

**Alabama Association of College and Research Libraries
Executive Board Meeting Minutes
02 August 2007**

TIME AND PLACE OF MEETING: 1:30 p.m. in the conference room of the Carmichael Library at the University of Montevallo

PRESENT: Rosemary Arneson (President), Bob Schrimsher (Past-President), Tim Dodge (Vice President/President-Elect), Susan Herring (Treasurer), Alyssa Martin (Member-at-Large/ACRL Chapter Liaison), Jill Grogg (Newsletter Editor), Beth Ashmore (Webmaster)

ABSENT: Lori Northrup (Secretary), Eric Kidwell (Legislative Liaison)

CALL TO ORDER: The meeting was called to order by Rosemary Arneson at 1:35 p.m.

MINUTES from the March 5, 2007 meeting were approved as submitted.

OFFICERS REPORTS:

President's Report: Rosemary reported that she has given Jill a President's report for the newsletter. She also wanted to discuss programming outside of the Annual ALLA conference as this is a year when we traditionally offer a workshop. She hoped that at this meeting we could discuss topics as well as plan to form a committee to work on the topic, location and other details of the workshop.

Past President's Report: Bob reported that he gave Jill an article for the newsletter soliciting nominees for the next Executive Board Elections in April and that he would also welcome nominations from other members of the Board.

Treasurer's Report: Susan reported that on April 16, 2007, the AACRL account balance was \$6,853.92. Since then, deposits of \$18.00 (dues) and \$90.00 (annual dinner registration) have been made. Disbursements of \$1,151.43 (for the annual dinner) have been made and \$2.89 in interest has accrued. The account balance, as of August 1, 2007, now stands at \$5,813.38. Susan asked if she could start looking around for another bank/bank account that might give us more interest than what we are earning now. Rosemary said that sounded fine.

Secretary's Report: No report

Newsletter Editor's Report: Jill reported that the deadline for August newsletter items is tomorrow (August 3rd). Jill also reported that she received a lot of legislative news from Lori and Eric so she will have to edit it down to fit within the normal confines of the newsletter. Jill also asked if she needed to be sending copies of the newsletter to the archive at Auburn. Beth said she would check with Lori to see if she is already sending these materials to the archive. Jill also said that she will be resigning her position as newsletter editor as of the Annual Meeting in April 2008. She will put an ad in the Newsletter looking for a new editor and Beth will send an announcement to the AACRL listserv asking for applications from any interested members.

Webmaster's Report: Beth reported the results of her investigation of holding online elections (see attached report for details). It looks like we can put the change in the bylaws forward at the Annual Meeting in 2008 and hold online elections in 2009. Beth also reported on the increased web stats since the move to aacrl.org however many of these hits appear to be from robots and not from real users. Jill suggested using Google Analytics to get more accurate stats. Beth also reported that she will also be resigning her position as webmaster as of the Annual Meeting in April 2008. She has recommended Maryellen Allen as a possible candidate for the position and will contact her to see if she is interested. If she is not, Beth will send an announcement to the AACRL listserv asking for applications from any interested members.

President Elect's Report: Tim reported that he will put together a committee to work on the workshop for this year. Susan will provide him with a list of individuals who said that they would be interested in being on AACRL committees on their membership forms. Tim also reported that at the ACRL Chapter's Council it was reported that Julie Todaro, the incoming President of ACRL, still had three open chapter visits. Tim will investigate whether or not she would be able to come to our dinner meeting as the speaker. The dinner survey that Rosemary conducted last year demonstrated that most individuals preferred to have a speaker.

Member-at-Large/ACRL Chapter Liaison's Report: Alyssa shared her Chapter's Council report that will be published in the December newsletter. She also distributed the application for the ACRL Chapter Advocacy Toolkit. The application deadline is August 15th, which, it was determined, is not really enough time to come up with a full program on this topic. However, it was also determined that we should keep an eye on those chapters that do get the grant as we may be able to use some of their ideas/speakers for a future AACRL workshop. Both Tim and Alyssa are planning on attending ALA Midwinter 2008.

