College Libraries Section, Executive Committee Minutes
ALA Annual Meeting: 2002
Saturday, June 15, 2002
9:30 a.m. - 11:00 a.m.
Embassy Suites-Salon II
Atlanta, GA

Present:
Lynn Scott Cochrane, Chair
Mark E. Cain, Vice-Chair/Chair Elect & Past Secretary
Alice Bahr, Secretary
Mickey Zemon, Past Chair
Lisabeth Chabot, Member-at-Large
Paul A. Frisch, Member-at-Large
Jody L. Caldwell, Chair, CLIP Notes
Melinda K. Dermody, Chair, Communications
Robin Wagner, Chair, Conference Program Planning, 2002
Tara Lynn Fulton, Chair, Conference Program Planning, 2003 & Co-Chair, College Library Directors Discussion Group
Marilyn Martin, Chair, Continuing Education
Catherine Lee, Editor, CLS Newsletter
Christopher Millson-Martula, Chair, Research for College Librarianship
Bill Nelson, Chair, Standards
Charles Getchell, Co-Chair, College Library Directors Discussion Group
Jo-Ann Michalak, Co-Chair, Medium-Sized Academic Libraries Discussion Group
Daniel Ortiz, Co-Chair, Medium-Sized Academic Libraries Discussion Group
Lois Cherepon, ACRL Liaison
Inga H. Barnello, incoming Chair, Research for College Librarianship
John Jaffe, incoming Chair, Leadership
Kristin Senecal, incoming Secretary
David Wright, incoming Chair, CLIP Notes

1. Welcome and introductions

Chair Scottie Cochrane welcomed everyone, introduced herself, and asked those attending to do the same.

2. Adoption of agenda

Scottie asked for a motion to adopt the agenda. Charles Getchell made a motion, which was seconded by Bill Nelson, and the agenda was adopted.

3. Chair's report: Scottie Cochrane

Despite the intense amount of paperwork associated with the Chair's position, Scottie called this year's work at CLS invigorating and expressed her appreciation to Mark Cain and Mickey Zemon for their support and expertise. She shared with the group copies of the CLS's Unit
Activities 2001-2002, which she submitted to ACRL. The report highlights CLS's major achievements, which include the participation of 140 new library directors and 80 mentors in the Leadership Committee's Mentorship Program, well attended discussion groups, consideration of an online tutorial on the new Standards for College Libraries, preparation of a panel discussion on attracting and supporting new college library directors for ACRL 2003, ACRL's publication of the workbook that Bill Nelson and Bob Fernekes developed and have used at several national and state preconferences, proposals for virtual membership and for virtual meetings at Midwinter, an informative newsletter, issued twice a year, a well maintained, newly revised website, maintenance of the COLLIB-L listserv, new CLIP Notes releases, continuous updates of In Print, ACRL's first e-publication, and Haworth Press's full support of CLS's membership initiative, Friday Night Feast. Scottie concluded by remarking that there might be a problem next year if the response to the Friday Night Feast continues to grow and persons are turned away.

4. Chair-Elect's report: Mark Cain

Mark reported that the Vice-Chair's life is one of filling vacancies on and making appointments to committees. He made more than 40 appointments this year. Mary Jane Petrowski is sensitive to the inherent difficulties of the appointment process-some of which stem from Vice-Chairs and ALA working with different, uncoordinated lists-and will work to simplify the process.

5. Past Chair's report: Mickey Zemon

Mickey said her main job/accomplishment was arranging for Haworth's support of the Friday Night Feast. She's on the committee that will be making recommendations for the Excellence in Academic Libraries Award and solicited descriptions/names of outstanding academic libraries. Scottie asked Mickey to e-mail the award criteria to Executive Committee members.

6. Members-at-Large report: Paul Frisch and Lis Chabot

Paul thanked those who attended the Friday Night Feast. Because of a schedule conflict he could not attend the ACRL Government Relations Committee and therefore had no report.

Lis Chabot reported that she will be handling Friday Night Feast arrangements for Toronto and that she had worked with Robin Wagner on CLS' s 2002 program.

7. Committee reports (those that were distributed in advance via e-mail do not require action nor discussion--copies will be available at the meeting)

a. CLIP Notes: Jody Caldwell

The Committee has several publications at various stages:

1. Appropriate Use Polices for Computers was published by ACRL in February.

2. Assessment Tools for Information Literacy was submitted to ACRL in April.
3. A formal proposal for a CLIP on access to rare books and special collections should be reviewed by the Committee at Annual.

