Minutes of the CLS Executive Committee Meeting at the ALA Annual Meeting
June 21, 2003

Present: Mark Cain, Chair, College Libraries Section (Cincinnati State Technical & Community College); Susan Richards, CLS Vice-Chair/Chair-Elect (Lawrence University); Bill Nelson, Chair, Standards Committee (Augusta State University); Catherine A. Lee, Chair of the Communications Committee and Editor of the CLS Newsletter, (Wesleyan College); Lis Chabot, Member at large (Ithaca College); Scottie Cochrane, Past Chair (Denison College); Kristin Senecal, Secretary (Dickinson College); Inga Barnello, Chair of Research Committee (LeMoyne College); John G. Jaffe, Chair, Leadership Committee (Sweet Briar College); Nancy Magnuson, Co-chair of the Directors' Discussion Group (Goucher College); Alice H. Bahr, Past Secretary (Salisbury University); Daniel Ortiz (U. Mass. – Boston) and Jo-Ann Michalak (Tufts University), co-chairs, Medium-Sized Academic Libraries Discussion Group; Damon Hickey (College of Wooster), incoming CLS Vice-Chair/Chair-Elect; and Rick AmRhein (Valparaiso University), incoming Secretary.

The meeting commenced at 8:35 AM. Chair Mark Cain asked if any changes were need to the agenda, and noted that Scottie Cochrane would start with the Past-Chair’s report since she needed to leave early for another meeting.

Past-Chair’s Report: Scottie announced that she has been appointed to a new ACRL committee, which is studying the topic of virtual meetings. Scottie agreed to give a regular update on the discussions of this new committee to CLS. It was asked if ALA had ever polled the membership on their preference for face-to-face vs. virtual meetings, and Scottie said as far as she knew it had never been done. A committee member declared that if ALA does not learn how to function in a virtual environment, it will not survive. It was discussed how virtual meetings can reach and include those who cannot afford to attend both ALA Annual and Midwinter. It was noted that Damon Hickey, when Chair of CLS, plans to have as his theme how to reach out to librarians who never come to either ALA Annual or Midwinter. Alice expanded on this, mentioned reaching out more to para-professionals.

The virtual meeting held by CLS in lieu of a face-to-face meeting at Midwinter was discussed, and how this could work as a model for other sections. Bill Nelson commented on how he had held both a virtual and face-to-face meeting for the Standards Committee, and the strengths of the different types of meetings. He reported on David Wright’s (CLIP Notes Chair) feeling that it is important to have a face-to-face meeting at least once a year, especially when there are a lot of new people coming on a committee. Chair Mark Cain announced that a new decision had just been made by ALA, and now upcoming virtual meetings will have to be announced on the ALA website ten days in advance. In addition, minutes of those virtual meetings will have to be posted to the ALA website within 30 days of the meeting.
Scottie mentioned that she was going to write some opinion pieces on how ACRL has to adapt in order to thrive in the future. She asked if anyone was willing to write an article about the CLS virtual meeting. Susan Richards agreed to expand the article Mark Cain wrote for CLS News, and submit it to College & Undergraduate Libraries.

**Orientation:** Chair Mark Cain updated the new and continuing officers on what they needed to know. As incoming Vice-Chair, Damon is responsible for new committee chair appointments; as past-secretary, Kris will be responsible for soliciting any changes to the manual, and then submitting them to the Executive Committee for approval. Scottie mentioned that the by-laws are hard to find on the CLS website, since they live “inside” the manual, and changes were proposed to make them easier to find.

**Chair’s Report:** Haworth Press had approached Mark regarding creating a relationship between the journal College & Undergraduate Libraries and CLS. Mark forwarded this to the ACRL Board, which after consideration decided against it, as they didn’t want ACRL to be seen as favoring one journal over another. Haworth Press has been a stalwart supporter of our Friday Night Feast, and hopefully will continue to support us despite this decision.

Mark asked that all who could attend the CLS program on Sunday morning to please do so, as many on the program committee did not come and Tara Fulton, 2003 Program Chair, could use more help. It was noted that Tara has had an unusually tough time due to the SARS scare and the late cancellation of some of the speakers. However, that she persevered and the program will go forward, with a combination of both videotaped and live speakers.

Mark noted that Susan Richards will be chairing the CLS Executive Committee meeting on Tuesday, since he had to leave the conference on Sunday afternoon.

**Chair-Elects Report:** Susan reported that all but one of the committee chairs will be continuing next year. She also mentioned that twelve CLS appointments have not paid their dues, 8 continuing and 4 new appointments.

