

Minutes of
ENY/ACRL Board Meeting
February 4, 2015, 1:00 PM
Scribner Library
Skidmore College

Present (via conference call): Tarida Anantachai, Yu Hui Chen, Katie Dunn, Jennifer Fairall, Kathryn Frederick, Jane Kessler, Patrick Williams.

Andy called the meeting to order at 1:05 PM.

Approval of minutes of the July 30th, 2014 meeting.

- Katie moved to approve the minutes, Kathryn seconded.

Committee Chair Reports

Program Planning – Tarida Anantachai

- There were four locations for Fall Brown Bag. Some had higher attendance than others, but all were well-received. Tarida will summarize for the newsletter. The conference is coming up in May and the save the date is out. The keynote speakers are Mary Ellen Davis and Jessica Olin. The ACRL Officers Speakers Bureau is covering Mary Ellen's costs. Tarida sent a call out for breakout sessions, which are new this year. The call for posters and lightning rounds is going out in early March. The local arrangements committee is hard at work. Costs should be on-target with last year's budget. Andy noted that attendees appreciate having lots of signs for parking, and there was general agreement that librarians love signage. The local arrangements committee is using the list of listservs in the program planning handbook for publicity.

Communications – Kathryn Frederick

- Kathryn moved the website and listservs to a new hosting service in August. The website is loading a lot faster since the move. The Fall newsletter came out and Kathryn is getting ready to put together the Spring newsletter. Kathryn will be looking into WordPress plugins for creating a community section on the website.

Government Relations – Ali Larsen

- Ali wasn't able to make the meeting, but sent her report for Jennifer to deliver: Ali reminds everyone of NYLA's library advocacy meeting on the 26th. There is less to report in the area of government relations since NYSHEI is no more.

Membership – Patrick Williams

- There are currently 121 paid members. About 30 are new members (or possibly people who rejoined after letting their membership lapse). We should see another bump in paid membership when people register for the conference.
- An updated membership list is in the Dropbox folder. Patrick is happy to answer any questions about membership, but board members should also feel free to refer to the updated membership list themselves. He has enriched the membership list with more data – how someone registered, whether they're eligible to vote, etc. There is a lot of incomplete and inconsistent data generated from the member registration forms. Patrick is working on making the existing data in the master membership list more

consistent and complete, and will update the registration form to clarify some fields and make more fields required. Patrick requested that we include some information on the conference registration form letting people know they can check their membership status with him. (People often aren't sure if their membership is current, and pay the wrong amount when registering for the conference.)

- Patrick talked to Suzanne Preate about practice for purging non-renewed members from the listserv. She hadn't been strict about it, but did track people who had not renewed for one year, two years, etc. Patrick presented some options for handling this going forward. Patrick recommends leaving non-renewed members on the list until after the conference, then be clear about when people are going to be purged from the list. Patrick can contact people before they're purged from the list to see if they want to renew. Kathryn feels it makes sense to do it at the same time at the membership renewal later this year, and give people a 2 year grace period for leaving them on the listserv. The board decided not to purge members until after the next deadline for renewals (August 15). That way people whose membership has been current within the last year will get the renewal reminders, conference publicity, etc.
- Patrick will think about ways to streamline the membership renewal cycle. Kathryn suggested referring back to the minutes of a previous board discussion about pros and cons of changing the timing of conference registration and membership renewals. Kathryn talked about the possibility of having a portal on the website that would allow people to check their membership status.

Officer Reports

President – Andy Krzystyniak

- Peer mentor groups: The person who was leading this has taken another job and is no longer an ENY/ACRL member. Peer mentor groups are on hold until there is another person who would like to take the project on.
- Andy got a list of the zip codes assigned to ENY/ACRL from Chase at ACRL, but it didn't seem that accurate – no Albany zip codes, for instance. Suzanne Preate made a membership map four years ago. Discussion of membership territory vs. location of members. According to ACRL, territory should be by zip code.

Vice President/President Elect – Tarida Anantachai

- Tarida just returned from ALA Midwinter. She attended Chapters Council on behalf of ENY/ACRL. Talked with the president (or possibly past president?) of ACRL-NY about possibly doing joint chapter events. She and Tarida will stay in touch.

Past President – Jane Kessler

- Jane reminded everyone that there are three positions up for election: Program Chair / Vice President (2 candidates), Government Relations Chair (2 candidates), and Communications Chair (1 candidate). Jane is preparing the ballot, using Cornell's Condorcet Internet Voting Service (CIVS), as was used last year. Voting emails will go out around February 20, and members will have about a month to vote. Jane will send a reminder email as well. One email will go out for each of the contested positions – the software does not allow for the whole election to be handled on one ballot.
- Jane notes that the revised documentation with the board monthly calendar was very helpful in putting together the ballot.
- Jane has sent out a few calls for nominations for the Innovation Award. No nominees yet, but we had several last year – it's likely they'll come in closer to the deadline.

Secretary – Katie Dunn

- Nothing to report.

Treasurer – Yu Hui Chen

- Yu Hui just sent out the Annual Report. ENY/ACRL is in good shape financially. Next, she will file the Form 990-N e-Postcard with the IRS and Form CHAR 500 with the New York State Office of the Attorney General Charities Bureau. Andy asked about the financial limit for losing non-profit status. Yu Hui reported that the limit is \$25,000, so we are fine there.

Archivist – Jennifer Fairall

- Jennifer will keep looking for maps of our territory. There haven't been any other Archives requests. She has been filing new documents in Dropbox as they come up.

Old Business

- None.

New Business

- Kathryn suggests taking a moment to celebrate retirees at the conference lunch. This could be coordinated through the institutional liaisons. General agreement that this is a nice idea. Kathryn and Patrick will talk about this further.
- Coordinating the ballot and return of the ballot (see above discussion under Past President's report.)

Next meeting date

- May 19, after the conference.

Adjournment

Jane moved to adjourn, Kathryn seconded. The meeting was adjourned at 2:01 PM.

Respectfully submitted,
Katie Dunn