

Minutes of ENY/ACRL Board Meeting

November 9, 2012

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

1. There were no additions to the agenda.
2. Approval of the minutes of the July 18, 2012, meeting

J. Kessler made a motion to approve the minutes. K. Frederick seconded. The minutes were approved.

3. Committee Reports

a. Program Planning – Jane Kessler

Albany downtown campus proposed as location, based on cost, library school location and Dewey library tours available. Date will be Monday, May 20, 2013. Likely theme will be about using design and innovation to create better libraries and user experiences. Theme is broad and lends itself to lots of different groups participating. Steven Bell from ACRL will be coming to speak. Will also hold break out session to talk about ACRL. A speaker subcommittee will form soon.

The Open Access/Brown Bag had difficulties due to Super Storm Sandy. Potsdam had 12 people attend their brown bag. Summaries from each will be submitted to J. Kessler and she will merge the notes together into one cohesive summary to share.

b. Communications – Kathryn Frederick

The website was down briefly last week. K. Frederick will investigate another hosting service. Wordpress site will not auto-feed into Facebook which makes it a manual process.

c. Government Relations – Bill Walker

Continue to monitor the ACRL government page. Nothing happening with the public access to publicly funded research (FRPA Act) at this time. The Act would require materials be available within 6 months of publication. There are questions about how this is defined.

There will be a NYSHEI Advocacy Summit December 6, which K. Frederick and J. Kessler will be attending.

d. Membership – Suzanne Preate

Although 79 people joined/renewed since the online form went live, we have 123 current members. This is a result of conference renewals plus members paying ahead. Emails to unpaid members will be sent when they are removed from the listserv. The email states why they were removed and how they can renew. Once membership is expired we wait 60 days to remove them from the listserv. Everyone on the current listserv is a member. Would it be useful to have a separate Listserv for non-members.

K. Frederick and S. Preate will brainstorm new ways to bring new people in and get them interested in ENY/ACRL.

4. Officer Reports

a. President – Natasha Cooper

N. Cooper will be attending the Midwinter Chapters Council

b. VP/Program Chair – Jane Kessler

No report. See above under Program Planning.

c. Past President – John Cosgrove

For the next round of elections the following positions will be opening -- Program Chair/President/Past President, Communications and Government Relations. A committee will need to be formed for the new Librarian Innovation Award.

d. Secretary – Kathryn Johns-Masten

No report

e. Treasurer – Yu-Hui Chen [excused]

f. Archivist - Susan Kline

S. Kline has been converting some of the inactive documents into archival format in the dropbox. Also going through backlog of emails, flyers, notes, publicity for brown bags, speakers deposit event materials, conference materials on the website, which should all be included in the archives.

5. Old business:

Officers Handbook

A proposal was made to accept all changes and was unanimously passed.

If you have not yet looked at your section of the handbook please do so. Make final changes by the end of next week (November 16th). Also need to verify number of Chapters.

The following are updates--

9. Sends minutes of chapter activities to National ACRL liaison. Liaison told N. Cooper she does not need to send the minutes from board meetings. This will be removed from final version and also removed from all places in document.

Redundancies were removed from the Program Chair section since most is covered in the Conference Planning Handbook.

Update Treasurer section -- The Treasurer prepares and submits a report detailing Chapter income and expenses for each Board of Directors meeting and each meeting of the Chapter. The President, Secretary, and Treasurer should each keep a copy of the reports.

**Need to clarify what reports are kept by Archivist. Should they get a copy of Treasurers report since Archivist section states they do get a copy. T. Cooper wondered whether we need to clarify which ones.

Decision to send a copy to the Archivist.

Past President Section -- Clarify -- Nov 1st Chair forwards names of interested parties to the committee chairs who shall contact and select members for their committees. Institutional liaison group is used informally and they are not considered a formal committee.

Language regarding flexibility of Calendar for Chapter Elections states "flexible by 2 weeks". Should this language be kept is it really necessary *Calendar for Chapter Election*?

The bylaws state that the slate needs to be sent by specified timeframe. J. Cosgrove suggests working backwards from the firm deadline. J. Cosgrove will look into this.

Question S. Preate -- Produces an annual report for the archives. Is that the one that we produce for the annual conference? Suggested this language be standardized for each board member to be consistent.

Notify membership chair -- language of "work with" communications chair.

If we change the Librarian of the Year award to the Librarian Innovation Award we need to update Officer's Handbook

All changes should be made by November 21st then they will be the final documents.

Conference Planning Handbook

A proposal was made to accept all changes and was unanimously passed.

Changes are listed in most cases by the page number.

p. 3 Needed this to pay out the honorariums/speakers. Create a central location for this information and place in the drop box for all to share

p.5 Remove "one for speaker, if desired" from the text.

p. 4 #8 Registration - Identify committee member responsible for the registration form. Work with communications chair for access. Revise and share with J. Kessler.

p. 10 Program Chair post-conference – originals of all registration forms not sent to treasurer.

Add to Conference Planning Handbook -- Brown bags requests for funding can be submitted to the Board.

N. Cooper asked if the Officer's Handbook needs wording regarding transitions? To ensure functionality continue.

Soon after the changes are made on or about November 21st the changes will go live online.

NYSHEI collaboration

There will be a NYSHEI Advocacy Summit December 6, which K. Frederick and J. Kessler will be attending. N. Cooper will make agreed upon changes to the proposal and get it to Jason Kramer.

Bylaws revision

Bylaw document in dropbox dated 4/2012 is being reviewed. Is document accurate for where we currently are? Does the change regarding e-meetings need to be voted on.

Awards revision for Librarian Innovation Award.

Question about amount of cash component of award. Since this is not part of the bylaws the change can be approved by the Board. Approved changes to the librarian of the year award making it the Librarian Innovation Award and to increase the award from \$250 to \$500. Motion by John Cosgrove to approve the increase and Bill Walker seconded. Motion passed.

6. New Business

Minutes approval and posting process

Officers Manual will be reviewed to ensure doesn't still say to send minutes to National. Secretary will make sure that Archivist has past minutes and gets cc'd on email when approved minutes are sent to Communications Chair for posting to website.

Budget discussion

What do we most want to support? examples: professional development; ALA fee; OA support; brown bags. Discussion about funding for innovation award. Questions raised - Is the whole organization in net gain/loss? Steady level, grow, decline? If we are steadily declining we may not want to give away that much money. Important that we not let our monies to go over 25k, which changes our tax status.

N. Cooper reminded the group that ACRL gives one free webinar to each chapter.

N. Cooper will work with Y. Chen on preparing a summary comparing previous years expenses.

Orientation comments for Chapter Councils Chair (Danielle Whren Johnson)

Goal to make ACRL and Chapter Council more helpful to each chapter. If there is any information that would have been helpful when you were a new board member let N. Cooper know. Help with transitioning would be good so new board members can get up to speed. K. Frederick agreed to work on a brief orientation document.

7. Next meeting dates

The next meeting will be held in January or February 2013.

Cvent – a company that handles events for organizations has been in touch with N. Cooper. She will forward information via email, but believes it is not something we need since we only have one big event each year.

8. Adjournment

S. Preate moved to adjourn and K. Johns-Masten seconded. Meeting adjourned at 12:56