

**Alabama Association of College and Research Libraries
Executive Board Meeting Minutes
June 7, 2011**

Date, Time, and Place of Meeting & Call to Order: The June 7th meeting was called to order at 11:15 am by Lori Northrup in the Atrium of the library at Huntingdon College.

Present: Lori Northrup (President), Jennifer Long (President-Elect), Debbie West (Treasurer), Ellen Wilson (Secretary), Eric Kidwell (Legislative Liaison), Rickey Best (representing Chapters Council)

Absent: Charlcie Vann (Past-President), Kathy Wheeler (Newsletter Editor), Jason Battles (Webmaster), Yingqi Tang (Member-at-Large/ACRL Chapter Liaison)

Officer Reports

President's Report:

Lori Northrup reviewed the terms of executive board officers. In 2012, the secretary, newsletter, and webmaster positions expire. The treasurer's term ends in 2013.

She suggested gathering more information about the AACRL listserv from Craig Beard, moderator of the list. She proposed inviting him to a future meeting.

She sent in the chapter report to ACRL on June 6th. ACRL encourages pictures of chapter events for publicity purposes and suggested that we take pictures of events in the future. Another report will be due in the winter.

Lori has been talking to Ron Leonard at NAAL about the possibility of co-sponsoring a workshop about collaborative collection development workshop in the fall. However, a standalone AACRL workshop may be a better option for scheduling purposes. She suggests that the workshop be held October 14th or 15th at Samford University. She has talked to Tim Cherubini at Lyrasis as a possible speaker, as well as contacted several librarians at the University of Massachusetts who have experience with collaborative collection development among five colleges and universities in the Amherst area. Someone from NAAL might also be a good speaker.

Eric Kidwell suggested that e-books are of particular interest. He also mentioned that there is a Montgomery consortium of libraries who have discussed taking steps beyond their reciprocal borrowing agreement towards collaborative collection development.

President-Elect's Report:

AACRL OFFICER REPORT
Vice President / President Elect
Jennifer Long
June 7, 2011

AACRL Committees

I have contacted the old members with three retained due to interest and have not yet recruited any new members. There is one vacant position on each committee.

Continuing Education & Training Committee

Jennifer Long, Chair	2012
Paula Ellis Barnett	2012
Vacant	2013

Program Committee

Jennifer Long, Chair	2012
Hanrong Wang	2012
Kim Stevens	2013
Vacant	2013

AACRL Fall Workshop

I have nothing to report for the AACRL workshop.

AACRL/CUS Best Practices Sessions

I have contacted the CUS Chair-Elect (Michael Pearce) and he indicated interest in continuing the best practices sessions at the Alabama Library Association convention next year. I may need assistance with obtaining information about the deadlines for convention programs.

AACRL Annual Meeting

I have submitted the request form for the ACRL Officers Speakers Bureau. Three chapters have been selected for visits in 2011 and none have been selected for visits in 2012.

I have obtained attendance information for previous annual meetings. The potential large group size for Birmingham is an issue when trying to secure a restaurant or venue with private dining. As such, the program committee may need to think outside the box so I am open to trying something different which may reduce the cost.

2008	Birmingham	37	2011	Orange Beach	19
2005	Birmingham	54			

Past-President's Report: (Reported by Lori Northrup)

Charlcie Vann has been working with the nominating committee and awards committee to identify candidates for offices and rewards.

Treasurer's Report:

The account balance as of March 31, 2011 according to the last Treasurer's Report was \$5683.49. Since that date 3 deposits were made totaling \$655.00, one check written for \$624.67, new checks were ordered for a debit of \$34.88 and interest .44 was accrued.

Using the account balance of the last Treasurer's Report the balance as of May 31, 2011 should be \$5679.38. The Bank Statement shows the balance to be \$5709.38 (a difference of \$30.00) and the checkbook balance is shows the balance of \$5534.45 (a difference of \$144.93 from the Treasurer's

Report and \$174.93 from the Bank Statement). I have been unable to determine the discrepancies so I will start my term as Treasurer using the balance from on the May 31, 2011 Bank Statement, if this is agreeable with the member of the Executive Board, and report the balance for the AACRL account to be \$5709.38.

I have ordered new checks which have had to be reordered due to a misprint. I have two outstanding reimbursements to make. One is to Lori Northrup for \$50.00 for reimbursement of a gift card and the other is to Nadine Cohen for travel expenses to the conference in the amount of \$371.66.

(Discussion at meeting)

Lori Northrup made a motion to accept the balance of \$5709.38 as the starting balance for the AACRL account. Eric Kidwell seconded and the motion passed.

Secretary's Report: The minutes from the annual business meeting and dinner were approved by the membership via email.

Newsletter Editor: (Reported by Ellen Wilson) Deadline for August newsletter is July 20th.

Webmaster: (Reported by Lori Northrup)

Jason Battles suggests moving the AACRL website to WordPress, which would allow the site to incorporate modern features. This would also make updating the site easier. Hosting on WordPress would cost \$46/year. The current hosting fee for the site is \$81/year.

Jason will step down as AACRL webmaster by the end of December, with the stipulation that the migration to the WordPress site will be completed before his departure.

Legislative Liaison: (Eric Kidwell submitted report via email)

The Government Relations Committee moves into the new year with two members - myself and Rickey Best. I will be contacting two former members (Barbara Hightower and Kent Snowden) about their interest in continuing.

