

**DRAFT MINUTES**  
**American Library Association**  
**Association of College and Research Libraries**  
**Community and Junior College Libraries Section**  
**Executive Committee Meeting Two**  
**New Orleans Marriott, Room 816**  
**June 26, 2006**

**ATTENDANCE**

Imogene Book (Archivist), Elizabeth Burns (Chair, Membership Comm), Mary Carr (Past Chair), Christine Godin (Chair), Alice Lubrecht (Chair, Awards Comm), Susan Maltese (Chair, Planning and Procedures Comm), Lora Mirza (Newsletter Editor), Kenley Neufeld (Webmaster), Mary Jane Petrowski (ALA/ACRL Staff Liaison), Cary Sowell (Chair, NCLR), Ellen Sutton (Vice Chair-Chair Elect)

**CALL TO ORDER**

Christine called the meeting to order at 8:05 a.m.

**REPORT FROM THE ALA/ACRL STAFF LIAISON TO SECTIONS**

Mary Jane reported that a new ALA/ACRL employee, Adam Burling, will be transitioning into the liaison slot for CJCLS. Adam has begun to work with the memberships committees, providing the reports of new members as well as memberships which have lapsed. Adam's position had existed previously at a lower level and has been recently upgraded to provide additional assistance to the membership.

New membership survey data has been shared with the officers of the section. It was noted that the response rate for this year's survey was improved over recent surveys. Key findings noted were:

1. 91% plan to renew their memberships. Those who aren't: 1% retirement; 8% not sure if they can afford it. Renewals rates are currently running 9% ahead of last year. The drop period has been tightened up and now only allows about a five month lag. It is intention of ALA that this will decrease again next year.
2. The main reason given to the question of why join was to support the membership.
3. Retired members are very concerned about ways in which to keep the retired members still involved. For many, they may no longer work full-time in the profession but would like to remain active in the association.
4. 900 comments were received in response to the question of what sections could do to increase membership in the sections. These will be cross-tabbed by the section and shared before action plans are due in mid July. Some which came to Mary Jane's mind indicated welcoming the new members; providing mentoring

opportunities; more committee opportunities. People with shorter tenure in the profession value different things than those who are in the profession longer.

The entire survey report will be placed on the web.

Mary Jane shared a new brochure promoting academic librarianship to be used with library school students. Developed when ALA staff had to attend a career night at Dominican University, it can be obtained for anyone to share with library science students and potential candidates.

A new award (ACRL Best Practices in Marketing Academic Research) brochure was provided. The award will be given at the ACRL conference in Baltimore. Awards for University, College and Community Colleges will be selected. Awards require the marketing campaign to use the “@ your library” promotion as part of the campaign.

Kathryn Deiss will be replacing Hugh Thompson in Publishing. The office will also change names and be called Strategic Contents. This reflects the decision to have the same staff person looking at professional development opportunities to develop as well as publishing. Kathryn will start in her position on July 17.

In response to a question about the CJCLS Archives, Mary Jane indicated that the materials should be sent to her. ALA staff will take out the duplicates and forward the remaining material to University of Illinois. Imogene asked that the duplicates be returned to her and indicated that most committees are not forwarding minutes to her. A discussion about the committee minutes which may or may not exist ensued. The final thoughts were that each committee had reported to the Executive Committee so these minutes would reflect actions at the committee level.

## **OLD BUSINESS**

It was reported that the section’s revised by-laws were approved at the ACRL By-Laws Committee on Saturday. Assuming they are approved by the Board on Tuesday, they will be on the ballot for approval in the spring.

## **OFFICER REPORTS**

### *Past Chair*

No report.

### *Newsletter/Handbook*

1. Lora routed copy of the newsletter. She reminded Ellen that she would be responsible for the Chair’s column. Mary Carr offered a column on the ACRL Board. Ellen would like to see more content oriented articles for the newsletter. A suggestion to glean topics from the questions which are appearing on the

listserv will be considered. A second suggestion was to put the website address on the masthead as well as on the back page.

2. Updated handbook: Lora handed out the tables of contents for the 1996 handbook as well as a draft of “section manual”. Mary Carr indicated the new term being used by ACRL is the “Operating Manual”. This will be used in the next draft.

Per discussion around the table, the following was missing from the draft:

- Officers and Executive Committee was missing a reference to the Webmaster. The committee suggested breaking this section into Elected and Appointed positions since all officers vote on the executive committee.
- Names of committees. There was a question whether the committee list accurately reflected the section’s committees. Discussion about the Conference Program Planning and its charge to include Hot Topics sessions at Midwinter.
- There was also discussion about how we plan to handle publications. What appears on the webpage and is simply a link? The consensus was to make most information simply links to correct sections of the website.
- Forms needed to conduct section business – simply link to the selected ACRL forms which are needed to conduct business.
- History of the section should include a list of historical rosters of chairs and award winners. Ellen asked Kenley to create an outline of what should be on the website to be provided to the new webmaster.
- Where do we plan to place the manual? The About Us section of the webpage would be the best place to put the updated manual. The committee felt that the section needed a Statement of Purpose; rather than a mission statement.

## **COMMITTEE REPORTS:**

*Program Planning:* There were approximately 35 people in attendance and represented a wide variety of librarians. The majority of people were still there at 4:30 actively asking questions.

Looking toward the future, there was a suggestion to try to plan with other groups. Mary was under the impression that ACRL was going to try to encourage each program have co-sponsors. The committee was reminded that this needed to be done VERY early as most programs are planned several years in advance. A second comment reminded us to consider groups outside of ACRL from time to time as many of our program topics transcend divisional lines.

The All Committees Meeting was very lively and all committees (with the exception of awards and nominating) were able to meet. Awards had conducted the Breakfast immediately before All Committees meeting and Nominating will begin its work in earnest via email in July.

*NCLR Discussion Group:* This group would like to consider adding a published topic for each of the meetings. The ACRL Liaison will most likely be Richard Shaw. The name was forwarded to the Council of Liaisons who will most likely be forwarding the name to the ACRL Board on Tuesday.

**NEW BUSINESS:**

There was a suggestion to try to locate support from a vendor to provide some assistance for the dinner on Friday night. The pizza party in Chicago was popular because of its low cost. Mary and Kenley both offered to assist Ellen in locating a place in Seattle. Transportation to and from the hotels should be considered in selecting a site.

The meeting was adjourned at 9:50 a.m.

*Respectfully submitted,*

*Alice L Lubrecht  
Acting Secretary  
July 10, 2006*