

Masthead Logo

ILA/ACRL Minutes and Reports

3-24-2014

ILA/ACRL Executive Board Minutes, March 24, 2014

Association of College and Research Libraries. Iowa Chapter

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ILA/ACRL Executive Board Meeting Agenda

March 24th, 2014

Google Hangout

8:30-10:30

Present: Dan Chibnall – President (Grandview University), Andi Beckendorf – Secretary/Treasurer (Luther College), Julia Dickinson (St. Ambrose University), Ryan Gjerde (Luther College), Chris Neuhaus (University of Northern Iowa), James O’Gorman (St. Ambrose University), Amy Paulus (University of Iowa), Mary Peterson (Simpson College), Sara Scheib (University of Iowa), Jennifer Sterling (William Penn University)

Absent: Anne Marie Gruber – President-Elect (University of Dubuque), Carrie Dunham-LaGree (Drake University), Pam Rees (Grandview University), Leila Rod-Welch (University of Northern Iowa)

Dan called the meeting to order at 8:33 a.m.

Approval of Executive Board minutes from February 13th, 2014 – distributed as a Google document by Andi Beckendorf before the meeting. Motion to approve by Chris, seconded by Mary; approved.

Treasurer's Report

There was no report from Andi, she will follow up with DMS; Ryan was able to provide information from the ILA financial report that the February balance was \$3831.92. There were no expenses in Jan/Feb.

Committee and Representative Reports

Awards (Amy Paulus): Amy has received one scholarship application for the spring conference, and having the topic of the essay tied to the conference theme seems to have made a difference. April 2 is the deadline; Amy expects to do one more publicity push. The wording for the Mary Iber scholarship will be updated, with the plan to announce that at the spring conference. The research award is usually publicized at the spring conference. Ryan pointed out that the research award is typically handed out at the spring conference; submissions must have been published or presented somewhere. Should we consider giving it at the fall conference instead? Discussion of what the bylaws indicate; Amy will double check on that and talk with Dan.

Electronic Communications (Sara Scheib): Sara reported that they are in the process of completing the link audit on the website. She has finished the committees page, which is ready to go if we agree that a link can be added to the “About” page (Dan gave the go-ahead.) Andrew Welch is doing a great job of posting to LinkedIn. Dan reported that the vote on the change in the Bylaws language passed, so there will be no more Directory Committee. Cecilia Knight (Grinnell) will fill one of the seats.

Fall Program (Julia Dickinson): Julia reminded us that there has been a redesign in how ILA works with subchapters and there is some confusion about what the expectations are for chapters to be working on at this point. Kris Stacey-Bates would like to know if we have enough money to sponsor another out-of-state speaker (we are already sponsoring Barbara Jones, who is still available after the October

date change was made). Julia thinks that Barbara would be good as a keynote because of the broad appeal the News Know How had in the state of Iowa. Funding for fall is tied to our balance sheet following the spring conference. Additional speaker options include Stephanie Davis-Kahl and Barbara Fister. ILA is looking to consolidate potential keynote speaker nominations. Stephanie currently is part of an ACRL program to offer paid workshops, which may mean there is a possible conflict of interest with our asking her to speak. A backup plan may be to offer a panel on institutional repositories, since several schools are working in that area right now.

