

Committee Information Update (CIU)

Appendix I: Revised Form

COMMITTEE ANNUAL REPORT

Committee Name: ALA Policy Monitoring Committee
Conference Year: 2022
Committee Chair: Toni Negro
Staff Liaison: Marsha Burgess
Committee Members: Jennifer Boettcher, Elena Carrillo, Stephanie Felice, Elizabet Insley, Susan Lazzari, Toni Negro, Jennifer Pesek, Erick Seuss, Natalie Starosta, Daniella Smith, Kimberley Usselman

Date of meeting(s)	Meeting format (in-person or virtual)	Number of members present	Guest Presenters, Speakers
January 11, 2022	Virtual	10	Miranda Henry Bennett, Chair, ALA Membership Committee
March 8, 2022	Virtual	11	
May 18, 2022	Virtual	10	Andrew Pace, Working Group for the ALA Operating Agreements
August 18, 2022	Virtual	11	
October 3, 2022	Virtual	7	
December 14, 2022	Virtual	6	Brian Schottlander, Chair, Constitution & Bylaws Committee

Committee Charge:

- 1) to monitor the accurate documentation and codification of ALA policy, as determined by formal action of Council;
- 2) to prepare additions to or changes in the ALA Policy Manual following each Annual Conference and Midwinter Meeting, as may be required by the motions and resolutions adopted by Council;
- 3) to review and advise on all unit organization policies to ensure that they are in compliance with Council-approved Association-wide policies;
- 4) to provide oversight by review prior to publication of the written text and Policy Manual numbers prepared by ALA staff;
- 5) to report to Council the accomplishment of Council's directives;
- 6) to be responsible for keeping the Policy Manual accurate and up-to-date;
- 7) to call Council's attention to outdated items to be retired from the Manual or to gaps in the presentation of policies.

Objectives of the committee for this conference year, including any planned activities:

1. Review Council actions from 2008 to 2021 to determine current status of text in the ALA Policy Manual
2. Review Council documents approved in 2018 and 2019 for inclusion of resolved texts in ALA Policy Manual
3. Report to ALA Council with recommendations of Council actions taken at the June 2022 Annual Conference and January 2023 Council meetings to be amended to the ALA Policy Manual.

Describe interactions with other units within ALA:

Invited to discuss overlap and implication of proposed changes to ALA Bylaws for the ALA Policy Monitoring committee

Synthesis of activities (summarize discussions, decision(s) or motion(s) reached, and note follow-up action(s) required:

1. In 2022 the committee completed a review of Council actions from 2008 to 2021 to identify approved resolutions not amended or added to the ALA Policy Manual. With the result of these reviews updates have been made to the manual and currently appear in the Online Printable version at <https://www.ala.org/aboutala/governance/policymanual> as Revisions January 10, 2022.
2. Since September 2022 the committee has conducted a review of approved Council resolutions for 2018 and 2019 to identify the text of amendments and additions to be included in the ALA Policy Manual. This task was completed in December 2022 and recommendations have been forward to the ALA staff Liaison..

If unable to achieve desired committee outcomes, what hampered the ability to achieve stated goals (lack of resources, member participation, communication issues, procedural delays, etc.?)

Priorities/recommendations for the upcoming year:

Update of approved Council Documents in the Policy Reference File in ALAIR (ALA Institutional Repository).

Impact of proposed changes to ALA Bylaws for the ALA Policy Monitoring Committee

Other comments/information you believe will help the Association in its work:

With expansion of its membership, the PMC has been able to conduct extensive retroactive review and assessment of the status of Council actions in the ALA Policy Manual. Using Google Worksheets, the committee has been able to work online to record existing discrepancies and make recommendations for revisions. However, the implementation of the review results depends on the availability of ALA staff to conduct these tasks. Additions to ALA staff to maintain an updated ALA Policy Manual is recommended.

Submitted by: Toni Negro

Date Submitted: March 1, 2023