4. A preliminary proposal for a CLIP on instruction for first-year students will be reviewed by the Committee at Annual.

5. Two additional proposals are still at the soundings stage: one on encouraging librarian outreach and one on organizational staffing patterns.

b. Communications: Melinda Dermody (CLS web page, in particular)

CLS Web Site
The CLS web site has been the primary project for the Communications Committee this year. At the midwinter conference, it was proposed that the CLS web site be hosted on ACRL’s server. After reviewing this option, the committee decided that it was a good idea. John West worked with the individuals at ACRL on how to go about this change and the site was subsequently loaded on the ACRL server in the middle of spring.

Additionally, after serving as web editor for 5 years, John West asked that we find a new web editor to take over these responsibilities. Ruth Connell, of the Communications Committee, volunteered to serve as the new editor. In late spring, John officially passed on his responsibilities to Ruth who began working on a new design and layout of the page. After receiving approval of the new site virtually from both the Communications and Executive Committees, I asked Ruth to load the new pages on the server. The new site is now available at
(Note: URL changed to [CLS home page](mailto:CLS home page), minutes updated 28 July 2010)

The committee officially recognizes John West, who created the CLS web site in 1997 and has served as its editor through 2002. And, we would like to extend great thanks and appreciation to John for his excellent work. The Executive Committee will also be formally acknowledging John and his work with CLS. A plaque will be sent to his Director so that it may be presented during a faculty recognition program. I would also like to thank Ruth for all of her prompt work and attention in serving as the new editor of the new web site. We are all very pleased with the results.

CLS Brochure
Working jointly with the Membership Committee, the Communications Committee assisted in getting the CLS brochure updated and reprinted. The brochure now includes the section’s new URL and updated text. The new brochure was printed in May and will be distributed at the CLS program on Sunday.

Newsletter and Discussion List
Catherine Lee has continued to produce an excellent CLS newsletter, which was published most recently with a new look and format, and the COLLIB-L discussion list is proceeding very well as usual under Damon’s direction.

I have enjoyed serving as the Chair of this committee and welcome Catherine Lee as she takes over these responsibilities.

Robin thanked Lis for her participation in planning this year's program, "Will the Real Customer Please Stand Up? Designing Services for 21st Century Users," scheduled for Sunday between 9:30 am - 11 am. Although the Conference Program listed the wrong room number, someone will be on hand to redirect persons to the right room.


Although actual speakers are not yet identified, the theme and format for the program are taking final form. The focus is on recruiting for college librarianship. The keynote speaker will provide a theoretical/philosophical framework by addressing the issue of what college librarianship is, how it is changing, and how to deepen the candidate pool. A panel including a library director and a library school professor will pick up on the latter issue. A call is out for videos of new college librarians who will address how they were recruited to and what attracted them to college librarianship.

e. Continuing Education: Marilyn Martin

Since Midwinter, the Committee arranged with Standards Committee to co-sponsor the proposed pre-conference workshop on the College Library Standards at the ACRL Conference.

The Committee continued discussion with the chair of Standards Committee about an online tutorial on outcomes assessment in relation to the standards and also identified possible presenters for future workshops on assessment.

f. Leadership: Damon Hickey

Melinda Dermody reported for Damon and remarked that COLLIB-L appeared twice in The Chronicle of Higher Education and that Barbara Fister’s article, which also appeared in The Chronicle emanated from a discussion on COLLIB-L.

g. Membership: Susan Richards

New Membership brochures (the 2nd edition) will be distributed at Annual in Atlanta. This has been a joint project with the CLS Communications Committee. Funding was provided by ACRL. The committee will discuss how to use these brochures to recruit new members.

The committee sent out recruitment e-mail letters in the fall to persons who belong to COLLIB-L but who are not CLS members. They also sent out a blanket e-mail invitation to join CLS on COLLIB-L this spring. The general consensus was that the first recruitment e-mail was a lot of work with cross checking who belonged to COLLIB-L but not CLS. There also were many incorrect e-mail addresses that produced a lot of bounced e-mail. The committee will evaluate the second blanket recruitment letter and decide if this is something worth continuing.

The committee will develop other membership recruitment activities. They will discuss the relationship of the Friday Night Feast to the Membership Committee's recruitment activities and will consider developing a calendar to regularize recruitment activities throughout the year.
The Committee is always looking for good ideas.