Legislative Liaison's Report: No report

NEW/OLD BUSINESS

A. Workshop Ideas:

- Library 2.0 technologies (Mississippi State Univ. just had a workshop on this topic)
- Administrative Change/Organizational Behavior
- Are books still relevant?
- Library as Place / Learning Commons Movement
- Outreach Services
 - o To specific populations, e.g. Distance Education
 - o Specific strategies, e.g. embedded librarians, using Library 2.0
 - o technologies to reach millennials audiences
 - o Specific settings, e.g. community colleges, larger universities

In addition to looking for a topic, the committee will need to also think about whether or not we have local speakers on the topic or if we will need/want to bring in an outside speaker, at AACRL's expense. There is no set budget for the workshop but the desire is to break even if possible without making the registration fee too high.

Also, looking ahead to the dinner meeting, Rosemary asked for the board to begin thinking about possible locations and whether we want to go with a dinner catered at the conference site (like we did in Florence) or a restaurant in the Birmingham area. Rosemary suggested also that we empower Tim to appoint a committee to oversee the dinner plans and the best practices programming for annual. Beth will assist those assigned the best practices programming in filling out the paperwork and soliciting the proposals.

Tim asked if we are still sending an individual to legislative day with a \$500 stipend. Rosemary confirmed that we are. Tim explained that he serves as ALLA representative to ALA's Federal Library Legislative and Advocacy Network (FLLAN). At the request of ALLA, he asked if AACRL might help support his trip to Legislative Day in 2008. Rosemary recommended that we discuss this with Eric since he is the legislative liaison.

Rosemary will plan the next board meeting for sometime in the Fall and will send out possible dates via e-mail.

ADJOURNMENT

The meeting was adjourned at 2:48 p.m.

Respectfully submitted, Beth Ashmore, AACRL webmaster

Webmaster's Report – AACRL Board Meeting, August 2, 2007

I. Online Elections

- a. In order to do online elections, we would need to change the bylaws as they currently state: "Election of officers shall be by mail ballot prior to the annual chapter meeting." (Article IX, Section 3-Time of Election). This change will require a vote of the membership (Article XIV – Amendments) so it doesn't look like we would be able to do online elections this year.
- b. In the meantime, I contacted Jodi Poe who is the webmaster for the Alabama Library Association to see how they did their elections online. They too used survey software (although they are moving to an online management system where they will be able to do this without the survey software). They used e-mail addresses to prevent duplicate or non-member voting. Their system, EventHandler, was supposed to check for duplicates automatically, but it didn't so they just checked by hand. Other than that, this solution seemed to work very well for them.
- c. The sample ballot that I created and sent out to everyone prior to the meeting is a product of freeonlinesurveys.com which Samford University Library subscribes to. In truth, the Bylaws state "The Nominating Committee shall nominate two candidates, when possible, for each of the offices to be elected each year." and doesn't mention anything about write-in candidates so the practice ballot isn't really entirely accurate, but I wanted to test all kinds of possibilities. The results page can be viewed without e-mail addresses of the voters being matched up with the votes they cast which should be good for voter anonymity. There is a spreadsheet available that can match an e-mail address to the votes they cast.
- d. I think this would be a fairly simple way to have an online election. If we limit the time that the ballot is available, have a password that we distribute through the aacrl listserv/newsletter, check the list of e-mail addresses against our membership database to ensure that only members in good standing are voting and have a little faith in the honor system, it should work out okay. We are a small enough organization that I think it would be a manageable task between the past president, the webmaster and maybe the treasurer (who has the membership database). In cases where a person is not a member or enters a bogus e-mail address, we can use the survey system to see their vote and not count it (although Jodi acted like they didn't have much problem with this).

**Alabama Association of College and Research Libraries
Annual Dinner and Business Meeting Minutes
April 18, 2007**

DATE, TIME, AND PLACE OF MEETING: April 18, 2007, 6:30 p.m., Wintzell's Oyster House, Mobile, AL

PROGRAM

Kate Nevins, Executive Director, SOLINET, Atlanta, Georgia, was the speaker for the program. Ms. Nevins discussed Library 2.0, current social technologies, and their potential use in libraries. She urged librarians present to explore the uses that their libraries could make of these opportunities to reach users where they are and in the ways that they find comfortable.

