

**Association of College and Research Libraries**  
***Spring Executive Committee Meeting***  
Wednesday, May 3, 2006  
8:30 a.m. – 5:00 p.m.  
ALA Washington Office Meeting Room  
Washington, DC

**Spring Executive Committee Meeting Minutes**

**Attendees:**

*Executive Committee Members:* Camila Alire, Pam Snelson, Frances Maloy, Susan Kroll, and Mary Ellen Davis.

*Vacant Position:* Division Councilor.

*Visitors:* Nancy Bolt and Lynne Bradley.

*Staff:* David Connolly.

**1.0 Call to Order**

President Camila Alire called the meeting to order at 8:33 a.m.

**2.0 Opening Remarks**

Alire thanked the Executive Committee members for their flexibility, as she chaired the meeting by speakerphone. The Zimmerman Library at the University of New Mexico, where Alire is the Dean of Libraries, had a fire early the morning of May 1, 2006, and Alire returned home from Washington, D.C. to supervise the implementation of the library's emergency management plans while the fire was investigated and access to the library for the administration, students, faculty, and staff was denied.

Alire thanked Vice-President/President-Elect Pam Snelson for acting as her onsite eyes at the Executive Committee meeting and asked the Executive Committee members to be mindful of the good meeting practices.

**3.0 Adoption of the Agenda**

*Discussion:* There were several additions to the agenda proposed, including a discussion of the status of the Review and Revision of the Access Guidelines Task Force, action to fill the vacant Division Councilor position, and a proposal that ACRL join the Free Exchange on Campus coalition, all to be discussed during the conference call with the full Board of Directors, and a discussion of the possibility of offering an ACRL Seal of Approval for Web sites and a proposal that ACRL add several expectations to the position of chair of the ACRL Government Relations Committee, to be added under New Business.

*Motion:* It was moved that the agenda be adopted with the additions noted above.

*Action:* The Executive Committee adopted the agenda as revised.

## **Strategic Area: The Association**

### **4.0 Reports**

#### **4.1 President's Report (Document 1.0)**

President Camila Alire reported to the Executive Committee on recent activities. Highlights included:

- The third quarter has been fabulous and productive, with the highlight being the completion of development of the advocacy workshop for the Annual Conference by the ACRL Grassroots Library Advocacy Presidential Task Force. The toolkit is going to press and a heavy promotional push is planned. Alire hopes that the workshop will be one of the Annual Conference programs highlighted by *Library Journal*.
- Alire's President's Program is also ready to go for the Annual Conference.
- The technology summit proposed at the 2005 Fall Executive Committee Meeting is now actively under development thanks to Executive Director Mary Ellen Davis. It has been scheduled for November 2<sup>nd</sup> and 3<sup>rd</sup>.
- The Board working group on Annual Conference programs is expected to have some recommendations ready for the Board to discuss at the Annual Conference.
- The delegation of academic and research librarians led by Alire that visited China in March was certainly a highlight of the year. A number of current and past ACRL Board of Directors members took part in the trip, organized as part of the People to People Ambassador Programs.
- Finally, Alire looks forward to presenting the Excellence in Academic Libraries awards at the winning institutions this spring and representing ACRL at the upcoming Association of Research Libraries (ARL) meeting.

#### **4.2 Vice-President's Report (Document 2.0)**

Vice-President/President-Elect Pam Snelson reported to the Executive Committee on recent activities.

Highlights included:

- Snelson presented the Excellence in Academic Libraries award to Augustana College on their campus. The college is donating the award check to a local elementary school that is remodeling their library.
- Snelson also stopped by the University of Iowa to talk to library school students. Snelson said the students were thrilled by the talk and she suggested officially adding some funding to the budget for officers to add talks like these on to other trips that they are already making, when feasible. The Executive Committee agreed that it would be a great idea to add \$1,000 to the budget for this purpose starting in FY2007.
- At a talk at the New Jersey Library Association conference, Snelson included some of the first information that has come out of the interviews her President's Program Planning Committee has begun conducting with provosts as part of their research for the program. Examples of comments made by the provosts so far have included suggestions that their libraries need to be more aggressive in expressing their needs, a sense that libraries hold back on requests out of a sense that budgets are too tight, and an expectation that libraries will find a good balance between print and electronic resources in their acquisitions.

#### **4.3 Councilor's Report**

Due to the vacancy in the position, there was no Councilor's Report at this meeting.

#### **4.4 Executive Director's Report (Document 3.0)**

Executive Director Mary Ellen Davis reported to the Executive Committee on recent activities as described in staff's Operations Report. Highlights included:

- One of the side benefits of joining the China delegation mentioned in Alire's President's Report was the discovery of a librarian at the Chinese Academy of Sciences library, Ling Li, who was interested in translating ACRL's *Information Literacy Competency Standards for Higher Education*. The translation was delivered three weeks later. ACRL's process for translations of standards calls for a

second reviewer and a search is on now. Davis stated that the librarian she met in China felt it might be useful to have additional standards translated.