**h. Nominating 2003-2004:** Carolyn Sheehy

Mark Cain reported for Carolyn Sheehy. The slate of nominees is as follows:

Vice-Chair/Chair-Elect: Tara Fulton and Damon Hickey  
Secretary: Richard AmRhein and Robin Wagner  
Member-at-Large: Stephen Stoan and Cindy Swigger

**i. Research for College Librarianship:** Christopher Millson-Martula

**In Print**

Under the leadership of former editor, Alice Bahr, the In Print files have migrated from the Spring Hill College server to an ACRL server. While the process took longer than anticipated, things are up and running at the new site. Editor Ravil Veli and his updaters will now modify and add entries on the ACRL server, with an update to be completed during the summer.

Marketing for In Print has been problematic, with fewer than 50 subscriptions sold thus far. Hugh Thompson is considering taking one of ACRL's electronic publications and releasing a new print edition. The electronic version would be made available free of charge to purchasers of the print edition. We hope that Hugh will choose In Print for this trial.

**Joint ventures with the ACRL Research Committee**

The ACRL Research Committee has taken no action yet regarding a possible committee-sponsored program for the ACRL conference or the establishment of an ACRL research fund. There may be some progress to report at Tuesday's meeting.

**j. Standards:** Bill Nelson

The Standards Committee sponsored a Standards Discussion Group at Midwinter. Lis Chabot, member of the CLS Standards Committee, moderated the discussion. Topics for discussion included:

1. Regional and Professional Association Accreditation Criteria
2. Qualitative vs. Quantitative Assessment
3. Implementing the current ACRL Standards
4. Evaluation of Online Services and Resources
5. Technology Skill Assessment vs. Information Literacy Competency
6. Outcomes Assessment
7. Effective Use of Assessment Data

Eighteen persons were in attendance and signed the list. There was a very productive discussion.

Since their New Orleans workshop in January, Bill Nelson and Bob Fernekes have presented three other workshops on the College Library Standards:
1. Dallas, TX - Preconference to Texas Library Assn. (April)
2. Indianapolis, IN - Private Academic Library Network of Indiana (May)
3. Kenosha, WI - Wisconsin Assn. of Independent Colleges and Universities (June)

The Standards Committee proposed a Standards workshop as a Preconference workshop at Philadelphia Midwinter-CLS will be the sponsor. The Standards and Continuing Education Committees jointly proposed a Standards Preconference workshop for ACRL in Charlotte-CLS also sponsored this program proposal. We are waiting for word regarding approval of these proposals.

The Committee also expects to propose a roundtable discussion on standards at the Charlotte meeting. This will be discussed at the Atlanta meeting-the proposal deadline is in the fall.

The Committee is planning a forum and large roundtable discussion for ACRL in Charlotte. Joint sessions would be held with community college and university groups to focus on developing an assessment tool kit that would document a variety of approaches to implementing the new standards for libraries.

8. Discussion Group reports, if there are action items

a. College Library Directors: Tara Fulton and Charles Getchell

The discussion group will meet on Sunday, 16 June, at 2:00 p.m.

b. Medium-Sized Academic Libraries: Jo-Ann Michalak and Daniel Ortiz

The discussion group will meet on Monday, 17 June, at 9:30 a.m.

9. Clarification of the role of members-at-large on the Nominating and Program Committees

There has been some confusion about the responsibilities of members-at-large and when, during their two-year commitment, they should assume those varied responsibilities. After discussion, a decision was made for members-at-large to serve on the Nominating Committee for the duration of their appointments (i.e. for two years), to serve on the Program Committee for the program delivered the following year in the first year of their appointment, and to plan the Friday Night Feast during their second year of office.

10. Evaluation and discussion of Haworth Press financial support to CLS (in 2002 Haworth funded the Friday Night Feast-dinner for 60 attendees)

The feast, in Scottie's words, was "great." When Haworth first approached the section they discussed a reception. Mickey Zemon called and requested support for the dinner. Haworth happily contributed $1,000. Mickey thinks that they would be willing to raise the level of support if the costs escalate. The $19 per person charge in Atlanta was particularly affordable and not likely to be repeated in other cities. Everyone agreed that CLS should to continue to ask
Haworth for their support for this event, and there was a recommendation that if/when costs escalate that the Haworth contribution might be used to subsidize a portion of all the meals.

11. Information items and announcements

Lois Cherepon announced the times of the ACRL Board Meetings (Saturday 2-4 p.m. and Tuesday, 2-4 p.m.) and noted that the first 30 minutes of each meeting will be an open mike session: She encouraged attendance because the issue of electronic meetings would be an issue addressed. She also noted that those attending might wish to ask the ACRL Office for supporting documents for those meetings: FYI Documents #4-8.

