ACRL – COLLEGE LIBRARY SECTION
EXECUTIVE COMMITTEE MEETING
January 17, 2010, 8:00-10:00 a.m.
Renaissance Hotel – Brewster Room

MINUTES

Present: Barbara Burd (Leadership); Adam Burling (ACRL); Cathy Doyle (Best Practices; Conference Planning 2011); Robert Fleming (College Library Directors Discussion Group); Janet Fore (College Library Directors Discussion Group); Sally Gibson (Membership); Jill Gremmels (CLIP Notes); Clem Guthro (Professional Development); Mary Heinzman (Member At Large); Irene Herold (Past-Chair); Jan Kemp (Medium-Sized Academic Libraries Discussion Group); Doug Lehman (Nominating; Secretary); John Lehner (ACRL Board Liaison); Chris Millson-Martula (Vice-Chair); Lisa Stillwell (Member At Large); Dawn Thistle (Chair);

Guests: Susan Barnes Whyte (ACRL Council of Liaisons)

1. Meeting called to order by Chair Dawn Thistle at 8:00 a.m.
2. Approval of Agenda
   a. Agenda approved and introductions were made around the table.
3. Approval of minutes from ALA Annual.
   a. Motion to approve the minutes made by Cathy Doyle, seconded by Chris Millson-Martula. There were no additions or corrections and the minutes were approved unanimously.
4. Officer Reports
   a. Chair, Dawn Thistle
      i. Dawn commented that she is working on keeping things moving for CLS.
      ii. She has been busy forwarding announcements from ACRL.
      iii. Budget
          1. Dawn commented briefly about the basic services budget and noted that CLS received $2,100 from ACRL for the webinar on accreditation.
          iv. Dawn talked a bit about the Communities of Practice Assembly and Friends of ACRL. She noted that the Friends have a pool of money that can be used for discrete projects and that the criteria are pretty open-ended, so if anyone has any ideas on projects that might fit, let her know.
   b. Chair-Elect, Chris Millson-Martula
      i. Chris has been focused on the nomination process for 2011.
         1. Alice Bahr is serving as chair of the Nominating Committee.
         2. The deadline for volunteering for a committee is February 15, 2010. Executive Committee members are asked to encourage librarians they know to apply for CLS committees. Current members are also encouraged to apply for another term.
3. Chris has sent out a call for volunteers, but each year about 50 new members are needed. He currently has about 10 volunteers for 30 positions.
4. Chris will talk with the current chairs to see how they might assist in this process.
5. Cathy Doyle suggested looking at the current committee structure in CLS, for example, are committees too large? Or are there too many or too few committees to get the work of the section done?
6. There is a need to maintain continuity among committee membership and there is a need for commitment from members to attend meetings and conduct committee work.
7. The question was raised “Are members volunteering using the form?” or are they saying to someone, “Oh, I’ll volunteer” but never actually complete the form.
8. Dawn talked about the need for Committee chairs to plan for the succession of the chair’s position.
   ii. He is also working on the 2011 conference planning process. Cathy Doyle is serving as chair of the 2011 Conference Planning Committee.

c. Secretary, Doug Lehman
   i. Minutes from committee meetings are due two weeks after Midwinter.
   ii. Submit them to Doug Lehman.
   iii. Minutes of committees are important as they record the activities and history of the section. The minutes ultimately go to ACRL/ALA archives.

d. Members-At-Large
   i. Lisa Stilwell
      1. During the past year she noted that she served on the Nominating Committee.
      2. Her other main responsibility for the past year has been planning the Friday Night Feast.
         a. Lisa noted that the contact with Serials Solutions has left the company, but that there has been contact with Jeff Riedel from Serials Solutions and he is investigating sponsorship for the Friday Night Feast. It was noted that they would like an exclusive sponsorship, so we have asked for more support than in past. They would prefer $2,500; we are asking for $3,000.
         b. Historically CLS has provided a few new members free registration for the Friday Night Feast and would like to continue this.
         c. Lisa has been in contact with Co Co.Sala, a chocolate lounge and boutique in Washington, D.C. as a possible site for the Friday Night Feast at ALA Annual 2010.
d. She noted that if funding for the FNF is a problem we may need to consider making it a happy hour.

e. Discussion took place about the possibility of using the CLS budget if we are unable to secure a sponsor. What amount of the budget could be used? It was thought that if a deposit of $500 is required we could use the budget for that.

f. Plan of action: Lisa will inquire about the deposit with the venue and will check with Megan Griffin (ACRL) about the possibility of using the budget for the deposit. The final result may be that the price of the dinner will be higher than in the past.

ii. Mary Heinzman

1. Mary has been serving on the Program Planning Committee for ALA Annual 2010. The theme of the program is: “Librarians Just Need To Have Fun: Utilizing Fun and Humor in the Library Workplace to Enhance Employee Performance”.
   a. Mary noted that they received 15 proposals and selected 4 for presentations. They will be 15 minutes in length with handouts.

   b. Presenters will be: Erin L. Davis (Reference Librarian, Utah State University); Theresa Doherty (Access Librarian & Head, Circulation & Automation Services, Virginia Commonwealth University); Pat Van Zandt (Director of Scholarly Resources & Research Services, Southern Methodist University); Frances Weinstein Yates (Library Director, Indiana University East).

   c. They are trying to develop some ideas that can draw people into the session and are looking for giveaways for the attendees.