- During the trip to China, a free one-year subscription to their choice of *C&RL*, *C&RL News*, or *ChoiceReviews.online* was offered as a gift to each library visited, and one librarian has already sent in their request for *C&RL*.
- ACRL's first all-virtual conference took place two weeks prior to this meeting and was very successful. The conference was budgeted for 100 registrants but ended up with 262. Evaluations were still being collected, but early results showed that the evaluations scores for overall satisfaction were in the range of 7 to 10, with 10 being the highest. More details will be shared at the Annual Conference, once all of the evaluations are in and summarized. In response to an Executive Committee member's query, Davis also stated that the final revenue figures for the Virtual Conference were not available, yet. The Executive Committee also asked whether there was any way to tell how many of the participants were ACRL members, which staff may need to research.
- Development of *ChoiceReviews.online version 2.0 (CRO2)* is continuing. There have been delays in working with the database developer as CHOICE negotiates for the developer's time in competition with several ALA projects. Banner ads placed by co-developer Bowker for the new product have begun showing up online. Launch is now expected in July 2006.
- JobLIST development is also coming along, with a beta expected by May 19. Staff is working with the developer to incorporate several features not originally envisioned for the site, such as an RSS feed of the listings.
- The Higher Learning Commission contacted ACRL and asked that a program track be developed for their conference. Four programs were developed and attracted twenty to sixty people each. Of interest at the conference were suggestions that the accreditation community may be considering some changes favoring a national accreditation process over the current regional setup. The Executive Committee suggested that it might be worthwhile to send an announcement letter to other regional accrediting agencies to offer that ACRL had developed a program track for this agency and would be interested in presenting to them, as well. Davis will also check with the presenters to get permission for sharing the presentation slides with interested libraries that will be going through the accreditation process soon so they can see what kind of information the accreditation community has been exposed to regarding libraries.
- There were several ACRL staffing changes to report. Hugh Thompson, Manager of Publications, began a transition into retirement and is expected to continue working part time for the rest of the year. Lisa Janssen, Classified Ads Manager and Editorial Assistant for *C&RL News*, got a great opportunity for an archiving position at the Newberry Library. A temp is being hired for the position until a full search can be conducted. Adam Burling recently started as the Program Coordinator in support of Associate Director Mary Jane Petrowski's work with Sections, online communities, and conference meeting requests.
- There is no clear and easy answer to the effect that the dues increase implemented last fall has had on membership. On a minute-by-minute basis the total membership number changes as people join, renew, or are dropped after failing to renew their memberships. Approximately 8,000 of ACRL's members have renewed since the dues increase took effect and 1,800 have not yet been invited to renew, as their membership is not up until later in the fiscal year. The number of dropped members has increased over last year, but last year was also an ACRL National Conference year. Additionally, ALA has revised its definition of dropped members to allow for a 5-month lapsed member period in its membership database before members are officially dropped, rather than the 6-month period used previously. These "lapsed" members still show up in the membership figures, but are not bringing in any membership revenue. The picture should be clearer when the fiscal year-end membership numbers for August come out this fall. At the suggestion of a member of the Executive Committee, staff will see if ALA can generate a report showing how long those who dropped their memberships after the dues increase had been ACRL members.
- In response to a question from the Executive Committee, Davis explained that the Learning Alliance, referred to in the Operations Report with respect to the planning for the technology

summit, was recommended by ACRL member Jim Neal. The Learning Alliance is planning and facilitating the summit and will write a report of the outcomes.

- An Executive Committee member urged caution in ACRL's work with the National Association of College Stores (NACS), among other groups, to potentially develop a joint summit on digital content, as the two groups might not always agree on fair use issues. Davis stated that she and Richard Katz, EDUCAUSE Vice President, having been broadening the stated goal of the summit so that it strikes a positive tone about roles in information delivery. The Board will review a proposal for the summit at the Annual Conference.
- In response to an Executive Committee member's question, Davis will confirm her understanding that the panel proposal that *Resources for College Libraries* has for the 2007 ACRL National Conference is going through the regular process, like any other vendor that hoped to host a panel discussion on a particular topic at the conference. [Note: Davis did confirm that the RCL program is competing with all other program proposals.]

### **5.0 Midwinter Meeting Board Minutes (Document 4.0)**

ACRL Past President Frances Maloy stated that she was gratified to see the progress made on structure and strategic plan implementation work at the Midwinter Meeting, as she had been unable to attend.

In response to a question about the effectiveness of the new Board nominations process, Davis stated that staff had made a mistake toward the beginning of the process that led to a call for nominations going out in the fall that omitted a position. A second call went out in the spring but did not bring in much response. A Board working group is still looking at other possible changes in the process and makeup of the Board.

### **6.0 Participation in Support Staff Certification Program (Document 5.0)**

Nancy Bolt, who retired from the Colorado State Library last year and is now consulting, is currently working on a project with ALA regarding the establishment of a voluntary national library support staff certification program to be administered by the ALA-Allied Professional Association (ALA-APA). ACRL is the first division that Bolt has spoken to regarding the project.

ALA has been discussing the possibility of a certification program for library support staff for over 20 years and is currently exploring whether this is the time to move that forward. Many divisions have said that such a program would be interesting but no one has taken the lead on it. The goal is a national certification program with reciprocal recognition. Bolt is trying to bring all of the stakeholders together to discuss the possibilities. Recent research by the ALA Library Support Staff Interests Round Table (LSSIRT) found significant interest in such a program. 3,000 support staff responded to a voluntary online survey, 46% of them from academic libraries, reporting that 56% of them already supervise other staff. 66% of the respondents felt that a certification program would benefit library support staff.

Participation in the program would be based on an individual's interest in gaining a better understanding of the workings of the library and enhancing their skills and training in hopes of opportunities to take on greater responsibility. While many state libraries have state certification programs for the support staff in their state as part of the accreditation process for public libraries, this program would encompass a broader spectrum of library support staff. Certification would be entirely voluntary; it is not expected that it would be required for a position. Bolt would like to see certification be a factor in hiring and promotion, giving those who are certified an advantage. As currently proposed, the program would not require any specific prior education, but that is open for discussion. Collection development, circulation, and technical services positions are often held by support staff personnel coordinated by a librarian.

Bolt is working to bring together a consortia of interested ALA units and other organizations to move the project forward as an LSS Certification Task Force. She is also talking to the Western Council of State Libraries, which has already developed a model that would provide a good start for ALA. Because so many western libraries are in rural areas, they developed a certification program for public library directors who do not hold an MLS. The

list of competencies they developed was published in the most recent issue of *Public Libraries*. Each of the competencies could be revised to reflect the work of a support person rather than a director.

The divisions that choose to participate will be asked to appoint from one to three representatives to the task force. The task force will work virtually through the fall to complete research and begin discussing the issues involved, then meet at the 2007 Midwinter Meeting, and have a multi-day meeting in the spring of 2007 to comment on the core competencies and draft the specific type-of-library competencies. Sponsoring units would be asked to fund their representatives' attendance at the spring task force meeting. Existing Library Technical Assistant (LTA) programs offered at community and junior colleges would be key to this program and perhaps graduates of the program would be automatically certified with a processing fee payable to the graduate's institution. Bolt felt that at least one of the representatives appointed by ACRL should be from a community college.

Once developed, the program would be administered by the ALA-APA in a similar fashion to the Certified Public Library Administrator (CPLA) program. Participation of the divisions involved would be only advisory at that point, although ACRL and other divisions could potentially be involved in the development of programs that would teach some of the competencies. ACRL could also offer such courses as part of its Web-CE offerings, a potential new revenue stream.