**Member-at-Large Report:** Liz reported that the Friday Night Feast was successful in spite of all the challenges: 62 registered, and 43 showed up on the night. It was agreed that we will mention the restaurant in Toronto in the next newsletter, and send them a copy. There was concern about people who signed up and then did not come. It was decided next year we will set a deadline for sign-up, and ask people to cancel if they cannot come. Mark requested that Liz give Melinda pointers for next year, and Liz agreed.

**Committee Reports**

**Communications** – will meet on Saturday. Ruth Connell, the CLS webmaster, has had frustrations with the new ALA website: it will probably mean a redesign of the CLS website. Many links will need to be redirected, such as the numerous links in the Standards workbook, published last November, which no longer work. Bill will forward those that need changing to Ruth.

Susan mentioned that ACRL now has a portion of its site that highlights changes and new events in the different sections.
Conference Program Planning 2004 – the committee will not be meeting during ALA. A proposal has been submitted for a program titled, “A Library Balancing Act: Patron’s Rights vs. National Security.”

Leadership – it was reported that a total of 158 directors have gone through the new library directors mentoring program; this past year 19 new directors took part. The committee is co-sponsoring a program with ALCTS Leadership Development Committee at this ALA meeting, called “Learning and Developing Leadership: Who’s Responsible?”

Nominating Committee – the committee this year was Mickey Zemon, Liz Chabot, Melinda Dermody, and Charles Getchell. The committee presented the following slate for the next election:

Vice Chair/Chair Elect: Robin Wagner
Melinda Dermody

Secretary: Kitty MacNeil
Rita Gulstad

Member at Large: Albie Johnson
Alice Bahr

Melinda Dermody recused herself when nominations were considered for Vice Chair/Chair Elect.

Research Committee – the ACRL Research committee will not be meeting here in Toronto, but the CLS Research Committee will meet on Monday, June 23rd.

Standards Committee – Bill reported that the standards workshop held at Midwinter attracted 78 attendees. At the ACRL meeting in Charlotte, a half-day workshop there had 58 attendees, the workshop limit – people were turned away. There is a feeling that sessions at national meetings are not really attracting the people who need it most. The strategy is to do more sessions at regional or state conferences, where people can attend more readily and cheaply.

The ACRL Standards Task Force will meet later on Saturday. The CLS Standards are being used as a model for the standards being created by other sections.

CLIP Notes – David Wright was not present but submitted a written report. A new CLIP notes is being distributed at this Annual meeting, Freshmen Year Instruction compiled by Debbie Malone and Carol Videon. A new survey is going out in August on special collections, and one coming sometime after that on copyright.

Discussion Groups

College Library Directors – Nancy reported the group has been meeting at every ALA Annual and Midwinter since 1987. Approximately 40 people attended the meeting at Midwinter. The topics discussed included buildings, consortial relationships, and electronic collections. They started the meeting as one large group, and then split into smaller groups. Mark asked if the
group might consider topic ideas in advance, so discussion time will not be taken up with topic gathering. Damon mentioned that this had been tried in the past and had not been successful. Bill suggested try both, gather topics ahead of time and then also canvas at the meeting. Nancy mentioned that Tara, the co-leader, will not be able to attend the discussion group in Toronto since she is also presenting at the same time.

Medium-Sized Academic Libraries – will be meeting on Monday morning. They pick one topic in advance and discuss it: the topic at this meeting will be “Building an Assessment Culture in Your Library.” Attendance tends to be better at Midwinter than at the Annual meeting. Jo-Ann mentioned that it is not just directors who attend, and that the size of libraries represented varies considerably.

New Business

Mark noted that we have been asked to co-sponsor a program with the Women’s Studies section, “Telling Our Stories Now: Women’s Archives in the Digital Age.” The requested time for the program does not conflict with our usual meeting time. The proposal was unanimously approved.

Catherine requested that we use the proper title of the section in communications, which is the College Libraries Section (not College Library Section).

Damon mentioned he would like to do a survey on collib-l, to find out what kind of virtual services CLS could offer, particularly reaching out to those who cannot attend national meetings. Liz suggested that we broaden our thinking to the idea of also offering face-to-face outreach, with the slogan “Bringing CLS to You.”

As part of this effort, the committee discussed attaching a collib-l archive to the CLS website, to serve as a searchable knowledge base. It was discussed having all new CLS members join collib-l, with the ability to opt out. This idea will be investigated as to its feasibility.

Catherine took a picture of the committee for the website and the meeting adjourned at 10:15 AM.

Respectfully submitted,
Kristin Senecal, Secretary

Minutes of the CLS Executive Committee Meeting at the ALA Annual Meeting
June 24, 2003

Present: Susan Richards, CLS Vice-Chair/Chair-Elect (Lawrence University); Bill Nelson, Chair, Standards Committee (Augusta State University); Catherine A. Lee, Chair of the Communications Committee and Editor of the CLS Newsletter, (Wesleyan College); Scottie Cochrane, Past Chair (Denison College); Kristin Senecal, Secretary (Dickinson College); Inga
The meeting began at 8:33 AM. The agenda was changed slightly, with Information Items and Announcements moved to the top to accommodate Mary Jane Petrowski, who could only stay for the first portion of the meeting.

