

**Communications Committee  
College Libraries Section  
Association of College and Research Libraries  
Minutes, January 19, 2002**

**Present:** Melinda Dermody (chair)  
Rosemary Arneson  
Terry Ballard  
Wayne Bivens-Tatum  
Ruth Connell  
Catherine Lee  
Philip Swan  
Michael Thompson  
Damon Hickey

Melinda Dermody announced that Catherine Lee will be the committee chair after the Atlanta conference.

Catherine Lee reported that she may be changing the program used to create the newsletter. Wayne Bivens-Tatum volunteered to work with her and with John West to get the newsletter converted into an html format that can be mounted on the web site.

The next issue of the newsletter will have information about the Friday Night Feast in Atlanta but not a registration form. Last year, several people did not receive the newsletter until after the registration deadline.

Damon Hickey reported that the COLLIB-L e-list is doing well. We currently have over 1000 subscribers. John West updated the web site instructions on subscribing to the list. Damon also reported that some people are still trying to subscribe through Willamette University because of an online list of listservs that ARL has. Damon has contacted Diane Kovacs, and she is updating this list. Catherine will make sure that information on subscribing to the list gets into the newsletter.

Melinda reported on the meeting of the CLS Executive Committee held this morning. The Friday Night Feast will be held at Mary Mac's Tea Room in Atlanta.

The Committee discussed the proposal before the CLS Executive Committee to discontinue in-person committee meetings during the Midwinter Conference. The consensus of the Committee was that we could do our work virtually without having to have a face-to-face meeting at Midwinter, and that we supported this proposal. Melinda will report on our discussions at the next Executive Committee meeting.

Melinda will distribute copies of the current CLS membership brochure, which was a joint project of this Committee and the Membership Committee. The Membership Committee will be reviewing the text for necessary changes. The goal is to have an updated brochure ready for the Atlanta conference.

Melinda reported that the online committee volunteer should soon have a check box for virtual membership and additional virtual membership information.

We discussed the issue of archiving the CLS web site. Melinda has printed those pages not archived elsewhere and submitted those to the ACRL archives, but we agreed that an electronic archive would also be desirable.

Melinda reported that John West wants to hand off responsibility for editing the CLS web site, and the Committee has been asked to look at ways the web site can be updated. John and Melinda are working together to write a position description for the web editor. Terry Ballard indicated that he would be interested in taking on this responsibility, and Wayne Bivens-Tatum said that he would be willing to assist. Melinda asked them both to send her information on the work they have done, and she will discuss this with Scottie Cochrane.

Wayne volunteered to check the newsletter links on the web site before our next meeting. Melinda will send a query to COLLIB-L asking for new newsletter links.

We discussed where the CLS web site should be hosted. We agreed that having ALA host the site made sense, but the Committee had some concerns about our ability to make timely changes. Melinda will talk with other sections about their experiences in having ALA host the site. Mike will talk with the ULS web editor to evaluate their experience with ALA-hosting their web site. We will try to have a recommendation on this before the annual conference, especially since the web address should be included in the revised brochure.

Mike volunteered to review the online committee volunteer form in order to determine what response appears after submitting information.

We reviewed the current web site and made several suggestions for changes. We think the site can be made more visually appealing and easier to navigate. Melinda will work with the new web editor to get these changes made, and we will review them virtually.