Lois also mentioned the ACRL President's program, Monday at 2 p.m., followed by the reception for the Academic Librarian of the Year Award and a reception to honor the life of Sharon Hogan.

Mickey Zemon commented on her ten years of service on the Board and the pleasure of serving with so many fine people. Scottie and the rest of the board offered her a well deserved round of applause and expressed everyone's heartfelt appreciation for Mickey's hard work and her significant contribution to CLS.

12. Adjournment

The meeting was adjourned at 10:50 a.m.

- Orientation for the few new CLS officers and chairs for 2002-2003 will have been conducted by Past Chair, Mickey Zemon, just prior to the meeting.
- Minutes of Midwinter meetings were approved electronically in February, 2002.

Respectfully submitted,

Alice Bahr
6/21/2002

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Tuesday, June 18, 2002
8:30 am - 11:00 am
Marriott-Cabinet
Atlanta, GA

Present:
Lynn Scott Cochrane, Chair
Mark E. Cain, Vice-Chair/Chair Elect & Past Secretary
Alice Bahr, Secretary
Lisabeth Chabot, Member-at-Large
Paul A. Frisch, Member-at-Large
Melinda K. Dermody, Chair, Communications
Tara Lynn Fulton, Conference Program Planning, 2003, and
Co-Chair, College Library Directors Discussion Group
Debbie Malone, substituting for Marilyn Martin, Chair, Continuing Education
Damon D. Hickey, Chair, Leadership
Catherine Lee, CLS Newsletter
Christopher Millson-Martula, Chair, Research for College Librarianship
Bill Nelson, Chair, Standards
Jo-Ann Michalak, Co-Chair, Medium-Sized Academic Libraries Discussion Group
Daphne Harrington, ACRL Membership Liston
Mary Jane Petrowski, Assistant Executive Director, ACRL
Inga Barnello, incoming Chair, Research for College Librarianship
Kris Senecal, incoming Secretary
David Wright, incoming Chair, CLIP Notes

1. Introductions

Chair Scottie Cochrane welcomed everyone, introduced herself, and asked those attending to do the same.

2. Adoption of agenda

Scottie asked for a motion to adopt the agenda. Alice Bahr made a motion, which was seconded by Bill Nelson, and the agenda was adopted.

3. Report of Mary Jane Petrowski- ACRL Senior Associate Exec. Director

Mary Jane indicated that she would be working closely with Mark to make the CLS roster accurate and reminded everyone that the deadline to update membership information for the ALA Handbook was 11 July. This year the Handbook will be print and electronic, but the following year it will be in electronic format only.

4. Committee reports

a. CLIP Notes: David Wright, incoming Chair, reported for Jody Caldwell

The supply of the latest CLIP Note that was brought to conference for the ALA Store, #32, Assessment Tools for Information Literacy, which David edited, has sold out. The Committee is reviewing older titles to decide which should be updated. One strong candidate is the title on user surveys. The Committee will be contacting the original authors to determine their interest in revising it.

b. Communications: Melinda Dermody
Melinda reported that there was a good turnout for the Communications Committee meeting and reminded everyone to tell Catherine Lee, the incoming Chair, what changes they might like to suggest for the web site.


There were an estimated 200 persons attending the 2002 program. An exact number will be available from ACRL, which does head counts.


The topic is recruitment. Although speakers haven't been identified yet, the program will offer a combination of (1) keynote speaker to provide an overview of the issues (25 minutes); (2) videos of three new college librarians discussing how they were recruited and why they chose to work in a college library (which might eventually become a recruiting tool); and (3) a panel discussing the keynote speaker's remarks in greater detail.

e. Continuing Education: Debbie Malone reporting for Marilyn Martin

The Committee continues to discuss with the Standards Committee the possibility of turning Bill Nelson's (Chair, CLS Standards) and Bob Fernekes's popular workshop on the new CLS standards for college libraries into an online tutorial. Debbie asked if the Executive Committee had a timeline in mind. Lightheartedly, Scottie said yes, yesterday. Bill Nelson suggested that his Committee's ACRL forum/roundtable might help to inform the development of a tutorial, but that with workshop commitments and the publication of the workbook, his time was limited.

There was general discussion about WebCT as a vehicle for a tutorial. Mary Jane said that ALA has a site license for WebCT and could set up accounts for virtual meetings. Mark suggested that the need to set up accounts might make WebCT less desirable for a tutorial.

