Minutes

Attending: Irene Herold, Dawn Thistle, Cindi Potter, Stacy Voeller, Mary Heinzman, Jan Kemp, Jill Gremmels, Mark McCallon, Steven Bell, Inga Barnello (representing 2009 Program), Sharon McCaslin, Jennifer Thompson-Feuerherd, Shellie Jeffries, Catherine Doyle

Guests: Adam Burling (ACRL staff), Lisa Janicke Hinchliffe (ACRL President Candidate), Kelly Janosek (ACRL President Candidate), John Lehner (Board liaison), Susan Barnes Whyte

Absent: Celia Rabinowitz, Elin O’Hara, Samantha Thompson-Franklin, Amy Arnold, Gloria Creed-Dikeogu, Ruth Connell, Jane Currie, Ann Watson, Peter Gilbert

1. Call to Order and Introductions
   • A quorum was present.

2. Approval of Agenda
   • The agenda was approved.

3. Approval of Minutes from ALA Annual 2008
   • The minutes were approved.

4. Officer Reports
   a. Chair, Irene Herold
      • Budget: Irene distributed copies of the budget & membership report electronically. Basic services budget is the same as in past years; budget is healthy. (Fiscal year is July-June.)
      • New CLS Banner: cost for the banner was not taken out of this year’s budget ($140), it came out of last year’s. The Program Committee chair keeps the banner and passes it along to the incoming Program Committee Chair (usually at Annual, at the informal meeting following the CLS program at Annual)
      • Summary: Basically, the CLS is healthy, and people have been nominated for the upcoming election

   b. Vice-Chair/Chair-Elect, Dawn Thistle:
      • Committee appointments and reappointments. Dawn is reviewing who is going off various committees and who is eligible for reappointment; this process is complicated and takes time. Committee chairs should have interested parties fill out the online committee volunteer form and let Dawn know of new people who are interested in serving. Dawn will take care of committee appointments in February.
      • Leadership Council report: discussed the new compressed meeting schedule at conferences and also issues concerning virtual members & meetings; comments were forwarded to the Leadership board. Irene stressed that committee chairs are obligated to attend the Midwinter and Annual conferences. Virtual members have no vote. Economic situation likely affecting ability to attend MW. Irene mentioned the need to find a way to include those who financially cannot attend MW, but need to be present at CLS Executive meetings due to their appointment as chairs, suggesting perhaps a hybrid approach if ACRL could support it. The Leadership
Council also discussed the compressed conference meeting schedule (e.g. all Executive Committee meetings are now at the same time). ALA is considering ending the Annual conference on Monday, instead of Tuesday.

**Sections Council:**
- Trevor Dawes is the chair of Profession Development Committee, which is the body that approves programs for Annual and serves basically as a clearinghouse for program proposals. A Coordinating committee then looks through them.
- Council of Liaisons -- let the chair know of any liaisons between sections that are currently in place. The question was raised about whether CLS should be coordinating with anyone outside of ALA/ACRL – are their other groups with whom CLS should be working?
- Discussion of wireless in meeting rooms at conferences. It's a cost issue and thus probably won't happen.
- ALA website difficulties -- ALA is moving forward with fixes and is discouraging sections from creating their own sites.
- ALA Connect site is the communications vehicle between committees and ACRL in general.

**c. Members at Large (Celia Rabinowitz):** Report received from Celia electronically.

- CLS Friday Night Feast event: Will be held July 10 at Brasserie Jo, $1500 donation from Serials Solutions obtained by Irene (see 8e. below for more information)

5. **Committee Reports**
   a. **Best Practices, Catherine Doyle:** “My Accreditation” program; got grant from ACRL. The committee will create a section for accreditation information on the CLS Wiki (have volunteer to submit content). There will also be a bibliography of articles relevant to accreditation and a list of where libraries are mentioned in various Accrediting organization criteria/documents. Most of the money from the grant will be used to create a webinar on the topic. People have been assigned responsibilities for getting the webinar going; the committee will have virtual meeting to assign more tasks. The Committee is also considering how to sustain the wiki and the webinar for the future: how to keep it current, available, accessible and helpful to librarians.
      - Catherine asked for suggestions for people who could speak at the webinar, on such topics as: assessment and how that falls into accreditation requirements; what data libraries should collect; information about both Regional and specialty accreditation organizations. Suggestions of possible speakers were made.
      - Sustainability: if webinar a success (i.e. if people register for it and evaluations are positive), the Committee will propose that ACRL host the webinar and that it become part of ACRL regular webinar offerings.
      - Promotion: The first iteration of the webinar will be free and advertised outside of the CLS community.
      - Updating the Accreditation Wiki: The Best Practices committee will be responsible for updating. Discussion followed of who might be responsible in the long run and how to make it available beyond the CLS. It was decided to see if the webinar and wiki are successful and then decide later what to do about long term sustainability. One suggestion was to have CLS members record short MP3s of accreditation tips and post on them wiki. (Archives of webinars are available, including slides and podcasts, via ACRL, automatically.)

   b. **CLIP Notes (Amy Arnold):** Report received from Amy electronically
• Emergency Response Planning (Marcia Thomas, Compiler—Eleonora Dubicki, Lead Editor) This CLIP is in the final stages of production. Publication should occur within the upcoming year.