Membership (Chris Neuhaus): Chris has experienced some difficulty in getting membership list from DMS. Now have 124 members (had 104 previously); some committee members are not members/have not renewed. The committee will attempt to determine who new librarians are and will make contacts, including touching base with the library schools. Regarding the Ambassadors idea: it is seen as an extension of the membership committee (roughly 70 institutions); they wouldn't necessarily just be doing membership, and the strongest role might be in communicating things (conferences, issues that come up) and raising awareness. Messaging could include a statement that ILA-ACRL is providing the information and are only as strong as our membership. Will be working on something a little more formal that states what the Ambassadors are. Chris wonders if they should go ahead and start recruiting (could have as many as 70); Dan indicates that the key is making sure we have a concrete set of bullet points stating what we expect, and what we envision they will be doing. ILA-ACRL should be perceived as more than an Executive Board and a conference. The Spring conference would be a great place to announce and generate more interest. Chris will be in touch with Dan about what the committee comes up with. Also want to incorporate constructive feedback. There was a question about how this might overlap with the newsletter liaisons. Would it be possible to coordinate those two things, or ask the liaison to be the Ambassador? National ACRL presidential candidates are talking about how they want to work with state chapters, maybe the Ambassadors could incorporate information about ACRL national and how they work with state chapters and membership. There was discussion of what that might look like. We need the Ambassadors to be enthusiastic and energetic. Some institutions might not have ILA-ACRL members; ideally, we would like the Ambassadors to be ILA-ACRL members, but is it more important to have them connected with information rather than going after membership for them? Dan suggests making that a second stage, after focusing on the institutions that have membership. Service on a committee shouldn't preclude folks from also being an Ambassador.

Membership has two new members Jenny Parker (Clarke College) and Mara Eggherman (Marshalltown Community College).

Newsletter: Dan gave a brief report on Leila's behalf: The March/April special issue is about library space (From Commons to Uncommons: Changing Up Library Spaces). News should come to Leila by March 31. Spring Conference and Awards committees should get to her by April 4.

Nominating: Anne-Marie sent a report via email. The volunteer form has been updated and is on the website, and will be linked directly from the primary site. Information will be posted when that is ready to go. The committee has done reconnaissance on potential committee members. The committee is working to identify Spring Conference Committee members and chair; terms begin July 1. There has

been discussion about coordinating our Spring Conference with IPAL; it is helpful to have committee members from the home institutions. Anne Marie has been in contact with Paul Welchli about 2015 plans. Should we continue to try to coordinate with IPAL, or wait and see after this year? There was general discussion. There is no one way that has been used to figure out where/when our spring conference will be held. There is benefit to collocating, but maybe difficult for both groups to coordinate. Suggestion is for conversation to continue, but that we need to think about where our conference will be. Dan pointed out that potential nominees for the Spring conference committee always ask where the conference will be. Perhaps it would be possible to add committee members from home institution once conference site is chosen. The consensus was that we should take care of our needs first, and if it happens to coordinate with IPAL, that's fine. There was a suggestion to include a question on the evaluation form regarding whether or not the decision to attend ILA-ACRL was influenced by the coordination with IPAL. We might also ask if the attendee's institution is an IPAL member.

Elizabeth Kiscaden will be at U. Iowa starting April 1, but could still continue to serve on the Spring Conference Committee.

Spring Conference (Mary Peterson): Mary reported that the committee has been working well. Registration is open, 14 people have signed up; paper and electronic versions are available. Bobbi Newman is the keynote speaker, and has agreed to do another session. Twelve sessions are scheduled; there is a bigger space this year. Nicole Forsythe will be doing an interactive session. An unconference will be held after lunch. The FFA Center has a nice lobby area; one of last year's suggestions was for executive board members to mingle with membership before the conference begins.

Additional details: the hotel has been chosen; publicity has gone out on listserve; updates will follow. IPAL will host a happy hour at Dos Rios; we are invited to attend, but they would like a number. Dine Arouds begin at 6:30. HyVee will do the conference catering.

Is there any way to identify members of the Executive Board, in order to address the hospitality issue? It would help to create the kind of communication we are looking for. Ryan pointed out that it's hard to greet people if there is an early morning exec board meeting (typically, there has been a 7:15 a.m. Executive Board meeting). Discussion followed: Would we want to try to have the board meeting the night before, so we can mingle on Friday morning? Or a hangout a couple of days before? One reason for having done it in the morning was thinking that more people would be there, but not sure that it has worked that way. There are trade-offs for either time. Could do a brief hangout and possibly also a brief meeting in person. Dan will send out a survey asking about preferences.

K12/Higher Ed Ad Hoc Committee: Pam was not able to attend the hangout, but Dan reported that she is waiting to hear back from some places with their data, and to hear from some teacher librarians.

