

**Alabama Association of College and Research Libraries  
Executive Board Meeting Minutes  
September 25, 2006**

**DATE, TIME, AND PLACE OF MEETING:** September 25, 2006, 1:00 p.m., Drug Information Center, Samford University, Birmingham, AL

**PRESENT:** Bob Schrimsher (President); Rosemary Arneson (Vice President/President-Elect); Alyssa Martin (Member-at-Large/ACRL Chapter Liaison); Bethany Skaggs (Treasurer); Jill Grogg (Newsletter Editor); Beth Ashmore (Webmaster); Jennifer Long (Past President); and Lori Northrup (Secretary)

**ABSENT:** Eric Kidwell (Legislative Liaison)

**CALL TO ORDER:** The meeting was called to order at 1:00 p.m.

**MINUTES:** Minutes from the July 11, 2006, meeting of the executive board were approved.

#### **OFFICER REPORTS**

##### **President's Report**

As reported in an email from Eric to Bob, at a recent ALLA meeting, Tyrone Webb, President of the CUS division, wanted to know what it would take to create a state division within ALLA for community college libraries in order to address concerns of those libraries. Mr. Webb indicated that some librarians in the community colleges felt under-represented within the state organization. While this could not be addressed by ALLA without significant bylaws revision, Eric wondered if AACRL could do any more than is already done to extend outreach to state community college librarians (CCL's). Rosemary noted that CCL's are already on the liaison list for AACRL. After some brief discussion, it was decided that the problem as noted by Mr. Webb is not a problem within AACRL, and that no action beyond normal notification and publication of liaison contacts at community colleges would be taken.

Bob reported that when Tim Dodge at Auburn University Libraries filed for relocation of AACRL records, there was a \$15 charge. Bob made a motion that AACRL reimburse Mr. Dodge; Rosemary seconded this motion. Bethany will send a check.

Bob asked if executive meetings for AACRL had ever been conducted by conference call, or if this had been considered. There was some discussion and a general agreement that this might shorten the meeting time; but no action or decision was taken.

### **Past President's Report**

Jennifer noted that she has received no nominations for the Significant Contribution Award or for officers. Bob and Bethany mentioned new employees at institutions as candidates for officer positions. The deadline for nominating officers will occur before the March newsletter is issued. Jennifer will create an announcement for the newsletter issue in December.

### **President Elect's Report**

Rosemary had no new news on the dinner location during the convention in Mobile next year. She will send a survey, probably on the website, to solicit suggestions and preferences from the membership for that meeting's agenda. Beth will help set up the survey on the website.

### **Treasurer's Report**

Bethany reported that no deposits or disbursements had been made. The Treasurer's Report is attached. Bethany also reported that the yearly reimbursement request from ACRL for newsletter expenses has been denied. She will ask for more clarification on the denial and the categories of allowable chapter expenses. There was some discussion of whether this change had to do with recent tax status clarifications by ACRL. Rosemary mentioned that in Chapters Council, there was some discussion of what qualified for reimbursement. As the language of the denial was unclear, more explanation will be sought; if Bethany has no success with her contact at ACRL, Rosemary has volunteered to contact the ACRL listserv members for their similar experiences or suggestions.

### **Secretary's Report**

No report

### **Newsletter Editor's Report**

Jill will send a reminder about the December newsletter. She urged those present to stick to the deadline, which will be November 10, for articles and announcements. With a Nov. 10 deadline, Jill will be able to get the newsletter printed and delivered to members and the web prior to the holidays. She will include a liaison list as an insert. Jill also asked about archiving of newsletters, and requested extra copies for her records. Brief discussion followed, and it was decided that, as in the past, the secretary will be responsible for archiving newsletter issues with other association papers in his/her possession. There was some question of contact information for the person at Auburn University Libraries who will be handling the AACRL archives. Bob will find out this information and deliver it to the board.

### **Webmaster's Report**

Beth delivered a proposal (attached) for creating association web space with an independent commercial site. There was some discussion and general

agreement that her proposal was logical and the associated costs reasonable. Beth reiterated that this proposal will make the transfer of web duties from officer to officer much easier. There was some discussion of how to use the email accounts that are a part of the service Beth advocates. It was decided that annual funding of the site's maintenance would make the most sense. This move to a new site will be announced in the December newsletter, though the actual site will go live before that time. Bob made a motion that AACRL adopt this proposed move to the named vendor on a yearly subscription and announce the move in the December newsletter. The board will discuss the use of associated email accounts more at a later date. Rosemary seconded this motion.