Debbie inquired about co-sponsoring a preconference on portals with LITA. Mary Jane said that would be fine and reviewed scheduling deadlines: plans and budgets need to be in place by October and November of 2002 for 2004 pre-conferences and programs.

f. Leadership: Damon Hickey

Damon had a scheduling conflict and could not attend the Leadership Committee meeting; however, the incoming chair, John Jaffee, attended for him.

Scottie took the opportunity to thank Damon for his role on the Leadership Committee for the last ten years and expressed how profoundly his influence would be missed.

Report from John Jaffee:
1. Article on successful searches for college library directors: Rick is over committed and cannot coordinate. List of potential contributors has been identified. Interviews need to be set up and done (telephone). Cynthia Peterson will take over coordination.

2. Article on "the extraverted librarian": Tom has inquired about making it a CLIP Note. Chair of CLIP Notes Committee is enthusiastic. Will start with an e-mail survey, to be followed by formal proposal and survey. Probably a 9-month project. Mary Ellen Chijioke will help.

3. Recruiting to the profession: Tara Fulton is chair of 2003 CLS Program Committee. That is the topic, and our input was helpful.

4. Carolyn Sheehy's panel presentation on attracting and supporting new college library directors: Carolyn is putting together a panel proposal for ACRL 2003 and would like our committee to sponsor/endorse. Mignon Adams will moderate. Committee asks that Carolyn e-mail committee members, get feedback. Mark: would like to see something new, or new synergies. Tara: how good a job are we doing identifying and encouraging likely candidates--not people who know already that they want to be directors? Mary Ellen: reasons for failed searches? Rita: outcomes of the first 3 classes of people who went through the mentoring program, and, if they're not still directors, why they stopped?

5. CLS initiative to end CLS committee meetings at Midwinter: Pro: more funding available for Annual from institutions. Con: will we meet in other ways (virtual, telephone?) between Annual Conferences? Maybe quarterly? Need structures to assure it happens. Some people may still come to Midwinter for other reasons, but may not have to stay as long. We might also be willing to have a longer timeframe for Annual. Consensus to support idea.

Additionally, the Committee discussed the possibility of conducting virtual meetings by setting up a listserv ten days before Midwinter, closing it three days after the conference. Larry Hardesty's mentoring program had a fewer matches this year. Normally there are 15 pairs; so far, two-to-three are in place.

Scottie asked for the names of the chief academic officers/provosts at the chairs' institutions so that a citation for their service to CLS could be mailed to those chief academic officers and provide an opportunity for the academic community to recognize the chairs' professional service.

g. Membership: Daphne reported for Susan Richards

Daphne Harrington reported for Susan Richards. A joint effort of the Communications and the Membership Committee, the new CLS membership brochure is ready. The Committee has sent an e-mail to ACRL chapters asking how many copies they would like. Last year as a recruitment effort individual and blanket e-mails were sent. This year only blanket ones will go out.

Scottie remarked on the Committee's ingenuity in asking those attending the CLS 2002 program to write comments on the brochure since ACRL did not have evaluation forms available.

h. Nominating 2003-2004: Carolyn Sheehy
Scottie noted that Mark made this report on Saturday.

i. Research for College Librarianship: Christopher Millson-Martula

The future of the Committee's premier product, In Print, is not sure. Depending on Hugh Thompson's final decision it might be a print publication, an electronic one, or a bundled print/electronic title. The Committee is planning a roundtable discussion for ACRL. Called Taking the Plunge, it will focus on prospective authors considering their first journal article. Michael McLane will be the Committee's representative to the CLS ad hoc committee exploring additional funding initiatives/opportunities.

j. Standards: Bill Nelson

There is a good chance that Standards will do a preconference at ACRL. Larry Hardesty told Bill that there were 15 proposals; Standards was asked to consider a half day session. Standards agreed and is also planning a roundtable/forum for ACRL.

5. Discussion Group reports

a. College Library Directors: Tara Fulton and Charles Getchell

Tara reported that 30 persons attended the discussion and that topics clustered around the following five areas, although no one sat at the table discussing budget cuts:

Buildings/Renovations
Accreditation/Assessment
Extraverted Librarian/Advocacy
New Services to New Students/Information Literacy
Budget Cuts

Based on other topics brought up, Tara recommended that the following might be good subjects for CLIP Notes:

Digitizing Special Collections
Job Descriptions
Role of Depository Collections
Course Management Software

Charles Getchell will be outgoing Co-Chair of the Discussion Group.

b. Medium-Sized Academic Libraries: Jo-Ann Michalak and Daniel Ortiz

Dan reported that 25 persons attended, which was lower than in previous years. Although ALA gave them a room for 15 people, they had a good discussion that was all over the map and ranged from accreditation/assessment to what reference librarians should be doing (do we need a reference desk?). Jo-Ann noted that most attended because of postings to COLLIB-L, not
as a result of flyers. Tara suggested that announcements be sent to Executive Committee members to forward to local listservs.