2. Clem Guthro inquired as to how the room size is determined for programs? Mary said that they had requested a room for 300 for this session.

5. Committee Reports

a. Best Practices, Catherine Doyle
   i. Cathy noted that the committee is working on the Accreditation Coach project and are collecting information for a wiki.

   ii. As part of the action grant ACRL wanted to make sure coaches have some experience with accreditation. There was a question from the Board about where does the line get drawn between a coach and needing a consultant. Cathy noted that the committee is vetting this issue and plans to have a virtual meeting to discuss the matter.

   iii. Dawn asked how the Executive Committee feels about this issue of a line between coaches and consultants. Janet Fore suggested talking with the accredititing agencies to get their thoughts on the matter. Irene Herold offered that this is a one-on-one arrangement that is on the librarian level and not the
institutional level. She further noted that there needed to be a termination and assessment section of the process.

iv. Dawn said she has heard positive feedback from this project. Irene asked if there are criteria for who is eligible for coaching. Must they be a CLS member? Are there size of institution limitations? It was noted that the focus is on college libraries, but that the ACRL Board would not allow it to be limited to CLS members.

b. CLIP Notes, Jill Gremmels

i. Jill noted that they are looking at some different models, but it is too early to provide much about them.

c. Communications

i. As no one was present from Communications, Dawn noted that the committee needs to do some work to make things happen as far as getting the word out about CLS.

ii. She said that we need to get information up on the website, ALA Connect and our Facebook site.

iii. Dawn stated that minutes, meeting schedules and the like need to be posted and updated regularly. She further commented that we can use these as marketing tools.

iv. There was a question as to the feasibility of have a Twitter feed for the 2010 Annual Conference program.

d. Conference Planning

i. Mary presented the plans for the 2010 Annual Conference Program. See her report above for details.

e. Conference Planning 2011, Cathy Doyle

i. Cathy related that she has had conversations with Vice-Chair/Chair-Elect Chris Millson-Martula and the incoming chair of ACRL ULS (Kim Leeder) about a joint program at ALA Annual 2011 in New Orleans. They are looking to do something a bit innovative and have proposed a title of “College Librarians and Their Roles Outside the College Library”.

ii. They envision using the Pecha Kucha (usually pronounced “pe-chak-cha”) format for the program. For those not familiar with the format a presenter shows 20 slides for 20 seconds each, for a total of 6 minutes 40 seconds for each presentation.

iii. Doug noted that the ACRL Marketing Academic and Research Libraries Committee is using this format for their program at ALA Annual 2010.

f. Leadership, Barbara Burd

i. Barbara spoke about the ProQuest Innovation in Librarianship Award

ii. She stated that the nominations should be active for three years and that the deadline has been extended. She asked if it could be extended again.

iii. There is no link to the application form from the web site.
iv. Barbara will contact the ACRL office to get copies of previous year’s nominations.

g. Membership, Sally Gibson
   i. Sally noted that the committee has received the membership reports for October, November and December 2009.
   ii. The committee has contacted those members who have dropped their membership.
   iii. She noted that we currently have 2,520 personal members, a decline of about 2%.
   iv. Irene Herold commented that membership typically drops in the non-ACRL conference years.

h. Nominating, Doug Lehman
   i. Doug identified the committee members, thanked them for their work and presented the slate of candidates:
      1. Vice-Chair/Chair-Elect: Frank Quinn & Celia Rabinowitz
      2. Secretary: Eric Kidwell & Stacy Voeller
      3. Member-At-Large: Carolyn Carpan & Ethelle Bean
   ii. He mentioned the issue that came up in discussions about CLS member who may be working at larger universities and what can, or should, be done in that situation. There are members of CLS who are employed at larger (in some cases ARL) libraries who may be good candidates, but should this disqualify them from serving as an officer in CLS. The prevailing sense is that it should not, but that we want to make sure there are opportunities for college librarians.

i. Professional Development, Clem Guthro
   i. Have held virtual meetings, but no face to face meetings yet
   ii. Have been trying to determine the role of the committee
   iii. They conducted a survey of CLS members and received approximately 140 responses. The responses indicate that members want local/regional opportunities and online opportunities.

j. Research
   i. Mark McCallon submitted a written report.

6. Discussion Group Reports
   a. College Library Directors, Bob Fleming & Janet Fore
      i. This discussion group will meet in the Boston Convention and Exhibition Center, Room 208 at 4 p.m. on Sunday, January 17, 2010.
      ii. Topics for discussion will be: Information Literacy, Management, Assessment, Media Collections (from analog to streaming media), Marketing Initiatives, and Institutional Repositories.

   b. Medium-Sized Academic Libraries, Mary Heinzman
      i. The theme at this meeting will be “Keeping Staff Motivated in Tough Economic times.
ii. The session will be at 10:30 a.m., Sunday, January 17, 2010, in the Boston Renaissance Hotel, Atlantic Ballroom 3.