CALL TO ORDER

Bob Schrimsher called the meeting to order at 6:30 p.m.

SIGNIFICANT CONTRIBUTION AWARDS

Jennifer Long, Past President, presented the Significant Contribution Award to the faculty and staff of the Houghton Memorial Library of Huntingdon College. Eric Kidwell, Director of the Houghton Memorial Library, made this recommendation:

I wish to nominate the faculty and staff of the Houghton Memorial Library of Huntingdon College for the 2006-07 AACRL Significant Contribution Award. I should emphasize that I'm not nominating myself, but rather the faculty and staff who report to me.

In thinking about what would qualify this library faculty and staff for the AACRL award, it isn't that they have developed some innovative method of delivering library services or developed some new technology that has the promise of revolutionizing the profession, but rather it's their sincere and deep dedication to our users, in particular our students, that I think warrants such recognition. Frequently in our profession the spotlight is shone only on those who do extra-ordinary things, and unfortunately, this rarely if ever includes just providing solid, dedicated every-day library service to one's users. This isn't to say that what my faculty and staff do on a daily basis is run-of-the-mill. They go well above and beyond their stated job descriptions as a matter of routine. Several years ago our college administration began using the term "quality of care" to reflect a renewed commitment to student academic and social life on campus. For as long as I have been the library director at Huntingdon, the library faculty and staff have been ahead of the curve in applying this philosophy to how the Library serves its users. Several of our classroom faculty (including our psychology faculty) have commented that the Library is the most functional unit on campus, and while it's been said with a certain (wistful perhaps) jest, it is still a compliment when you have classroom faculty tell you they wish they could have their offices in the Library because it appears to be such a pleasant work environment, and because the library faculty and staff work so well together. Let me introduce the library faculty and staff and very briefly illustrate why I think they deserve recognition:

Ms. Nordis Smith, our primary reference and instruction librarian, and the librarian who oversees the interlibrary loan service, has been recognized on campus in several ways for her service to library users. She has received an award from the Business Club, been mentioned by name in a commencement speech delivered by a graduating senior, and the associate dean for the School of Business, Applied Sciences and Education recognized Ms. Smith in a faculty meeting last year for her assistance to him (and his faculty wife) while working on his (their) dissertations. He stood and stated before the faculty and those administrators in attendance that he could not have completed his dissertation without her assistance. I've received letters and e-mails from classroom faculty similarly complimenting Ms. Smith.

Our systems librarian, Brenda Kerwin, volunteers to be available to our students, faculty and staff at night and on the weekend to help them with problems they encounter using our library's web site. At night up until 10:00 or 11:00 she will periodically check her e-mail from home, and do similarly on the weekends. She encourages users to include a cell phone number when e-mailing her so she can also call them if need be to resolve their problem. She also makes this service available to the students in our advanced-degree completion program, which now has sites all over the state. She's established a connection from home to our library server that helps her in providing this personal service to our users.

Ms. Margaret Kinney holds the staff position of head of circulation and embodies the "other duties as assigned" portion of a job description. Due to her many, many years in the profession she is able to greatly assist in providing reference services (Ms. Smith sings her praises constantly) and many of the library events we hold I could not pull together without her contributions. She is the supervisor of all our student assistants, and anyone who has done this job knows the challenges you face. You have

to act as part surrogate parent and part boss. Each year the majority of our student assistants are first-year students, and a large percentage of our first-year students at Huntingdon are now first-generation college students. For many it is their first time away from home and Montgomery is the "big city." As a supervisor, you find that your role is to nurture and educate, hoping that these students leave college having grown as a person (with developed marketable job skills). Our student assistant evaluation forms have been used as models by other campus offices.

