skidmore College

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

John Cosgrove called the meeting to order at 11:07 a.m.

1. Approval of the minutes for the May 23, 2011 meeting

F. Livermore made a motion to approve the minutes. T. Cooper seconded the motion. The minutes were approved with an edit to Old Business.

2. Committee Reports

a. Program Planning – Natasha Cooper

Brown bag locations set Tuesday October 25<sup>th</sup> at SUNY ESF, Wednesday October 26<sup>th</sup> at University at Albany and Friday October 28<sup>th</sup> at Clarkson University. Tasha will send out a save the date to the list. Appreciate the efforts of the regional institutions to plan this event together.

So far 3 people agreed to help with conference. Could regional groups work on parts or sections of the day? John said subgroups worked well with lightening rounds for last year's conference. Breaking it out worked very well. The theme will be assessment and there are some really good speakers out there.

A Data Curation workshop is being held November 7<sup>th</sup>.

b. Communications – Kathryn Frederick

The Fall newsletter deadline will be later in September this year. Fran suggested using the fall newsletter for announcements and updates and then spring newsletter with campus updates. Perhaps open access as the theme for the spring newsletter. Can we use reports from each brown bag to create a way to tie the brown bags together and share what was discussed with our membership? Could Facebook be used to provide information about events? Yes, can keep the webpage and FaceBook in sync.

c. Government relations – Bill Walker

No report.

d. Membership - Suzanne Preate

Sent revised directories and the print ones will be sent out soon. Completely cleaned up the listserv and sent 112 renewal emails. Membership year expires August 31, 2011. Only let people pay if they are really expiring so they don't get too far ahead in paying.

Could the Liaisons be used as the membership committee, which is a standing committee? Do liaisons have a list of procedures or tasks? Perhaps they can help define what they should be doing. Suzanne will work out the details and responsibilities and report out at the next meeting.

### 3. Officer Reports

#### a. President - John Cosgrove

John will send out solicitation for an Archivist after Labor Day. The Archivist is an appointed position. Create marketing items that liaisons could hand out to remind folks that there are opportunities to serve ENY/ACRL on committees and other ways. Have information for liaisons to hand out to new people in their libraries. We are in good shape with the brown bags and conference. John will be going to ALA midwinter.

#### b. VP/Program Chair – Natasha Cooper

Tasha will forward the meeting minutes from ALA which discuss monies we receive from ACRL based upon how many people belong to both ENY/ACRL and ACRL. Perhaps a membership drive should be done especially if ENY/ACRL would receive \$10 for every new member of ACRL. Create promotional materials then use membership drive to pay for marketing.

Officers of ACRL can visit Chapters. You can request them however they only do 2-3 visits per year. A likely topic would be sharing information regarding the plan for excellence. Would we want to try to get on the list? If we can get them to come should we hold a forum which would be a separate event or do it at the annual conference. Could you get enough people together as an event separate from the conference? We will send this idea out to the membership after we find out exactly what they are offering. Tasha will investigate further.

Students and student chapters were discussed specifically geographic distribution of our members which makes it hard to get together. John suggested a similar model to the brown bags. Plan them around Syracuse and Albany where there are MLS Programs meet on a Friday night for happy hour. Hold them during Spring before the conference and before graduation around March or April. Who should they talk to at Albany to coordinate the site and event itself? Are there people on programming or would the liaison from Albany want to help work on this. Tasha will investigate.

#### c. Past President – Francesca Livermore

Fran finishing filling out our strategic plan and will send it out to us. The official draft will be put on the website. The drop box is set up and we'll need to work with the new archivist on how to use it and move things to hard drive. John and Tasha have been added to the chapters listserv.

Nominations – who is up for election and do we have some way of tracking that?

- a. Who is in their last year
- b. Add Officer terms on the website? Once we know we should post each positions current term.
- c. Send terms to K. Frederick to post on the website

Fran raised a question regarding the handbook specifically the Nominations committee and selection committee (for librarian of the year). Prefer to have at least two people running for each position. A person must be a member to run and they could become a member to run. This could be part of our recruitment. Fran will contact Susan Zappen to get some clarity about this and report back.

- d. Secretary – Kathryn Johns-Masten

No report.

- e. Treasurer – Yu-Chi Chen

Yu-Hui sent out the conference report through e-mail and noted that there was a small gain (\$ 63.44) from the spring conference.

It was noted that the Form 990-N (e-Postcard) has been filed with IRS before April 15. It was also indicated that since ENY/ACRL had volunteered to register as a charitable organization in 2010, the New York State Attorney General's Charities Bureau ignored the Association's request for registration exemption for charitable organizations, which was submitted in May 2011. As a result, ENY/ACRL has become a charitable organization and was required to submit Form CHAR500 for 2010. The completed Form CHAR500 has been sent to the Charities Bureau.

Regarding Officers Handbook, additions to be added to Treasurer's duties are:

File Form 990-N e-Postcard with IRS  
File Form CHAR500 with New York State Attorney General's Charities Bureau

Additions to be added to the Treasurer's Calendar are:

April: File Form 990-N e-Postcard with IRS by April 15

May: File Form CHAR500 with New York State Attorney General's Charities Bureau by May 15

Under Reimbursement Guideline, hotel reimbursement should be changed from \$150 per night to \$250 per night, as approved by the Board in May 2011.

Yu-Hui has also sent the ACRL Chapter Reimbursement Request to ACRL in early August.

The balance of ENY/ACRL's checking account as of August 29 was \$19,244.99.

#### 4. Old Business

##### a. Handbooks

Officers Handbook was approved three edits. Fran motioned and Suzanne Preate seconded.

Local arrangements handbook requires a change to Section F maximum for food \$25-\$30/person

Fran moved Kathryn seconded changes.

#### 5. New Business

##### a. Next meeting will be a conference call in January 2012.

##### b. New ENY/ACRL Website

Kathryn Frederick is revising the website especially to restructure the backend which is currently very cumbersome to use and make changes. Suggests we use Wordpress which is a content management system to make things easier. Group agreed that the look of the website she sent us is good to move forward with it.

Add related links section that would contain link back to all chapters ACRL Site, upcoming events link and Chapter documents rearranged. Kathryn will think about changes and send out a link within the next few weeks. Could a member's only section be created? So that Suzanne can place the online directory in a secure spot.

##### c. Social Events

See Tasha's report above

##### d. Student participation in ENY/ACRL

Is there support if there is a fee for setting up a site for a student event or adding food.

Send out ballpark price to board and it will be covered.

e. Payment options (e.g. credit cards) for the conference

Linda Hoffman had requests from people wanting to use credit cards for the conference. It costs money to take credit cards since the credit card company takes a percentage of the fee. Does that happen with PayPal? There is a \$30/month fee with paypal and a database must be set up. Chen spoke with SUNYLA and Logan agreed to help her code it. Nonprofits are not charged, but credit card companies would charge. Fran said it would be highly appreciated by our memberships. Poll members would they be willing to pay more for the conference fee if they could pay by credit card. Could we poll the Chapters list to ask how they handle this? Fran will check with her friend and John will email Chapters list.

f. Honorariums

Set a ballpark amount for conference speakers that Program Chair could divide up. Program Chair could come back to the board for larger amounts. Travel is paid separately.

\$1000 keynote (We are willing to spend more for the right speaker)

\$500 other speakers

Think about other organizations we could collaborate with in the future

6. Adjourned

F. Livermore motioned to adjourn at 1:07 p.m. S. Preate seconded the motion.

Respectfully submitted,

Kathryn Johns-Masten