The Executive Committee had a number of comments on the program, including:

- The Congress on Professional Education (COPE) III meeting on paraprofessionals was one of the most exciting meetings that one Executive Committee member felt that she had attended. As she sees a growing trend of support staff doing jobs that librarians have handled in the past at libraries that she has worked at, this type of program seems needed. She thinks it's great the ALA Executive Director Keith Michael Fiels and the ALA Executive Board are supporting this and moving it forward.
- It was suggested that preliminary research should include speaking to employers about how this might affect institutions' systems of hiring and position classifications.
- An Executive Committee member pointed out that at many state schools support staff are civil service employees. Already seeing difficulty getting enough applicants for these positions, any certification program should be sensitive to adding additional barriers for applicants.
- Support for this effort could apply to several areas of ACRL's strategic plan, including increasing the recruitment of new and diverse talent to the profession and increasing activities in support of succession planning, both under Leadership, and increasing the appeal of ACRL membership to broader communities under Membership.
- An Executive Committee member was concerned that support staff may not be the best term for this program, as she has many non-MLS professional staff members.
- In general, the Executive Committee felt this process was headed in the right direction.

As a next step, Bolt's overview of the program and the process will be sent to ACRL's Community and Junior College Libraries Section (CJCLS) and the ACRL Personnel and Staff Development Discussion Group for their information and feedback and staff will work with Bolt on an action item for the Board's Annual Conference meeting that would propose officially approving ACRL's participation in the task force. Bolt is revising the overview and expects to have a new draft completed by May 13.

## **7.0 Consent Agenda**

[In order to allocate more Board time to the matters of highest priority, it is recommended that we develop a consent agenda for more routine matters on which there is little perceived need for debate or on which more meaningful debate will take place in other forums and need not be repeated in the Board's discussions. We will act on these items as a group. Any item may be removed from the consent agenda if any member of the Board of Directors requests separate consideration of the item.]

The following items are placed on the consent agenda:

### **Strategic Area: The Association**

#### **7.1 Approval of Fall Meeting Minutes (Document 6.1)**

*Motion:* That the ACRL Executive Committee approve the 2005 Fall Executive Committee Meeting minutes.

#### **7.2 Information Literacy Web Site Editor (Document 6.2)**

*Motion:* That the ACRL Executive Committee approve the creation of an Editor position for the ACRL Information Literacy web site, a position with a three-year term and an appointment on the Information Literacy Advisory Committee (ILAC). ILAC will be responsible for filling the position with a librarian volunteer.

#### **7.3 Establishment of ACRL New Members Discussion Group (Document 6.3)**

*Motion:* That the ACRL Executive Committee approve the establishment of the New Members Discussion Group, with a purpose and responsibility as follows:

The New Members Discussion Group would be a welcoming place for new members interested in academic and research libraries (a narrower goal than that of the NMRT). As a division with over 13,000 members, ACRL can be somewhat intimidating. This group would offer a place to ask questions, make connections with other members, and start off on the right foot!

This discussion group would also provide the opportunity for experienced librarians to mentor those incoming new faces by answering questions, advertising volunteer opportunities or other events, and offering advice as necessary.

#### **7.4 Friends Fund Subcommittee Chair as Ex Officio Member of Budget and Finance Committee (Document 6.4)**

*Motion:* That the ACRL Executive Committee approve the addition of the Friends Fund Subcommittee Chair as a voting ex-officio member of the Budget and Finance Committee.

#### **7.5 Section Special Events Policy Statement (Document 6.5)**

*Motion:* That the ACRL Executive Committee approve the following revision to the Section Special Events Funding policy statement, section 4.4.7 of the *ACRL Guide to Policies and Procedures*.

##### **4.4.7 Special Events Funding**

To support the networking aspects of section membership, the ACRL Board of Directors has made funding provisions through temporary loans to sections that allow them to enter into agreements for facilities, food and entertainment. ACRL will advance a \$1,500 loan to a section annually. The loan is to be repaid in full to the ACRL office one month prior to the date of the event. Requests for special events loans are due 12 months prior to the date of the event and must be submitted with a plan for the event. (See [Special Events Request Form](#))

In order to offset expenses associated with the special event, sections may solicit corporate donations. Before approaching corporate donors, the section must submit the fund-raising plan included in the Special Events Request Form. The ACRL Executive Director will review the plan and the section will receive written notification to proceed.

Corporate donations must be confirmed in writing before ticket prices/fees are set and the special event is promoted. All funds, including donations and registration payments, must be received no later than one month before the event.

In planning for special events, member leaders are authorized to negotiate terms for facilities, meals and entertainment, and collect contract information for ACRL's review and ALA approval or ask the venue to send information directly to the ACRL Associate Director.

Members are not authorized to sign contracts or letters of agreement for use of facilities, meals or entertainment. All contracts and letters of agreement must be sent to the attention of ACRL Associate Director for review by the ACRL Executive Director and signature of approval.

**Strategic Area: Higher Education and Research**

**7.6 Revise 2006 ACRL Legislative Agenda (Document 6.6)**

*Motion:* That the ACRL Executive Committee adopt the revised ACRL Legislative Agenda for the second quarter of 2006.

**7.7 Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections (Document 6.7)**

*Motion:* That the ACRL Executive Committee approve the revised "Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections."

**Strategic Area: The Profession**

**7.8 IS Publication Award Name Change & Sponsorship (Document 6.8)**

*Motion:* That the ACRL Executive Committee approve a change in the name of the Instruction Publication of the Year Award to the Ilene F. Rockman Instruction Publication of the Year Award and accepted award sponsorship from Emerald Publishing (\$3,000 for award winner and \$600 for administrative costs annually) through 2010.

*Motion:* That the ACRL Executive Committee approve the consent agenda.

*Discussion:* At the request of an Executive Committee member, agenda item #7.3 was removed from the consent agenda for discussion.

*Action:* The ACRL Executive Committee approved the consent agenda as revised.

**7.3 Establishment of ACRL New Members Discussion Group (Document 6.3)**

*Motion:* That the ACRL Executive Committee approve the establishment of the New Members Discussion Group, with a purpose and responsibility as follows:

The New Members Discussion Group would be a welcoming place for new members interested in academic and research libraries (a narrower goal than that of the NMRT). As a division with over 13,000 members, ACRL can be somewhat intimidating. This group would offer a place to ask questions, make connections with other members, and start off on the right foot!

This discussion group would also provide the opportunity for experienced librarians to mentor those incoming new faces by answering questions, advertising volunteer opportunities or other events, and offering advice as necessary.

*Discussion:* It was suggested that this discussion group would benefit from a good connection to the Board. It will be added to the Vice-President/President-Elect's list of liaison responsibilities in the list of duties and responsibilities in Chapter 5 of the *ACRL Guide to Policies and Procedures* because of that officer's role in the division committee appointment process. Davis mentioned that she had also spoken with an active member of ALA's New Members Round Table about ways for the two groups to work together.