Beth will also unveil the new website design when the new service is activated. She noted that all the responses she's received thus far commenting on the design were positive.

Beth also reported on program planning for the 2007 convention. Rosemary will be assisting with the planning. The initial survey forms were due to ALLA on October 21<sup>st</sup>. Beth has planned 3 programs on Wednesday and 1 on Thursday, trying to take into account accustomed programs by other organizations and the convention planners. Times slotted for Wednesday are 12:30-1:30, 2:00-3:00, and 3:30-4:30. The program on Thursday has been arranged from 1:00-2:00.

#### **Legislative Liaison's Report**

No report.

#### **Member-at-Large/ACRL Chapter Liaison's Report**

Alyssa will update the liaison list for the December newsletter. Rosemary will forward her old list.

#### **NEW/OLD BUSINESS**

Jennifer reminded the council of the Chapters Council meeting coming up in Seattle. Rosemary plans to attend the meeting.

**NEXT MEETING:** The next meeting will be in January or February 2007.

**ADJOURNMENT:** The meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Lori Northrup  
AACRL Secretary  
Attachments (3)

## **ATTACHMENTS**

### **Treasurer's Report**

On 7 July 2006, the AACRL bank account balance was \$5,346.05. Since that time, no deposits or disbursements have been made. \$4.77 in interest has accrued. As of 22 September 2006, the balance in the AACRL bank account was \$5,350.82. The annual reimbursement request for newsletter-related expenses was submitted to ACRL but was denied on the grounds that the expenses were not "for a charitable or educational purpose" (see attached letter for more information).

(Text of letter follows.)  
September 5, 2006

Robert Schrimsher  
Associate Professor and Pharmacy Librarian  
Samford University  
School of Pharmacy  
800 Lakeshore Drive  
Birmingham, AL 35229

Dear Robert,

Enclosed is the ACRL Alabama Chapter's reimbursement request and receipt. This reimbursement request was submitted for "AACRL newsletter related expenses." ACRL is not able to reimburse this expense because these charges are not for a charitable or educational purpose.

According to Section 2.5 of the *ACRL Guide to Policies and Procedures*, ACRL Chapters "may spend budgeted resources on any items or activities that support the charitable and educational purposes of ACRL's strategic goals as identified in the strategic plan with two exceptions. 1) The allotted funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences and 2) The allotted funds may not be used to purchase goods or services prohibited by ALA and ACRL policy." This policy was approved by the ACRL Board of Directors in January, 2006.

The 2006-07 ALA fiscal year began on September 1, 2006, and the ACRL Alabama Chapter will receive its new budget allocation shortly. Reimbursement requests for this fiscal year must be received by August 15, 2007.

Please contact me with any questions.

Sincerely,

Megan Bielefeld  
Program Coordinator  
Email: [mbielefeld@ala.org](mailto:mbielefeld@ala.org)

## Webmaster's Proposal

As Webmaster for AACRL, I propose that the association purchase webspace and a URL to serve as a permanent location for the association website. I believe this will be a good use of our financial resources for a number of reasons:

- It will allow us to have a shorter and more permanent URL. <http://www.aacrl.org> is currently available.
- It will make the position of webmaster more easily transferable between members of the association without having to move the website from university webspace to university webspace.
- This server space comes with e-mail addresses which the association could use for the various board members if it so chooses.

I also recommend that we use Aplus.net (<http://www.aplus.net>) as our webspace provider and domain registrar. I currently use Aplus.net to house my website (<http://www.researchinglibrarian.com>), have done so for the last 4 years, and have had minimal downtime and excellent service that entire time. Aplus.net Solo plans are also CNET editor's choices for webhosting.

The basic Solo plan will cost \$5.95 a month, and for that we would receive:

- 300 MB Storage
- 25 GB Monthly Transfer
- 10 Email Addresses
- FREE Domain Name Registration
- Virus & Spam protection
- After the first year, an annual fee of \$8.20 would be added to our bill to renew our domain registration.

There is a \$10 setup fee which is waived if we pay annually. We also have the option of paying monthly or quarterly. This is the lowest level plan that Aplus offers, so should the association decide that it would like more features or capabilities (e.g. e-commerce functions), the plan can be upgraded to handle that. All plan administration (e-mail, billing, upgrades, webspace usage) is available online through a web-based control panel.

I estimate the total annual cost of hosting the website to be \$79.60.

Respectfully submitted,  
Beth Ashmore  
AACRL Webmaster

09/25/06