

Minutes of ENY/ACRL Board Meeting

July 18, 2012

Attending: Natasha Cooper, Suzanne Preate, Jane Kessler, Bill Walker, Yu-Hui Chen, Kathryn Johns-Masten, John Cosgrove, Kathryn Frederick

1. Approval of the minutes from the May 21, 2012 meeting.

Jane Kessler made a motion to approve the minutes. B. Walker seconded the motion. The minutes were approved.

2. Additions or changes to the agenda

Added discussion of the conference shortfall.

3. Committee Report

- a. Program Planning – Jane Kessler

Draft to get committee formed. Meeting in August to pick topic, date, location, then set subcommittees. Suggestion of Steven Bell President of ACRL as Keynote speaker. Possible location Morrisville or SUNY Albany. Some costs are determined by the site that the conference is held. When determining date make sure to check who else is having conferences at same time. (Metro, WNY/ACRL, SUNYLA...)

Brown bags– ebooks as a topic.

- b. Communications – Kathryn Frederick

Made round of website changes - updated board and minutes, etc. Let her know if you see anything to add. Put out call for Fall newsletter soon. Suzanne and Kathryn will be working on the online membership form.

- c. Government Relations – Bill Walker

ACRL legislative page not updated since April 23rd, 2012. No further information. Natasha shared minutes from the ACRL Directors meeting. Tim Dodge is the new legislative coordinator.

d. Membership – Suzanne Preate

Kathryn F. working on getting membership form up and link to the print form so people can pay the way they would like. Plan to send out payment renewal request by mid - August at latest. Will send PDF of directory to people as they pay their membership.

Updating website and doing more liaison development. Will update the brochure to show our last conference.

4. Officer Reports

a. President – Natasha Cooper

Attended Chapters Council meeting and work session at ALA. Much discussion of “next steps”. Increasing funding support for chapters isn’t likely. Mary Ellen Davis came to meeting and discussed ACRL’s budget constraints. (We get \$1 per chapter member)

What is our relationship with ACRL and what other ways can they support chapters other than financial. Incoming officers could be sent email saying “welcome”. Relationship needs to work both ways. What about chapters that don’t communicate how to get them involved. Steve Bell and Joyce Ogden were at the meeting.

New ACRL Program Coordinator for Chapters is Casey Kinson.

There is a website for ACRL visits that Natasha will send to the Board.

Please send reminders to Natasha if you need something.

S. Preate asked if there is a calendar that integrates with drop box. So you could visualize when things are due.

b. VP/Program Chair – Jane Kessler

Nothing further to add.

c. Past President – John Cosgrove

Annual report to National which he needs to send out this Friday. Happy to add anything.

d. Secretary – Kathryn Johns-Masten

No report

e. Treasurer – Yu-Hui Chen

Loss of \$600+ and the biggest difference is the cost of conference catering.

Librarian of the Year award not done this year. Net loss would be more if that is added in.

K. Frederick - Are we tied to a certain amount for catering? Depends on location. Food costs vary private vs. public institutions.

Are there other places to save within the conference? There are not too many flexible amounts for the conference. Price of food has increased significantly.

Discussion of increasing the conference registration by \$5.

Take total cost of conference and figure out how much would be needed to cover everything. Create a list of people who paid and figure out how much we would need to increase cost to cover cost of meals.

Have money in coffers - is it okay to lose money or not make money on the conference?

N. Cooper - we could do an analysis as K. Frederick suggests. Thinking about what is reasonable to offer at the annual conference.

Private colleges charge less for catering traditionally compared to the SUNY's

5. Old Business

a. Handbook

Talked about sending changes to Secretary. There are several things we need to look at. Ex. Bylaws – update information especially when going to URL's at ACRL site.

1. J. Cosgrove started working on Conference planning handbook and will get those changes in the document to us by the end of the month. Will send that around to the board. Francesca wanted to add some things. Send it to Louise and Barbara too. Suzanne asked for the document to be placed in drop box so that we are all looking at the same document as we update it.

Officers Handbook – N. Cooper suggested we update. On the one on website, the calendar part is missing from transition from old to new site. The updates should be reviewed. Last major updates happened at the end of Francesca’s term. J. Kessler has a copy.

2. KJM will check for current one and confirm that is most updated.

3. Everyone look over the chapter bylaws. Note the revisions in it and any typos.

4. Change Raffle to Door Prize –

Who will make a list of listserv’s -- K Frederick will start a list and if people want to add to it that would be good. Then send it out to the ENY/ACRL list for membership for additional suggestions.

b. NYSHEI

N. Cooper met with Jason Kramer who wanted to provide some way to ensure communications with ENY/ACRL. Not committed to keep the wording exactly the same as the current document. She will look at it one more time. J. Kramer seemed open to any changes. N. Cooper will send it around one more time. We are all in all in agreement and will move forward. Other two ACRL chapters from the state are not signing on.

6. New Business

a. Review of upcoming deadlines, including Chapter reimbursement

b. Student participation in ENY/ACRL – Removed duplicated elsewhere in meeting

c. Continued assessment project

Interest in continuing the discussion after the conference. Give an option for an online and/or in-person session. N. Cooper looking at a couple different things.

d. Possible bylaw changes and updates

Make bylaw changes to virtual meeting. If participating you cannot vote. Must make formal change to bylaws to reflect practice incase there is ever an issue about it.

J. Cosgrove make it official. Documents should be in line with our practices J. Kessler.

N. Cooper has questions regarding some of the wording of bylaws. Where would we put the information about how the board shall meet? Y. Chen place it under directors section. Looks like we meet 4 times a year.

N. Cooper asked board to review bylaws which will be in the drop box. Link is on the webpage. Make the edit to the bylaws so Francesca most likely has it. Make it as broad as possible "virtual" or a manner agreed upon by the board.

Get this sent out by February 1, 2013. Get round of changes done by October 1, 2012.

e. Student registration fees

Discussion ensued about being consistent. Another idea is to have students get reimbursement for mileage and then they write something up about the conference that is published in the newsletter.

Continue to charge \$10 and the first 5 students who register get \$50 reimbursement for travel. No return of the registration fee for students for the 2013 Conference. Make sure to acknowledge the donor. This will be done until the money runs out. Add to program planning handbook.

f. Award (examples from chapters)

Other Chapters giving awards for research (ex. Newkirk Award). Are there other things awards we could consider? Minnesota chapter gave an innovators award. Highlight innovative project or interesting research/article. Perhaps we could revamp Librarian of the Year award. (We have a small pool.....some program innovated or article and open to members.) Increase the amount to at least \$500. K. Frederick would be willing to rewrite it and change the language. Share it with the group. Publicize as a new thing.

People who review the awards have traditionally not been on the board. Is there a standing committee? Usually selected on the fly by the past president. The committee will consist of the prior years' winner and two other non-board members become the committee for the award.

**Y. Chen remove the Newkirk award. It is still listed under treasurer duties in Officers handbook.

g. Open Access event at Albany

Irina asking about supporting the event monetarily. Need to know how much money she has to work with.

Motion to provide money for Open Access event at Albany. We agree that we will provide \$500 for the Open Access event at Albany in 2012. No one opposed.

h. Next meeting date (January) meeting

Open to meeting in October or November 2012.

J. Kessler had question regarding program planning listserv and about board members being on it.

Create a "get involved" form for the website - K. Frederick and S. Preate.

7. Adjourn

N. Cooper moved to adjourn the meeting at 12:58 pm. K. Frederick seconded.

Thanks for John for all his past service.