*Action:* The ACRL Executive Committee approved the establishment of the New Members Discussion Group, with a purpose and responsibility as follows:

The New Members Discussion Group would be a welcoming place for new members interested in academic and research libraries (a narrower goal than that of the NMRT). As a division with over 13,000 members, ACRL can be somewhat intimidating. This group would offer a place to ask questions, make connections with other members, and start off on the right foot!

This discussion group would also provide the opportunity for experienced librarians to mentor those incoming new faces by answering questions, advertising volunteer opportunities or other events, and offering advice as necessary.

### **Strategic Area: Higher Education and Research**

#### **8.0 Science and Technology Information Literacy Standards (Document 7.0)**

This is the first of a number of discipline-specific information literacy standards inspired by the *Information Literacy Competency Standards for Higher Education*. Davis and Director-at-Large Lynne King have been working with the Information Literacy Advisory Committee to develop a process for the development of these subject standards for the last year and a half. The ACRL Science and Technology Section (STS) has been very patient as the process has been developed and deserves the Board's thanks. As with other standards, the ACRL Board of Directors continues to retain final approval. Unfortunately, the final version of the document was not ready in time for this meeting due to some last minute final suggested revisions by the ACRL Standards and Accreditation Committee, but is expected at the Annual Conference for final approval by the Board.

#### **9.0 CIC Workshop Sponsorship (Document 8.0)**

*Motion:* That the ACRL Executive Committee approve \$5,000 to support the three planned Council of Independent Colleges (CIC) "Transformation of the Library" Workshops to be held in 2006-2007 to be paid in FY07.

*Discussion:* ACRL has previously supported these workshops twice with \$5,000 contributions and is now seeking support for another round of workshops. The workshops have proven very popular and successful. The Executive Committee expressed their appreciation for CIC's leadership in bringing together campus teams.

*Action:* The ACRL Executive Committee approved \$5,000 to support the three planned CIC "Transformation of the Library" Workshops to be held in 2006-2007 to be paid in FY07.

#### **10.0 2<sup>nd</sup> Scholarly Communications Institute – December 2006 (Document 9.0)**

*Motion:* That the ACRL Executive Committee approve ACRL's cosponsorship with ARL of a second Scholarly Communications Institute, currently planned for December 11-13, 2006, in the Raleigh/Durham/Chapel Hill, North Carolina area.

*Discussion:* Snelson mentioned that she heard during her visit to the New Jersey Library Association conference that they hoped for another institute to be held in the east when they heard how promising the initial institute sounded. It was pointed out that all expenses and staff time were being taken care of by the Association of Research Libraries (ARL), surprisingly including some reimbursement of ACRL staff time. For the first institute, ACRL is funding Scholarly Communications/Government Relations Specialist Kara Malenfant's time and travel.

The Executive Committee congratulated everyone involved on the tremendous interest generated by the first institute and looks forward to the promised planning update for the second institute at the Annual Conference.

*Action:* The ACRL Executive Committee approved ACRL's cosponsorship with ARL of a second Scholarly Communications Institute, currently planned for December 11-13, 2006, in the Raleigh/Durham/Chapel Hill, North Carolina area.

The ACRL Executive Committee adjourned to a closed executive session at 10:15 a.m.

### **11.0 Council of Liaisons Applications (Document 10.0)**

*Action:* The ACRL Executive Committee took a number of actions related to the Council of Liaisons, including:

- Approved the American Association of Community Colleges (AACC) as a target Council of Liaisons organization for one year, due to the long-standing effective relationship ACRL has enjoyed with AACC.
- Reviewed the request for the appointment of an individual to the AACC and decided to return to the Council of Liaisons the recommendation due to insufficient information in the application and ask that the Council follow the process for identifying and recommending liaisons as posted on the Council of Liaisons Web site. ("Those suggesting organizations for the council to consider or individuals suggesting both organizations and an individual for that liaison relationship should complete and submit an application packet that includes a cover letter, a completed application, a resume, and a minimum of three letters of support from - for example - relevant ACRL committees, sections, roundtables, ACRL leadership and - when possible the targeted association. The application packet content should describe - in short - why the organization should be an ACRL liaison organization and/or why individual's qualifications make him/her a good choice for serving as a liaison to an organization.")
- The documentation received from the Council of Liaisons did not include and neither the staff nor the Board were aware of any open call for liaisons to AACC. The Executive Committee requested that, if such an open call took place, this documentation be provided and the individual's application resubmitted, as well as the rest of the documentation called for in the process. If there was no open call, staff will be pleased to work with to work with the Council to get a message out on the lists as soon as possible so there is time for the Council to solicit and review other possible applications.
- Procedures developed by the Council of Liaisons and approved by the Board require annual review and renewal of liaison relationships. Because of the existing and successful relationships ACRL has had with the Council of Independent Colleges (CIC), the National Resource Center for the First-Year Experience and Students in Transition (NRC-FYE), and the American Educational Research Association (AERA), and the short time frame between now and the 2006 ALA Annual Conference, the Executive Committee authorized the continuance these relationships for one more year.

### **11.1 2<sup>nd</sup> Quarter Liaison Reports (Document 10.1)**

## **Strategic Area: The Profession**

### **12.0 Recognition**

#### **12.1 Awards Task Force Final Report (Document 11.1)**

*Action:* The ACRL Executive Committee received the final report of the Awards Task Force and thanked the task force for a comprehensive report, which provides a thorough history of the ACRL Awards program. ACRL will file the report for future work.

Further, the Executive Committee also approved the presentation of the 2007 Academic/Research Librarian of the Year Award at a keynote session of the 2007 ACRL National Conference in Baltimore.

Several Executive Committee members will continue to discuss additional potential changes in the administration of the Academic/Research Librarian of the Year Award and will prepare recommendations for the Board to consider at the 2006 ALA Annual Conference in New Orleans.

The ACRL Executive Committee ended the closed executive session and readjoined to an open session at 12:18 p.m.

### **12.2 Best Practices in Marketing Award Criteria (Document 11.2)**

*Motion:* That the Executive Committee approve the criteria for the 2007 Best Practices in Marketing Academic and Research Libraries @ your library award.

*Discussion:* For the 2007 award, the award will be divided by type of library and only a 1<sup>st</sup> place winner selected from each division. When offered the first time in 2005, only an overall first and second place winner were selected.