7. Liaison Reports
   a. Council of Independent Colleges, Susan Barnes-Whyte
      i. Susan shared how things have developed and changed within CIC.
      ii. She noted that she would be attending a meeting of the Council of Liaisons and that she is not sure where CLS will fit in as they restructure.
      iii. She said she attended the CIC Chief Academic Officer Institute in Santa Fe, New Mexico this past November where she co-presented a program (“Advancing the Library and Technology Program in Tough Financial Times”) and hosted a breakfast discussion (“What Challenges Does Your College Face in Creating Effective Library Services”).
      iv. She stated that she attended a breakfast (“Information Fluency: Moving beyond Information Literacy in the General Education Curriculum”) at the institute about the CIC program on information literacy and the humanities where institutions could send teams of four. The disciplines will change each year. This has been coordinated by Susan Perry (Senior Advisor, Liberal Arts Colleges, The Andrew W. Mellon Foundation) and Susanne Woods (CIC Senior Advisor and Provost and Professor of English Emerita, Wheaton College, Massachusetts).

   b. ACRL Board, John Lehner
      i. John noted that the ACRL Board is dropping the Strategic Plan Action Plans and is looking at other means for sections to gain funding.
      ii. He mentioned the “Value of Academic Libraries” project and noted that it is undertaking a large scale review of the literature, including a review of large datasets to help identify the resources we are not using that are available to libraries.
         1. The project was awarded to Megan Oakleaf, faculty member at Syracuse University, iSchool.
         2. She will be developing a list of conferences where the findings should be presented.
      iii. John spoke briefly about the ACRL Strategic Plan and pointed out that at the ACRL Leadership Council attendees saw the draft ALA strategic plan. He followed by noting that ACRL will be developing a new strategic plan.
      iv. John noted that ACRL is experiencing budget stresses. The division will have a budget deficit in 2010, but this is a planned deficit because of the 2011 conference. They expect to make up the deficit with the 2011 conference.

   c. ACRL Staff, Adam Burling
      i. Adam noted that ALA conducted a membership database cleanup in the fall and that resulted in about a 2% decrease due to duplicate entries and the like.
      ii. He is working with sections with web sites. The plan now is to limit sections to four (4) members who have the ability to edit web sites.
iii. Adam spoke about virtual meeting resources and pointed out that if you have fewer than 20 participants ALA is recommending using DimDim. If you have more than 20 participants then ALA is recommending Adobe Connect. ACRL does not have a preferred method.

iv. Clem mentioned EtherPad as an option for virtual meetings.

8. Other business

   a. ACRL Emerging Leaders Program
      i. Dawn stated that $1,000 has been approved to support the program during this fiscal year.
      ii. The call comes through Adam, the preference is for CLS members, but it could be others as well.
      iii. Please encourage your staff to apply for this program.
      iv. Cathy Doyle moved that CLS appropriate $1,000 for the Emerging Leaders Program for Fiscal Year 2012 with preference for CLS member. Clem Guthro seconded. Unanimously approved.

   b. Dawn reminded Executive Committee that we are co-sponsoring a program with ALCTS at ALA Annual, but in name only.

9. New Business

   a. Dawn mentioned the Friends of ACRL project.
   b. Dawn is serving on the ACRL Academic/Research Librarian of the Year Award Committee and asked those present to think of possible nominees. She noted that this is a career award and not a one-time effort award. There is a broad interpretation of the criteria and nominations are kept on file for three years. It was suggested that past-chairs could work to generate nominees.
   c. Irene Herold spoke about investigating further the issue of leadership development in the College Libraries Section. She raised the question of do we want to write or update the history of CLS? She noted that it was last revised twenty years ago in 1989. She felt this might be a good project for funding from the Friends of ACRL. Irene noted that she is interested in this as a project, but needs to finish her dissertation, so is not likely to take it on.
   d. Dawn raised the matter of CLS committees and structure. Do we have the committees and the structure we need to make it work? Irene noted that it has only been a few years since the committees were restructured and renamed. Dawn said she wants to make sure we know where we are going as a section. She asked everyone to make better use of ALA Connect in their professional work for the section. She encouraged everyone to send materials to the Communication Committee to get the information posted in a timely fashion.
   e. ACRL National Conference 2011, Philadelphia
      i. Should there be a CLS-sponsored event? Perhaps on Friday night. It was suggested that an ad-hoc group be convened to plan such an event.
ii. The question was raised about the possibility of getting CLS programming the ACRL National Conference. Could a discussion group submit a roundtable proposal? Committees should be thinking of ways to develop proposals.

10. Cathy Doyle moved to adjourn the meeting; Clem Guthro seconded.

Meeting adjourned at 10:05 a.m.

Respectfully submitted by Douglas K. Lehman