Though she lives outside Montgomery (and up until last year held a second job), Ms. Kinney considers it part of her job to attend as many student evening and weekend events (sporting competitions, recitals, exhibitions) as she can to support "her" students, and our students notice this. Over the years many have written her personal notes of appreciation. I know for a fact that Ms. Kinney's care, guidance and patient shoulder (extended not just to those students who work in the Library) have had a positive affect on retention. In great numbers? No. But when you are a small, private liberal arts college, every student you can retain is an important retention success. Ms. Kinney has also worked with our faculty director of our first-year experience program. This past February she present along with myself a poster session at the national first-year experience conference. This session highlighted the popular first-year experience Halloween dinner the library faculty and staff sponsor each year.

Ms. Joel Godfrey serves as the administrative assistant in the Library, but that job title is inadequate. Again, in a small library everyone has to be able to step outside his or her specific job to keep the doors open, but what I'm so thankful about is the Ms. Godfrey does this with sincere willingly and with such a positive attitude. Like Ms. Kinney, she is another one of those library (non-"professional") staff members who deserves the recognition that so many in the library world who don't hold the MLS feel they never receive for the contributions they make. Ms. Godfrey performs much of our acquisitions functions and library event planning and consistently welcomes new responsibilities because she enjoys the challenges of learning new methods, techniques, etc. When ALA instituted its new membership category for paraprofessionals, Ms. Godfrey immediately joined and has maintained her membership.

Our library is also blessed with several part-time staff, many of who help us maintain services during the evenings and on weekends.

Ms. Yvonne Williams – thankfully - came to us with almost thirty years of experience working in academic libraries in technical services. I say "thankfully" because soon after she was hired as a part-time paraprofessional in tech services we lost our (only) full-time technical services librarian, and that position was then placed under a hiring freeze where it remains five years later.

We're also fortunate that Ms. Flora Reese, our emerita librarian who retired eight years ago as the technical services librarian, has agreeably stayed with us on a part-time (10 hours/week) basis to help keep us afloat in this area.

And there are our other part-time staff:

Ms. Linda Deal returned (with little pleading required) eleven years ago to help cover some of our night and weekend hours. When I came to Huntingdon almost twenty-one years ago, Ms. Deal was the administrative assistant. After completing her degree, she left that position to take a job with the state. There have been some semesters when she has, without complaint, helped cover up to three nights a week and Saturdays while continuing a full-time state job.

Mr. Eddie McKinney who has been a part-time evening staff member for twenty-six years, while serving as a full-time public school media specialist.

Ms. Sandra Donaldson, another prodigal staff member who returned to us and works whatever hours she can when not on the road due to her full-time state job.

Our archivist is Mrs. Mary Ann Pickard who is technically employed by the United Methodist Conference of the region and not the College. She has worked in the Library with the archives for thirty years and with her new assistant Mrs. Sharon Tucker, manages both the Methodist and college archives on a shoe-string budget, and the latter without a college records retention system in place.

Ms. Jamie Allen and Mr. Ryan Godfrey are our most recent additions to the library staff and are both Huntingdon alums.

In closing, I think our recent library mold experience alone makes many of these people worthy of an award, particularly because they had to literally live in the environment while the College made up its mind what it was going to do to remedy the situation. Probably the best illustration of the magnitude of that experience, and the unmitigated dedication to the Library and

College of these people, is to close with a snippet from my 2004 library report for the NAAL about this experience. I think a lot of (more sane?) people would have hit the road at this point:

The recommendation from the Library was to remove all volumes from infected areas, but the decision by the administration was to only remove those volumes with visible mold, and library personnel were instructed to mark these volumes. ... In July, the building was closed for cleaning (library faculty and staff were instructed that we were expected to continue working from a satellite office elsewhere on campus or take annual leave during this period, no additional leave time would be given). In late August, the week prior to the beginning of the fall semester, we were allowed back into the building only to find another mold outbreak in the collections. An additional estimated 1000 boxes of books were removed (without labeling or an inventory being allowed), and the Library began the 2003-2004 academic year with its entire book collection in the 400-900s, plus several other smaller collections, and all unprocessed volumes from technical services, removed from the building. ... the Library's first day reopened to the public was the first day of fall classes.