*Action:* The ACRL Executive Committee approved the criteria for the 2007 Best Practices in Marketing Academic and Research Libraries @ your library award, consisting of:

Criteria for Judging: The “Effective Practices” criteria used for evaluating portfolios that have been submitted for the awards were developed by the following two ACRL Standing Committees: The Effective Practices Committee and the Marketing Academic and Research Libraries (MARL) Committee.

#### **CRITERIA**

The criteria for determining an effective practice are the following:

- **ALIGNED:** Effective Practices are aligned with the library’s mission as articulated in strategic plans and elsewhere. That is, Effective Practices demonstrate the connection to the larger institutional environment.
- **INNOVATIVE:** Effective Practices can be unique and original ideas or unique and original use of technology, as in the web, to insure the marketing message(s) reach information consumers.
- **MEASURABLE:** Effective Practices have outcomes that are measurable.
- **SUSTAINABLE:** Effective Practices are sustainable, cost-effective and have a long-term impact on the library and its constituents.
- **TRANSFERABLE:** Effective Practices contain some components that are potentially useful within other contexts either within the institution or at other institutions.
- **RESPONSIVE:** Effective Practices can be articulated in terms of responding to the needs of an academic or research libraries’ constituencies.

### **12.3 Letter of Commendation for Ken Marks (Document 11.3)**

*Motion:* That the ACRL Executive Committee approve the statement prepared by the ACRL Marketing Academic and Research Libraries Committee acknowledging Dr. Kenneth E. Marks for his contributions to ACRL and the @your library campaign. Said acknowledgment be transmitted to Dr. Marks by a letter of commendation.

*Discussion:* The Executive Committee stated that Marks had done a superb job working on marketing for academic and research libraries.

*Action:* The ACRL Executive Committee approved the statement prepared by the ACRL Marketing Academic and Research Libraries Committee acknowledging Dr. Kenneth E. Marks for his contributions to ACRL and the @your library campaign. The acknowledgment will be transmitted to

Dr. Marks by a letter of commendation from the ACRL President and Executive Director on behalf of the full Board of Directors.

### **Strategic Area: The Association**

#### **13.0 2<sup>nd</sup> Quarter Budget Report (Documents 12.0 & 12.0a REVISED)**

Susan Kroll, ACRL Budget and Finance Committee Chair, presented a brief overview of the 2<sup>nd</sup> quarter budget report. A revised report was passed out, as ALA's accounting office distributed revised figures for March after the initial budget report had been written and distributed to the Board. Highlights included:

- Total ACRL revenues (without CHOICE) through March were \$995,152, about 6% better than last year.
- Total ACRL expenses (without CHOICE) were \$966,407, over 24% less than budget and nearly 20% less than last year.
- Net ACRL revenues (without CHOICE) were nearly \$29,000, \$355,000 better than budgeted.
- CHOICE revenues were nearly \$1.6 million, just under budget and last year.
- CHOICE expenses were almost \$1.5 million, just about on budget but 10% more than last year.
- CHOICE net revenues were just over \$100,000, 30% less than budget and nearly 65% less than last year.

The Executive Committee was reminded that this is a non-National Conference year and the association expects to spend down some of its operating reserve. It was also pointed out that the way that ALA sends out membership renewals resulted in offering the old ACRL dues rate for 2 months longer than had been expected, impacting the member dues revenue. It was also noted that the launch of *ChoiceReviews.online version 2.0* had been delayed from Annual Conference to July. Overall, the picture looks good thanks to conservative budgeting.

#### **14.0 ACRL Bonus/Compensation Board Task Force Report (Document 13.0)**

*Background:* This issue was raised at the 2005 Fall Executive Committee Meeting and a task force formed to discuss the issues and bring recommendations back to the Executive Committee. While reviewing the FY2005 financial report, the Executive Committee expressed a desire to find a way to reward staff financially when the financial report was so positive. The Executive Committee noted the great success of the National Conference and of CHOICE. The Executive Committee values and appreciates the staff and wants to find a way to appropriately compensate them in the competitive and expensive market in Chicago. The Executive Committee expressed concern over the 1½ to 2% increases staff have had for years and want to find ways to offer staff a token of their appreciation that would work within ALA's rules.

*Discussion:* ALA management takes the position that all staff are ALA staff and must follow ALA personnel and compensation policies, despite the fact that the salaries and benefits of division staff are paid out of division assets. There have been various interpretations about the meaning of some aspects of the Operating Agreement regarding the difference between divisions being financially responsible for their staff and their authority to make decisions regarding staff compensation options. First, the task force recommends approaching this personnel issue incrementally and challenging ALA to provide for at least a cost of living increase each year. The task force also looked at alternatives to offer ACRL and CHOICE staff some kind of reward that might be allowed by ALA.

ALA management has had similar calls from the Public Libraries Association (PLA) Board of Directors in their conference years and ALA management has not been supportive of a financial reward. There are also deeper morale issues involved with some ACRL and CHOICE staff members regarding the ALA compensation system in general. An Executive Committee member supported the idea of a long-term effort to improve the system and base salary increases, but was dissatisfied that this approach would not help staff in the present. Another Executive Committee member commented that she feels that the recommendations proposed by the task force are not enough of a change and that the ALA compensation system is lacking compared to the process used at the members' institutions, speaking from a university perspective.

Davis reported that ALA Executive Director Keith Michael Fiels seems to feel that the ALA Executive Board may be receptive to some changes, such as increasing the percentage of the increase to the base salary before looking at incentive payments. It is unclear whether a cash award can be offered to ACRL staff as proposed by the task force under ALA policies.

The Executive Committee decided that Davis should budget for the task force's recommendations and enact as much as she can within ALA's restrictions. Staff should try to research what similar non-profit associations might give as a gift of appreciation to the chief executive staff person to determine an amount to budget for that item. The Board and Budget and Finance Committee will review the amounts budgeted at the Annual Conference and give any necessary feedback at that time. The officers also planned to raise the cost of living increase issue at the Presidents Breakfast at the Annual Conference.