• Allocation Formulas in Academic Libraries, Revision of #22 (Jane Tuten and Natalia Poppeliers—Jenny Callas, Lead Editor) Jane and Natalia’s response rate from the surveys is currently too low. They are going to send out written reminders and revert to telephone calls if necessary to gain the 50-60% response rate needed for publication. There should also be a possibility for publication within the upcoming year.

• Academic Sources on the Internet (Rebecca Sullivan, Compiler—Lead Editor Erin Smith) Rebecca contacted Amy Arnold in the Fall to explore possible CLIP Note topics. She is in the process of submitting a formal proposal for the instruction of academic sources on the internet after she heard feedback from the committee.

• Dawn is looking for a chair for this committee.

c. Communications (Peter Gilbert): Report received from Peter electronically.

  • CLS Web site: Waiting for ACRL conversion to new ALA web template
  • Facebook: Everyone is encouraged to join Facebook and the CLS group on Facebook.

d. Conference Planning 2009, Jane Currie:

  • Title: "Town and Gown: Common Ground"; discussion of program timing and what should be included in the program. It was decided to announce the ProQuest award winner (first ever!) at the beginning of the program (5 minutes maximum).
  • Time/Day: The program is scheduled for Sunday, July 12 at 10:30 am.
  • Anaheim 2008 Program: CLS did not receive evaluations from the Anaheim joint program. David Wright may have the evaluations.
    o Action: Inga will ask him. (Follow up: Irene did and David does not have them).
  • Consistency: CLS encourages speakers to coordinate their presentations in advance to make fonts etc. consistent (if this doesn’t happen, CLS may edit slides, documents) for a more professional look.

e. Conference Planning 2010, Ann Watson:

  • Dawn met with the ACRL program planning group and there was much enthusiasm for the 2010 program, “Librarians Just Want to Have Fun." Other groups may be interested in cosponsoring the program. CLS is asking for 2 hour time slot and is looking for someone to be the main speaker. Names were suggested. Dawn will be appointing more people to be on Planning Committee.

f. Leadership, Stacy Voeller:

  • ProQuest Award: 10 nominations were received. Feedback about the application and nomination process was received from participants and committee members. It was suggested that supplemental documentation be limited in the future. The award decision was unanimous. There is currently no provision for keeping nominations in pool for a specific number of years. In some cases, the efficacy of the program was not yet proven and the committee will provide personalized feedback to each. They will ask promising programs to resubmit with data about innovation (with results and proof of success).
    o Action: Stacy will check to see if it’s okay to provide personalized feedback.
• Nomination Form: Wording of the nomination form will be more clear in the future. Stacy stated that the whole process was a very positive experience. Stacy was thanked for her efforts in making the award happen.
• Marketing: Stacy is editor of Cognotes and hopes to include information about the inaugural ProQuest award in final Annual Cognotes issue. (Follow-up: Due to ACRL policies about releasing award announcement, this was not able to happen).

g. Membership, Jennifer C. Thompson-Feuerherd: Letters have gone out to all new members and surveys to those who are no longer members. A virtual committee meeting was held. Feedback about the meeting indicated that members thought that it went well. Virtual members seemed particularly pleased and felt fully included. Feel free to communicate with Jennifer about membership issues. New initiatives are welcomed. Membership will handle promotion of ACRL dinners on COLLIB-L (see item 8.d below).

h. Nominating, Jill Gremmels:
   • Slate: New slate was read. Jill stated that the challenge was getting names of people to ask to be on the slate.
   • Jill was thanked for her efforts.

i. Professional Development: (summarized from Jan. 09, 2009 virtual meeting minutes)
   • Working on a list of continuing education activities being offered at colleges and through state library associations and organizations. They hope to have it ready by the ACRL conference and will try to fill in any gaps there.

j. Research, Mark McCallon:
   • Research Coaches: Three new research partners requested assistance and were matched up with research coaches.
     o Action: The committee will do some follow-up to see how they’re doing.
   • In-Print database: Mark is working with an ALA programmer, although ALA is not creating relational databases at this time. However, the database is still alive, at a non-ALA site. It is hoped the relational database can be created, once the ALA content management system is working.

6. Discussion Group Reports
   a. College Library Directors, Sharon McCaslin, Cindi Potter: The Discussion Group will be held on Sunday, January 25 at 4:00 pm in 705 CCC
   b. Medium-Sized Academic Libraries, Mary Heinzman, Jan Kemp: The Anaheim 2008 discussion on accreditation was well received, with about 30 people attending. The Midwinter discussion group will be held on Sunday, January 25 at 10:30 am on the 37th floor of the Grand Hyatt.