Mary Jane noted that CLS was proposing to have two programs at the ALA conference in 2004. The second program was being proposed jointly by the CLS Standards and Continuing Education Committees. The deadline for submitting program proposals was June 23rd, but Bill noted that the proposal for the second program had been submitted by the deadline. Bill added that if it was a problem adding a second program, it could be done as a discussion group.

Mary Jane reminded the committee that July 7th is the handbook deadline, and requested that anyone with changes in their contact information submit it by that date.

John asked if for future conferences, it would be possible to have tracks concentrated into one hotel, or a few hotels close together. He felt that at this conference it was very difficult to get to programs following each other in the same track, because they were located so far apart. Mary Jane noted that Toronto had presented some problems with scheduling, as it was a smaller city with a smaller number of hotels with large meeting rooms. When CLS submits meeting requests, it can ask to have key meetings co-located in the same hotel. Bill noted that committee meetings that immediately follow the executive committee meeting would be good candidates for co-location.

Tara complimented Mary Jane on the efficiency of her office, said that it made planning programs much easier than it had been in the past.

Mary Jane passed on a warning that once a room is set-up for a meeting, if the set-up needs to be changed at the last minute there will be substantial additional charges for the labor needed to change the set-up.

Inga noted a problem with the way membership information is gathered, there is no space on the application form to identify the type of institution of the applicant. This makes it very hard to identify in the database those members who are college librarians. John noted that having that level of identification would allow for better mining of information, for example it would allow one to look at activity levels at conferences by type of library. Mary Jane said she will take the idea to Margo Conahan and see if this information can be added to the application.

Larry Hardesty thanked CLS for its support. Larry is acting as a liaison to the Council for Independent Colleges (CIC) and ACRL. Larry would like to see an affiliation between the CIC and ACRL. The CIC routinely offers a program on information literacy that includes library directors, provosts and faculty, with the next one coming this fall. The ACRL Board agreed to offer $5000 to help support this initiative, and will now have ACRL’s name attached to the program.
Scottie reported that she went to where the ACRL Task Force on Virtual Meetings was supposed to be meeting, and the room was empty. She has followed up with an e-mail to find out what happened, and if there will be a meeting at Midwinter.

Susan reminded the committee that CLS will be meeting virtually at Midwinter. If CLS Committees need to meet physically at Midwinter, they need to contact Susan ASAP.

Committees

CLIP Notes – David Wright filed a written report of the CLIP Notes Committee meeting on June 21st via Bill.

Communications – six members attended the meeting at ALA. Catherine announced the deadline for the next newsletter will be September 1st – she will send out a reminder via e-mail. This issue will follow-up on the program and discussion group meetings here at the annual meeting. It would be nice to include information on how the CLS Committees will be conducting their virtual meetings, what the process will be for attending for anyone who is interested. Catherine would like to offer the newsletter in print and pdf forms, and drop the plain-text version which requires a fair amount of work to produce. The executive committee agreed with this request, since pdf is now a ubiquitous format.

There was discussion of moving collib-l to the ALA server, so it will become the official listserv of CLS. Damon wants to retire from the position of listowner, and Catherine thinks she has identified someone else who is willing to take on this task. It was clarified that Damon did not function as a moderator. Mary Jane asked how problem postings were handled, and this process was explained.

Denise Storey and Claudia Timmin are working on criteria for “the library site of the month,” to appear on the CLS web page. To get more active participation, the committee plans to offer some choices and have CLS members vote for their favorite. Mary Jane noted that CLS can also have featured stories appear on ACRL’s home page for up to a week.

Susan wondered if clips of videos of librarians talking about why they enjoyed working in a college library could be mounted on the CLS website. Catherine will look into the feasibility of this. Mary Jane thought this would be good to include on a recruitment web site that is being developed. In addition, ACRL is working on developing a recruitment video that could feature some of these clips. Scottie noted it is important to have some diversity of gender and ethnic origin for the librarians being featured in such video clips.

Program – Tara counted 30 attendees of the CLS program, and received 11 evaluations back. There was some discussion that the location at an out of the way hotel, the Westin Harbour, might have kept attendance down. It is also possible that word might have gotten out that the keynote speaker was not present at the conference, and people might have assumed that the program was cancelled. The committee discussed whether the program could be recycled at the next ACRL meeting in Minneapolis. Tara will see if someone from the program committee is willing to work on this idea – Susan and Catherine offered to help.
There was discussion of changing the CLS time slot, which has traditionally been from 8:30-noon. With Mary Jane’s help the various time slots were reviewed, and it was decided to go with the 8:30-10 AM time slot on Sunday. Susan will contact the program chair, who will officially contact ACRL with the request to the time change.