*Action:* The ACRL Executive Committee approved the following actions in response to the task force's report:

- Directed the ACRL Bonus/Compensation Board Task Force to prepare a resolution for the ACRL Board of Directors to act on at the 2006 ALA Annual Conference advising ALA to provide for a cost of living increase for all ALA employees on an annual basis. This cost of living increase would need to be met before any other bonuses and/or individual incentive payments would be made. If this resolution is approved a letter will be sent to the ALA President, with copies sent to the ALA Executive Director and Vice-President/President-Elect.
- Approved a policy giving discretion to the personnel committee to bestow a gift of appreciation to the ACRL Executive Director for excellent performance as part of the annual evaluation review.
- Directed the ACRL Executive Director to implement the following perquisites:
  1. Establishing an ACRL Staff Person of the Year Award in four categories: ACRL exempt staff; ACRL non-exempt staff; CHOICE exempt staff; and CHOICE non-exempt staff; these would include cash awards as part of the recognition offered to the recipients;
  2. Establishing ACRL Incentive Awards for individuals and/or teams; these would include cash awards as part of the recognition offered to the recipients;
  3. Increasing professional development funding;
  4. Establishing a Research Fund;
  5. Encouraging ACRL staff to take advantage of the ALA sabbatical policy;
  6. Providing Volunteer/Service Days to staff; and
  7. Continue providing a "Staff Appreciation" event for all ACRL and CHOICE staff.

### **15.0 Conference Call with Board of Directors**

The conference call with the full Board of Directors was called to order at 1:00 p.m. Board of Directors members present on the call included Camila Alire, Pam Snelson, Frances Maloy, Susan Kroll, Nancy Allen, Janis Bandelin, Lori Goetsch, Lynne King, Bede Mitchell, Karen Williams, and Mary Ellen Davis. Directors-at-Large Rita Jones and Dorothy Washington were unable to participate due to scheduling conflicts.

Alire welcomed the Board and congratulated Director-at-Large Bede Mitchell on his election as Vice President of the Library Administration and Management Association (LAMA). Alire also informed the Board of several additions and changes to the agenda for the call, including the selection of an appointee for the Division Councilor vacancy, which would now be discussed first, a proposal that ACRL join the Free Exchange on Campus coalition, and a discussion about the status of the Review and Revision of the Access Guidelines Task Force.

The Board adjourned to a closed executive session at 1:05 p.m.

**15.a Appointment to Fill Vacancy in the Division Councilor Position**

On April 28, 2006, ACRL Division Councilor Elaine Didier resigned from her position due to budget cuts at her institution and a need to focus on her core responsibilities. The Board discussed and approved a short, ranked list of potential appointees to fill the vacancy. Alire will approach the first candidate as soon as possible to allow ACRL to have ALA Council representation at the Annual Conference.

The Board readjourned to open session at 1:30 p.m.

**15.1 Chapter Funding Policies**

**15.1.1 Rescind Outdated Policies (Document 14.0)**

*Motion:* That the ACRL Board of Directors rescind all Chapter funding policies approved prior to April 2006.

*Discussion:* In the process of responding to Chapters Council's request for changes in the Chapter funding policy at the 2006 Midwinter Meeting, staff discovered that the Board has not been officially rescinding old policies as new ones were approved and that there are a number of outdated policies still on the books. In discussion with ALA's legal counsel, staff also discovered that many of the old practices violated tax law. 501(c)3's, such as ALA and ACRL, are absolutely restricted from funding operational expenses; they are only allowed to fund charitable and educational expenses. This action would clean up the policies, leaving only the policy recently approved by a Board email vote, allowing the Board to move forward with any changes it desired in the policies based on the new tax information.

*Action:* The ACRL Board of Directors rescinded all Chapter funding policies approved prior to April 2006.

**15.1.2 Discuss Appropriate Policy to Establish Based on New Understanding of Legal Ramifications**

*Background:* At the 2006 Midwinter Meeting, Chapters Council proposed that ACRL provide each Chapter with a lump payment each year of the funds it is allocated from ACRL, \$1 per member in the Chapter's geographic area, rather than the current system requiring the Chapter to submit receipts for reimbursement up to a maximum of that amount. The Board directed staff to look into the legalities of such a change and, in the process, ALA legal counsel informed staff of the tax implications of ACRL funding of Chapters based on the section of the IRS code under which the Chapter is incorporated. 501(c)3 organizations, such as ALA and ACRL, are prohibited from providing funding to 501(c)6 organizations for operational expenses. 501(c)3's may be allowed to fund activities designated as charitable and educational, as long as such programs do not advocate for the status of librarians, salary, etc.

Alire and Davis spoke to Chapters Council Chair Mark Emmons and sent an email the week before this meeting informing Chapters of these discoveries and asking that they report the IRS section they are incorporated under to staff as soon as possible. To date, 11 Chapters have reported incorporation as 501(c)3's, 1 Chapter as a 501(c)4, and 6 Chapters as 501(c)6's. Counsel had expected most Chapters to be incorporated as 501(c)6's, professional organizations, and had not mentioned the possibility of a 501(c)4 designation at all, so staff will have to follow up and find out what implications that section of the code has for this issue.

Upon the discovery of the possible tax implications, the Board voted by email in early April 2006 and revised the Chapter funding policy to include the charitable and educational language. The issue to be considered next is whether the Board wants to consider changing to a lump-sum

allocation policy and whether that might mean having different policies for differently incorporated Chapters. Some members have suggested that it might make sense to reconsider funding Chapters at all at this time.

*Discussion:* It was pointed out that funding for Chapters that are incorporated as 501(c)3's would have far fewer restrictions for ACRL than for those incorporated at 501(c)6's, which may require two separate policies. ALA's legal counsel was surprised that there were any Chapters incorporated as 501(c)3's, as she did not believe that ALA would even be granted that designation if it were applying for it today. A form might need to be developed for Chapters, particularly 501(c)6 Chapters, to sign stating that they would only use funding for an allowable purpose and guidelines would need to be developed to determine what kind of funding falls under the allowable charitable and educational purposes.

There was some discussion about the effect it would have on Chapters if ACRL were to cease offering any support. Under the policy in effect prior to the 2006 Midwinter Meeting revision, very little funding was ever claimed because the policy had limited reimbursement to materials and services that are no longer very useful to Chapters in the modern email age. Over the past 5 years, about \$3,000 to \$6,000 in reimbursements were claimed, out of a potential \$12,000 to \$13,000 (based on \$1 per ACRL member). It was pointed out that ACRL is the only unit of ALA to offer Chapters any funding at all and that this funding is separate from the funding used for the Chapters Speaker Bureau to cover expenses for ACRL officers to speak at Chapter functions.

The purpose of funding Chapters at all was also questioned. If the goal of funding Chapters is as a membership development strategy, it does not seem to have produced results. No matter how small a share of the overall ACRL budget it may represent, funding for Chapters may be an ineffective use of available funds. There is also the oft-raised issue of providing Chapters with ACRL funds when only a small percentage of the active Chapter members may actually be ACRL members, as well. On the other hand, if funding were eliminated, ACRL would likely hear an outcry from the Chapters that do have a lot of ACRL members participating.