7. Liaison Reports
   a. ACRL Board, John Lehner: ACRL is on target for this year’s budget. ALA Annual registration is on target. It was suggested to John that revisions to the Action Grant request form be made so there was more clarity in the form (e.g. add to whom the form should be sent). ACRL is looking at scholarly research and “return on investment” for academic libraries. It was suggested that ACRL might want to make this topic also relevant to college libraries, which are less research-oriented than larger institutions.
   b. ACRL President candidates Lisa Janicke Hinchliffe and Kelly Janousek spoke. Both welcomed questions via email. Lisa: ljanicke@uiuc.edu and Kelly: janousek@csulb.edu
8. New Business

a. CLS Transition from Bylaws Draft, Irene Herold, Shellie Jeffries: The new "Governance Procedures" were reviewed and the two outstanding issues were discussed.

- Vacancies: The following wording for J. Vacancies, Sec. 3 was adopted: "In the event an elected position is vacated, Chair may appoint an individual to fill the vacancy. At the next regularly scheduled election, a special election for the position will be held, if necessary," replacing the original bylaw’s wording of: "Vacated member-at-large positions shall be filled at the next regular election."

- Amendments to Governance Procedures: Wording for J: Amendments, Section 1 was changed from "Amendments to these bylaws may be proposed by majority vote of the Executive Committee, by action of any committee of the Section, or by a signed petition from any twenty members of the Section. Proposed amendments must be presented in writing, with the appropriate signatures attached, to the secretary at least two months before said amendments are to be voted upon by the membership." to "Amendments to these bylaws may be proposed by majority vote of the Executive Committee, by action of any committee of the Section, or by a signed petition from any twenty members of the Section. Proposed amendments must be presented in writing, with the appropriate signatures attached, to the secretary at least two months before said amendments are to be voted upon by a quorum of Executive Committee."

- Action: The Executive Committee needs to vote on these changes. (Follow-up: the Executive Committee voted via email and the changes were approved on Feb. 25, 2009).

b. ACRL Action Grants Extension, Steven Bell: the extension has been approved. Looking for someone to create “information literacy roadshow”; if can’t find someone, will probably drop it; could also apply for another extension.

c. ACRL Action Grant Funded, Catherine Doyle (see report under 5a. Best Practices above re: Accreditation coach).

d. ACRL Conference CLS Friday Night Event, Irene Herold and Susan Barnes Whyte: Irene investigated the cost of hiring a bus to see Seattle Pacific University’s new library and hold a reception there. The cost for both was prohibitive ($700 for the reception food and $700 for the bus) and the conference schedule also presented a challenge (keynote speaker, Sherman Alexie, on Friday ends at 6 pm). It was suggested that Executive Committee members might host dinners within walking distance of hotel/conference. This would give CLS a presence at ACRL and may act as a possible recruitment tool. This suggestion was accepted. A motion to spend $300-500 for up to 10 dinners for new members was made and passed unanimously. It was stated that CLS cannot pay for alcohol.

- Action: Irene will put out a call for host volunteers and then invite CLS members to attend dinners.

- Action: Dinner receipts will be collected by dinner hosts and submitted to ACRL for reimbursement.

e. Friday Night Feast Sponsorship at Annual 2009 – the final $500, Irene Herold: While Serials Solutions has donated $1500 to the cost of the dinner, this falls $500 short of the donations typically received by CLS for the dinner. Irene contacted the vendors as allowed by ACRL rules, but was not able to obtain more funding. A motion to approve using $500 of CLS money to cover cost of dinner was made. The motion carried unanimously. This will bring
down the cost of dinner to about $26 per person. The dinner will be held at Brasserie Jo on July 10.

f. **2009 ALA Annual Program – Do we want a Webcast in the fall?**, Irene Herold: A discussion about webcasting the 2009 Annual program was held, featuring many suggestions on how to make this available, such as recording an audio file or video, which would then be posted to the CLS wiki. Or, there could be a Fall webcast on whole other topic; it could also be used to promote the ProQuest Award winner. The 2009 Program Committee agreed that the Webcast idea for 2009 was not going to happen. Instead, the program would be recorded on audio and posted to the CLS wiki.

- **Action**: Someone needs to get speaker permission to record the program, record the program and post it on the CLS Wiki.

Meeting adjourned at 10:12 am.

**CLS Meetings at ALA Annual in Chicago, 2009**

- Saturday, July 11: All Committees Meeting, 8:00 am - 10:00 am
- Saturday, July 11: Executive Committee Meeting, 10:30 am - 12:00 pm
- Sunday, July 12: College Library Directors Discussion Group, 1:30 pm - 3:00 pm
- Sunday, July 12: Medium-sized Academic Libraries Disc. Group, 10:30 am - 12:00 pm Hollow [this time may be changed to avoid conflict with CLS Program]
- Sunday, July 12: Our Town, Common Ground: Academic Libraries’ Collaboration with Public Libraries, 10:30 am - 12:00 pm
- Sunday, July 12: CLS program sponsored in name only with CJCLS: FYE: Connecting First-Year College Students with the Library, 10:30 am - 12:00 pm