The committee officially thanked Tara for all her hard work. Scottie asked if we couldn’t re-edit the video tapes and sell them at cost, to reach a wider audience. Mary Jane will investigate this.

**Continuing Education** – no report.

**Leadership** – John reported that the meeting we co-sponsored with ALCTS, “Learning and Developing Leadership: Who’s Responsible?” went well. He noted two new articles coming out, one on the “Extroverted Librarian” coming out in College & Research Library News, and a second article in the planning stages, which will involve polling college deans on what characteristics the look for when hiring college librarians. John noted that the virtual meeting was good for moving projects forward, but discussion was hard to achieve in anything other than a face-to-face meeting.

Larry presented data that 47 women and 45 men have gone through the library director mentoring program. He and the rest of the committee were pleased with the evidence of gender balance. He is going to be working on what mentors want to pass along most. Scottie felt that more open discussions of campus politics needs to take place.

**Membership** – three members attended the meeting. The College Libraries Section has 2409 members, which makes us the third largest section after the University Libraries Section and the Instruction Section. CLS grew by 6.17%, the highest membership growth of any section. The ensuing discussion reviewed all the efforts of the membership committee that led to this growth, and it was noted that during years ACRL is held, more join since that gives a reduced rate for the conference. The committee would like to do an event for college librarians at ACRL in Minneapolis, possibly a reception at a college in the city. Helena Rodriguez at Johnson & Wales (RI) is the new committee chair, contact her with any ideas.

**Research** – four members attended the meeting here at ALA annual. The group continued conversations on how best to mentor college librarians to produce program proposals, poster sessions, and journal articles. They plan to put out a call on collib-l for mentors, and then move forward in a three-prong approach. They plan to create a database of mentors, create a separate listserv for mentoring, and then possibly a program about this process in the future. The committee voted unanimously to formally support this project.

**Standards** – six members attended the meeting here at ALA. They are proposing a program for the annual meeting in Orlando, with a panel of librarians who have actually implemented standards in their library. Lis Chabot is spearheading the planning of this. They are looking for volunteers for the panel, if you have any suggestions contact Bill or Lis. Alice noted that this could be developed into a publication: first it could be an article, and then down the road a CLIP Note.

There will be hearings held at Midwinter on the development of standards for the University Libraries Section and the Community and Junior Colleges Libraries Section. As noted in the
minutes of the meeting on the 21st, both of these sections are using the CLS standards as a template, and calling them “Standards for Libraries in Higher Education.”

Discussion Groups

**College Library Directors** – thirty people attended the meeting at ALA, chaired by Nancy Magnuson. They did not split into small groups during this discussion; they stayed in one large group. Some new directors asked “What do we need to know?” and the discussion just rolled on from there. Among other topics they discussed supervisory issues, what makes an information commons, and several other matters.

**Medium-Sized Academic Libraries** – Jo-Ann Michalak reported that thirty-one people attended. The topic was “Building an Assessment Culture in Your Library.” There were several people who were well along in this process and had information to share. Jo-Ann asked how people found out about the group. Half found out via the regional listserv for ACRL-New England, a few found out via flyers put out at this meeting, and a few noted it in the program. In future she will try to reach more chapters by advertising on their listservs.

Liaison Reports

**ACRL Board Liaison** – Lois Cherepon did not attend this conference.

**ACRL Standards and Accreditation** – Bill reported they have agreed to work on the changing the process for new standards and guidelines – for a start, hearings are no longer required. He also noted that the CLS Standards Committee may need to change its name (add “Accreditation”) to bring it into line with the name of the ACRL committee.

**ACRL Membership** – Daphne Harrington attended the meeting. She reports they are working on a program for Orlando on recruiting members for ACRL. Currently members of the committee are appointed, and liaisons have no official standing. A proposal is coming forth to legitimize the liaison relationships to the committee.

**ACRL Research** – the committee did not meet at this conference. Inga noted that this meeting always conflicts with the CLS Executive Committee meeting. Others noted that the liaison attending the meeting does not have to be the CLS Research Committee chair, which could resolve the problem.

**ACRL Government Relations** – no report. Mickey Zemon will be the liaison next year.

**University Library Section** – it also meets when the CLS Executive Committee meets, which makes it difficult to have a liaison attend.

Susan reminded everyone that committee minutes need to be sent in to Kris in two weeks, by July 8th. Kris will send her new e-mail address to everyone.

The meeting adjourned at 10:42 AM.

Respectfully submitted,
Kristin Senecal, Secretary