6. Liaison reports

a. ACRL Board Liaison: Lois Cherepon

Lois made her report at the Saturday meeting.

b. ACRL Standards and Accreditation: Bill Nelson

Bill reported that the Committee has a new chair, Paul Beavers (Wayne State) and that it had approved the Guidelines for Academic Status.

c. ACRL Membership: Daphne Harrington

There is a slight overall decline in ACRL membership and ACRL will be targeting Spectrum scholars to determine which of them accepted complimentary ACRL membership and which two sections they selected.

Mark asked if there were a way to identify undergraduate librarians and then target them. Mary Jane will investigate the possibility. Bill added that if not, there is a discussion group.

d. ACRL Research: Christopher Millson-Martula

Inga attended the ACRL Research Committee with which there had been prior discussion about a joint program at ACRL and joint efforts to develop guidelines for the ACRL Research Fund. The deadline has passed for programs, but the latter effort, while on track, could not make headway because only three people were at the meeting.

f. ACRL Government Relations: Paul Frisch

Paul had a conflict, so Lewis Miller went for Paul. Lewis will email a report later [that report follows].

I attended the Government Relations Committee meeting this morning (Monday, June 17). I was warmly welcomed by the chair and members. No one on the committee recalled having seen anyone from CLS or any other section attend as a liaison, but enthusiastically endorsed the concept.

Everyone agreed that an important role of the liaison is the communication back to CLS members of issues that are being dealt with by the Government Relations Committee. In this way they hope that CLS members will have an increased consciousness and awareness of these issues and perhaps become more involved in them. Six issues currently dominate the legislative (and thus the Government Relations Committee) agenda:

1. Distance Education
2. Database Protection
3. Fair Use Issues  
4. E-Government  
5. Presidential Records  
6. Privacy Issues

Each issue was assigned to an individual committee member who will lead the advocacy effort on that issue. I do not have the names of those individuals at this time, but will send them to you in a few weeks. They will be looking for anyone who would like to comment on any of these issues—either with an anecdote, a personal experience, or a unique perspective, or any other way you would like to comment.

Also discussed was a very successful pre-conference held on Friday afternoon. This focused on the practical aspects of advocacy with state and federal legislators. While the pre-conference was successful, they felt that a regular program during ALA annual would reach a broader audience. Details of this will be worked out later.

I am now on their committee distribution list, so likely will have a lot more information to work with from now on.

**f. University Library Section:** Jo-Ann Michalak and Daniel Ortiz

Both Jo-Ann and Dan had scheduling conflicts and could not attend. The ULS meeting was at the same time as the discussion group for Medium-Sized Academic Libraries.

**7. Old business**

Old business focused on a review of the draft procedures for CLS Midwinter virtual meetings.

a. Scottie asked which committees wanted face-to-face Midwinter meetings. Those answering affirmatively were Program 2003, Standards, and both discussion groups.

b. The title of the document will be Guidelines for College Libraries Section Midwinter Virtual Meetings.

c. Scottie and Mark will incorporate changes to the document proposed during the meeting and then redistribute it. Ultimately, it will be made available on the CLS Web page. Some of the most significant changes are multiple postings about virtual meetings (American Libraries, CLS Newsletter, ALA Web site, etc.), committee chairs forwarding approved minutes to the Secretary and the Section Chair, and convening Executive Committee meetings both two weeks before and one week after Midwinter.

**8. New business**

a. Bylaws changes
Although bylaws will need to incorporate information about Midwinter virtual meetings, it is best to wait for a year to see how the guidelines work before making those changes.

b. Both Scottie and Mark went to the ACRL Board I meeting. There was no mention of virtual Midwinter meetings.

9. Information items and announcements

Mark thanked Scottie, as did the whole committee, for her dedication, her unflagging spirit to do the right thing, her hard work, and her courage.

Scottie in turn thanked the chairs for their efforts and accomplishments, including a great new Web site, a revised membership brochure, and ongoing standards workshops. She thanked Mark, in particular, for his support and for developing a great theme for next year: recruitment to the profession.

10. Adjournment

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Alice Bahr
6/21/2002