The Board will continue its discussion of possible revisions to this policy at its strategic planning session on the Thursday prior to the 2006 Annual Conference in New Orleans.

## **15.2 Status of the Review and Revision of the Access Guidelines Task Force**

This task force began as part of the usual cycle of review of ACRL's standards and guidelines. Two previous chairs have resigned since the task force's establishment and the third chair indicated her desire to resign the week prior to this meeting. Director-at-Large Bede Mitchell has been a member of this task force since its inception. Mitchell reported that the task force chairs have all run into a problem with task force members that do not feel passionately about the guidelines and have not been active participants in the process. These guidelines are lengthy and detailed. It has been suggested that the guidelines be replaced by ALA's guidelines, with several pages added to address the issues of academic and research libraries that aren't addressed in ALA's version. A call for comments several years ago resulted in no feedback.

Mitchell and the current chair, Norice Lee, feel that the guidelines are about 80% there but have not been comfortable moving forward without the input of the rest of the task force. Repeated efforts to get the other task force members involved have frustrated the chair, who felt she was very specifically instructed when taking over the chair position to involve all of the task force members. The Board discussed several options, including starting over with an entirely new task force, appointing a fourth chair, rescinding the 1993 guidelines because there is little interest in the current guidelines, leaving the

current guidelines as they are for now, or rescinding the current guidelines but adding a cross-reference to ALA's version in the *ACRL Standards for Libraries in Higher Education*.

The Board decided that Davis would call Lee and see whether she would be willing to work with Mitchell and any other interested members of the task force to complete the work they started by the Annual Conference, with assurances that her efforts to involve all members were well-recognized and that the instruction to involve all members was intended to avoid excluding them from working on the project, not that she was held responsible for eliciting active participation from task force members who would not take responsibility to participate.

### **15.3 Free Exchange on Campus**

Davis and Snelson met with the American Federation of Teachers – Higher Education (AFT Higher Education) earlier in the week, as arranged by ALA Washington Office Director Emily Sheketoff. AFT Higher Education started the Free Exchange on Campus coalition as an opposing view to that of the Academic Bill of Rights that the ACRL Board took a stand against at the 2006 Midwinter Meeting (agenda item 26.2 on the Midwinter Meeting agenda). AFT Higher Education asked that ACRL and ALA consider adding their names as members of the coalition. Other active members of the coalition include the American Association of University Professors (AAUP), Center for Campus Free Speech, National Education Association (NEA), and the United States Student Association (USSA). They would welcome a financial donation, but would at least like our name associated with the coalition. Sheketoff and ALA Office for Intellectual Freedom Director Judith Krug encourage ACRL to sign on and would like ACRL to work with them on supporting the cause.

*Action:* The ACRL Board of Directors approved a proposal that ACRL sign on as a member of the Free Exchange on Campus network.

The conference call with the full Board of Directors was adjourned at 2:12 p.m. and the Executive Committee resumed its meeting.

### **16.0 Conflict of Interest Policy (Document 15.0)**

*Discussion:* At the 2005 Fall Executive Committee Meeting, the Executive Committee asked that the ACRL Committee on Ethics review the ALA and ACRL conflict of interest statements and make a recommendation on a revised policy for the Board. The committee suggested one change to increase the scope of the ACRL policy to include those in elected leadership positions, as well as those serving on committees. The committee also recommended that a copy of the ACRL policy be provided to all elected and appointed positions and the Board members also receive the ALA policy. It was also noted that, in the opinion of ALA's legal counsel, having a copy of the policy signed and kept on file held no more authority than just making it a practice to provide it to people in active service.

*Action:* The ACRL Executive Committee approved a policy stating that every person in ACRL who receives an appointment or is elected to a leadership position receives a copy of the ACRL conflict of interest policy. Those who serve on the Board of Directors should receive the ALA policy as well.

The Executive Committee also approved a revision to the ACRL Conflict of Interest Policy, that the final sentence of the first paragraph of the ACRL Conflict of Interest policy be amended to read "ACRL members who **receive an appointment or are elected to a leadership position** should be conscious..."

### **17.0 Expected Outcomes of Annual Conference Board Strategic Planning Work Session, Leadership Council, and Fellows Luncheon (Document 16.0)**

For each of these meetings, the Executive Committee needs to establish what it hopes to accomplish and what items should be on the agenda.

#### **Strategic Planning Work Session**

This meeting always revolves around the strategic plan. As the agenda comes together, the leaders need to think about whether there are any committees or task forces that need to be involved in the discussion.

The Board's working group on structure will be leading the next strategic planning work session. The task will be continuing discussions on Section structure, looking at the information collected at the 2006 Midwinter Meeting ACRL Leadership Council's appreciative inquiry and preparing a report for Sections on the Board's conclusions. One potential issue for discussion is the possible creation of a new type of unit to address those things that cannot be done well by Sections, possibly including the "grandfathering" of existing Sections into the new structure. There was concern that some Sections would most fear losing their newsletter. A slot may be included on the Board I agenda so that Sections are aware there may be action taken at the conference, if the Board gets that far in its discussions at the work session and feels a change is warranted.

There is also a group working on defining criteria to determine Section vitality, or how active the Section is, the Chapter funding policy discussed earlier at this meeting (agenda item #15.1.2), a Board working group on Annual Conference programming, and a Board working group on Leadership Recruitment looking at possible changes to the composition of the Board, among other issues.

The Executive Committee decided that the work session would be focused approximately 70% on Sections, 20% on Annual Conference programs, and 10% on Board composition issues. The goal is to come out of the meeting with next step assignments for different units and a set of talking points for Board members to communicate in their liaison roles and during the Leadership Council.

#### **Leadership Council**

The Executive Committee settled on the following basic agenda for the Leadership Council:

- Introductions of Board and staff members.
- Table introductions.
- A brief promotional bit on the development of the 2007 ACRL National Conference.
- A report on the Board's discussions at the strategic planning work session, particularly if actions are planned for the Board's meetings.
- Seek feedback regarding issues surrounding Annual Conference programming.
- A review of upcoming dates on the Strategic Workplan.

Looking at the agenda for the previous couple of councils, Executive Committee members noted that they did not find the Washington Office update the best use of the time. Handouts included in the packets would be fine, but time to connect with ACRL leaders is limited and should be used for ACRL issues as much as possible.