I see the Committee's focus this coming year resting on increasing legislative awareness and participation among the academic/research library community in the state. I've had several ideas from the Committee that I think are worth further consideration (e.g. a Facebook page and/or adding a legislative page to the chapter web site). I have proposed coordinating some type of meeting or program at ALLA starting with next year. The main thought here has been to help inform and orientate folks who will be participating in National Legislative Day, either by traveling to D.C. as part of the Alabama delegation or who will be participating virtually.

This spring after sharing e-mails with committee members and Tim Dodge, I e-mailed Dennis Nichols who has been serving as the legislative point person within ALLA. It seems to me that we need to coordinate the legislative advocacy efforts of AACRL and ALLA. While AACRL has mainly focused its efforts at the national level, we should not ignore those issues that are more state and local. I've not heard back from Dennis. At the NAAL retreat this year, Henry Stewart (Troy) talked about the state

legislative day, so he may be a better contact for us within ALLA.

I received no requests this year for the stipends to attend National Legislative Day. My hope is that some of the efforts mentioned above will generate greater interest (of course, as generous as the stipends are they do not cover the entire cost of attending, so reduced travel funding may have been more a factor than lack of interest). One of the things I would like to see is a system by which I or the Gov't Relations Committee is kept aware of the advocacy efforts of our membership. If someone contacts an elected official to advocate for libraries, it would be good to know of this. Some of the social networking that is available might be a way of dealing with this (or just a simple e-mailed notification).

(Reported in person)

Eric Kidwell suggested having an orientation for legislative day participants at ALLA's annual meeting, as well as coordinating with ALLA regarding legislative day.

Rickey Best mentioned that there are only two participants in ACRL's national legislative liaison program in the state of Alabama (Rickey Best and Tim Dodge).

Another member is needed for the Government Relations Committee.

Member-at-Large/ACRL Chapter Liaison: (Yingqi Tang submitted report via email)

I have Donna Chow back in the Membership Committee this year.

I will continue recruit and maintain members in our chapter. I am working on the membership liaison network list. We have 54 liaisons on the list. Up to date, 11 emails have bounced back with error delivery message, and 10 people agreed to be liaisons. I will resend the email next week. Hopefully, we can get more responses by then.

Second emailed has been sent out, 13 people are assigned as liaisons by 05-31-2011. Debbie checked the owner of 11 error emails. She found that none of the people are current members. (Thank you Debbie!)

I am going to send out a call for liaison volunteers with your approval. I would like to know:

1. Should we target to current members or everyone who are on the listserv?
2. Is there any term for liaison before?

My concerns on membership management:

1. I noticed that some members prefer to renew membership every three year which is good. However they do not remember when their membership term will be expired. I think a reminder email is helpful.
2. Some members show inactive on the record, but on the other hand they are on the committee list. Is there anyone in charge of verify membership status?
3. I have not disturbed any membership card for last year. If we not going to do this, I think we should update the bylaw accordingly.

4. Do you think it will benefit for our members to have a member directory each year?

(Discussion at meeting)

The executive board agreed that reminder emails for renewal are helpful.

To verify that committee members are active members, send the names of committee members to Debbie West and she will verify their membership status.

Membership cards have not been distributed for many years. The executive board agreed that the bylaws should be amended to reflect this.

The executive board agreed that an online member directory would be helpful, and will consult with Jason Battles about whether this is possible in WordPress.

New/Old Business

Chapters Council:

Rickey Best reported on a resolution he is bringing before ACRL Chapters Council at ALA in New Orleans. This resolution proposes tying the chapter reimbursement from ACRL (currently \$1 per member who is also an ACRL member, with a minimum reimbursement of \$100) to the Higher Education Price Index (HEPI) index.

ACRL Deadlines:

Lori Northrup reviewed deadlines for chapter submissions to ACRL:

Chapter Topics report: June 6, 2011

Chapter Annual report: July 15, 2011

Reimbursement Forms: August 15, 2011.

Charlcie Vann is working on the annual report.

AACRL Timeline:

Lori Northrup suggested that the executive board create a timeline of important deadlines for all positions, which would help ease the transition between board members.

ACRL Strategic Plan:

Lori Northrup will send the board several documents regarding ACRL's new strategic plans. She suggests that we make an effort to tie chapter events to the strategic plans.

Bylaws:

Lori Northrup reviewed the bylaws regarding the membership year (Article XII) and officer terms, which differ. She suggested that this be explicitly stated in the bylaws, and this issue can be brought to the membership at the annual meeting.

She also suggested that committee descriptions be added to the AACRL website as well as possibly the bylaws.

Fall Workshop:

Lori Northrup will email Jennifer Long with the details established so far regarding the fall program on collaborative collection development.

Convention Plans:

Jennifer Long has talked to Michael Pearce of CUS about the Best Practices program at ALLA. Mini-sessions are also a program possibility.

Membership Drive:

Lori suggested that AACRL consider a membership drive. She suggested reaching out to LIS students. Eric Kidwell suggested reaching out to community college librarians and paraprofessionals.

Eric Kidwell suggested that establishing a system of mentors and readers for publishing and publications would add value to AACRL membership and could help attract members.

Jennifer Long will try to find the AACRL ribbons and chapter brochures.

Next Meeting:

The board will meet prior to the fall workshop, probably in early August.

Adjournment: The meeting was adjourned at 1:35pm.

Respectfully submitted,

Ellen K. Wilson
AACRL Secretary