In early October, we received 150 boxes of cleaned books and began the process of re-shelving. A couple of weeks later, we found out by happenstance that on the day to follow the remaining 1600+ boxes would be delivered. By the following week, the Library was operating with roughly 1800 boxes of books stacked throughout the building.

... It did not take long to see that the re-shelving process was going to be even more complicated than one would normally think. It appeared that the first 800 boxes removed from the building had been cleaned as one group, and as they were repacked, these boxes were labeled 1 – 800 with an additional numerical designation as to content. Then as the remaining 1000 or so boxes of books were cleaned and repacked, these were numbered 1 – 1000. So when it came time to match inventory sheets (created by the locally, and in some cases non-English speaking, contracted workers) with boxes, one first had to determine if a box marked, say 734 & 563, was box #734 containing 563s or box #563 containing 734s. Once this was accomplished, one had to make certain that he or she had the right inventory sheet #734 for the right box #734, since there would be two 734 inventory sheets and two boxes marked 734 (somewhere among the approximate 1800 boxes throughout the Library). Even when this was sorted out, it did not guarantee that the contents of the box matched the inventory sheet, nor indeed that the additional labeling of the box (e.g. 563s) matched the contents (which might actually be 900s). And then there were instances when inventory sheets were simply lists of initials (title? author?), or my personal favorite from my own un-packing experience, where the identifier on the inventory sheet was not the call number (which when used was rarely complete), the title (partial or in toto), or the author's name, but rather the last name of the donor off the book plate on the inside back cover of the book. This was symptomatic of the condition of the inventory sheets.

Actual re-shelving was its own adventure. When the original 800 boxes of books were removed, the college administration did agree to allow the local moving company to label the shelves from which books were pulled (accuracy as we found later was another issue). However, in late August the administration didn't allow this to be done, deeming it too expensive and time consuming. Any experienced library worker, be they librarian or support staff – or student assistant – can imagine the result of this decision once time came to re-shelve the collection.

... At 2:17 on the afternoon of March 12, the last book from the circulating collection to be unpacked was re-shelved. At that afternoon's faculty meeting, this was announced ... (and) ... a round of applause was received from classroom faculty with a number standing.

OFFICER REPORTS/ RECOGNITION OF OUTGOING OFFICERS

Past President

Jennifer Long – Jennifer announced the results of the election this year. Tim Dodge will be the new president-elect, and Susan Herring will be treasurer. (Outgoing officer)

President

Bob Schrimsher– Bob recognized current, newly-elected, and outgoing officers among those present.

Vice-President/President-Elect

Tim Dodge – no report

Treasurer

On 15 February 2007, the balance in the AACRL bank account was \$5,618.95. Since that time, deposits of \$126.00 (dues) and \$1,170.00 (annual dinner registration) have been made, for a total of \$1,356.00. Disbursements of \$62.80

(newsletter) have been made. \$1.77 in interest has accrued. As of 16 April 2007, the balance in the AACRL bank account was \$6,853.92. (Outgoing officer)

Secretary

Lori Northrup reported that copies of the April 26, 2006, business meeting were available in print and on the Alabama Association of College and Research Libraries' website and had been approved via e-mail by the membership following last year's meeting.

Legislative Liaison

Eric Kidwell – no report

Newsletter Editor

Jill Grogg – no report

Webmaster

Beth Ashmore – no report

Member-at-Large

Alyssa Martin – no report

ELECTION RESULTS/INSTALLATION OF NEW OFFICERS

President	Rosemary Arneson, University of Montevallo
Vice-President/President-Elect	Tim Dodge, Auburn University
Past President	Bob Schrimsher, Samford University
Secretary	Lori Northrup, Samford University
Treasurer	Susan Herring, Athens State University
Member-at-Large	Alyssa Martin, Troy University – Montgomery
Legislative Liaison	Eric Kidwell, Huntingdon College
Newsletter Editor	Jill Grogg, University of Alabama
Webmaster	Beth Ashmore, Samford University

At this time, after recognition of the executive board, Bob asked for business items from the floor or comments. There being none, he adjourned the meeting at 8:12 p.m.

Respectfully submitted, Lori Northrup, AACRL Secretary