#### **Fellows Luncheon**

Several ideas were proposed for the Fellows Luncheon, including Board composition. Since the Fellows are largely former Board members, they may have good experience to share in this area. Other suggestions included more discussion on Section structure, a discussion on emerging issues, a look at the mega-issues in the Strategic Plan and the generation of ideas of ways ACRL can help its members address those issues, and the white paper on diversity that's currently being written. No clear decision was reached on a topic for the Fellows Luncheon.

**18.0 Roles and Responsibilities of Board (Document 17.0)**

With her recent experience as Vice-President/President-Elect and President, Past-President Frances Maloy had been asked to review the list of roles and responsibilities for the Board's officers in chapter 5 of the *ACRL Guide to Policies and Procedures* and recommend changes. Maloy found that the current set of responsibilities was too burdensome and had too many unrealistic expectations, such as the number of groups that an officer was expected to act as a Board liaison for, often with conflicting meeting times at conference. She also sought to put in writing some of the assumed responsibilities that she had experienced as an officer, like planning various meetings at conferences such as the ACRL Leadership Council.

Other areas that Maloy attempted to define more clearly included the expectations of the President's Page on the ACRL Web site, deadlines for articles or quotes run on a regular basis in *C&RL News*, and the various invitational receptions that officers may attend at ALA conferences, such as ALA Council and Executive Board receptions, events hosted by the ALA Executive Director, ALA President or Vice-President, the ASCLA/COSLA reception, and REFORMA events. The Executive Committee agreed that it is important for an ACRL officer to attend these key receptions. If the President can't attend because of scheduling conflicts, the Past-President or Vice-President should attend in their place.

Alire wanted to note the excellent job that ACRL Production Editor Dawn Mueller did with Alire's President's Page over the past year. The Executive Committee also commended Maloy on her excellent work to update the roles and responsibilities. Staff will update the *Guide* to reflect the changes. Maloy also expressed her intent to submit an action item for the Board to consider at the Annual Conference that would reduce the number of committee that the Past-President serves on in an ex officio capacity.

**19.0 Appointment Acceptance Form Policy (Document 18.0)**

The Executive Committee was unable to discuss this agenda item due to time constraints. It will be included on the agenda for the Annual Conference Board of Directors meeting.

**20.0 New Business****20.1 Web site Seal of Approval**

A few days prior to this meeting, Maloy participated in a teleconference hosted by the College of DuPage regarding "Google Print: Its Impact on Scholarship and Libraries". Panelists included Paul Courant, Professor of Economics, Professor of Public Policy, and Faculty Associate in the Institute for Social Research at the University of Michigan, Michael Jensen, Director of Web communications for the National Academies and Director of Publishing Technologies at the National Academies Press, a science information association publisher with a reputation for being innovative and progressive in its provision of free information, Jonathan Band, who recently prepared a paper on this topic for the ALA Office for Information Technology Policy and represents library associations and technology companies on intellectual property and Internet policy matters, and ACRL member Suzanne Thorin, University Librarian and Dean of the Library at Syracuse University.

From that call, Maloy got the idea of offering a seal of approval of some kind from the library community for Web sites meeting a standard to indicate that the site is a high-quality source for information. Many libraries have already taken the time to catalogue Web sites and could be a source for a starter list of quality sites to contact. As well as an aid to researchers, this could be a revenue generating enterprise for ACRL by selling permissions to use the seals to the qualified sites, much like the Association for Library Service to Children (ALSC) does for Caldecott award winning books. The criteria for selecting the qualified sites would likely be based on how authoritative the site's information is and the reputation of the provider. There may be best practices developed by other groups offering similar endorsements that could be used as a model to develop criteria and policies for this seal. An Executive Committee member mentioned the Health on the Net Foundation's HON Code of Conduct (HONcode) for medical and health Web sites as an example.

There was some concern that the criteria could get into intellectual freedom issues. Would the criteria focus on content? The structure of the site?

Staff was directed to consult ALA's legal counsel for advice about such a program and report back to the Executive Committee with any findings to decide what the next step would be, if any.

## **20.2 Legislative Issue Update**

Lynne Bradley, Director of ALA's Office of Government Relations (OGR), presented a summary of major issues of interest to academic and research libraries that have come up in Congress recently. A number of different telecommunications reform bills have been introduced over the last 6 weeks. The ALA Committee on Legislation and the ALA Washington Office are monitoring the bills and working to keep the appropriate stakeholders informed and involved as the bills work through channels. Issues of particular interest to ACRL included:

- Broadcast flagging in digital content, affecting fair use issues.
- Maintaining e-rate funding.
- A proposal to give funding directly to local governments for public, education, and government (PEG) cable television channels is of some concern, as these are often used by community colleges. There are concerns that local governments may end up redlining as they decide how the funding can be used, ignoring the needs of lower income areas who may need access to the distance learning opportunities these channels can help provide. Larger academic campuses usually have their own internal networks and are not of much concern here, but it can be very important to areas with smaller campuses or large commuter student populations.
- Net neutrality was heavily pushed as a topic of concern to discuss with legislators during ALA's National Library Legislative Day and is likely to remain a hot topic for the near future as different proposals compete for legislative attention.
- Retention practices for electronic records.
- Labeling of adult-content Web sites.

Davis asked Bradley to send her some context for these issues, with examples of how they might affect academic and research libraries. ACRL could then work to get members to send in their own stories, which would be useful for ALA's lobbying efforts.

OGR may start having some conference calls with different ALA units to determine how strong a position to take on some of these issues and help them set priorities.

## **20.3 Government Relations Committee Chair Expectations**

*Discussion:* During preparations for the ACRL Legislative Day Luncheon and the Spring Executive Committee Meeting, it was noted that there is no explicit expectation that the chair of ACRL's Government Relations Committee attend the ALA National Library Legislative Day (NLLD). This seems like an important expectation in order to keep the presence of academic librarians up at NLLD. There was some discussion regarding whether the chair's attendance at NLLD should be funded, but no action was taken on that matter at this time.

*Action:* The ACRL Executive Committee approved a policy stating that the chair of the ACRL Government Relations Committee be expected to take a leadership role in recruiting librarians to the ACRL Legislative Network (legnet), plan the ALA National Library Legislative Day events that ACRL offers, and attend the ALA National Library Legislative Day. This expectation will be clearly communicated both to the appointments committee and to future chairs.

The meeting was adjourned at 5:00 p.m.