ACRL Government Relations Representative (James O'Gorman): James reported that the state day visit with legislators went well. Attendees thanked legislators for their support, and mentioned services that we are able to provide. James encouraged folks to think about participating next year. Dan also

attended; a number of legislators were asking questions and listening to what is important to the organization

ACRL Chapter Council Representative (Ryan Gjerde): Ryan has been the listserv administrator for the Chapter Council; there is a task force looking at communication plan for chapters' council; will be informally assessing the current channels (listserv focused on officers and representatives from state chapters; blog; Facebook group with unknown admin person). If you have feedback for hearing more about other chapters, share with Ryan. Someone asked if other states, in addition to California, have their conference every other year. Ryan reported that there are a wide variety of how the state chapters are structured; interest in gathering more information about state meetings. There may possibly be a presentation at national ACRL meeting regarding how to throw a state chapter event. National ACRL has implications for ILA-ACRL attendance and membership; some people did not attend ILA-ACRL because they went to national in Indianapolis in 2013.

Old Business

Directory Committee Vote – Sara will change the Bylaws information so it reflects the new language. The result of the vote (done in Qualtrix) was 55 to nothing. For the record of the organization the language of the vote is to be reflected in these minutes:

New Language:

The Electronic Communications Committee will:

1. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
2. Consist of at least 6 members, including the chair, appointed by the Nominating Committee. The IA-ACRL listserv owner and Drupal administrator will serve as non-voting ex officio members;
3. Develop and maintain the electronic products of the Chapter and post them to the ILA/ACRL web page;
4. In cooperation with the other standing committees, develop editorial guidelines for the content of electronic information products;
5. Distribute Chapter information electronically as directed by the President and Executive Board.

The new language replaces the following current bylaws language. Areas highlighted would be removed or replaced by the above language.

ARTICLE VIII Committees

Section 1. Standing Committees

There will be at least eight standing committees: the Spring Conference Program Committee, the Nominating Committee, the Awards Committee, the Membership Committee, the Directory Committee,

the Newsletter Committee, the Fall Program Committee, and the Electronic Communications Committee. Committee members must be members of the Chapter.

E. The Directory Committee will:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of at least eight members including the chair, appointed by the Nominating Committee. Four members will continue from previous year, if possible; ;
- iii. Prepare a staff directory of all academic and research libraries in the state every other year;
- iv. In cooperation with the Electronic Communications Committee distribute the directory to all Chapter members and others as directed by the President.

H. The Electronic Communications Committee will:

- i. Be chaired by a Chair appointed by the Vice-President/President-Elect, in consultation with the Nominating Committee;
- ii. Consist of at least four members, including the chair, appointed by the Nominating Committee. The IA-ACRL listserv owner will serve as a non-voting ex officio member. Two members will continue from previous year, if possible;
- iii. Develop and maintain the electronic products of the Chapter and post them to the ILA/ACRL web page;
- iv. In cooperation with the Newsletter and Directory Committees develop editorial guidelines for the content of electronic information products;
- v. Distribute Chapter information electronically as directed by the President and Executive Board.

The Bylaws exist on the website; is there any other place to change? Ryan suggested sending the change to ILA, in case they hold the “official” copy. Also consider our “archives”.

Ambassador Program Update – was discussed in the Membership Committee report.

Strategic Plan Update – Anne Marie, Julia, Sara, and Pam have been brainstorming, and can put the document into the shared drive. They have some points on developing future leaders; promoting communication and collaboration throughout the state; increasing number of librarians publishing/presenting; and information literacy. They want to make sure that these can be measured/assessed Their goals are to define 3-4 main objectives that can be measure, and communicated to membership. This could be something the Ambassadors use for sharing our message. Sara suggested looking at the membership survey done a couple years ago, which may inform our strategic priorities. We want to make sure to connect our goals with what the membership wants from the organization.

Awards - Memorial to Mary Iber – update included in the Awards Committee report.

New Business

Decrease in Membership: Chris reported that we had quite a few people retire or leave the state this year (12); he is hoping that new librarians who take these positions will become members. There was a question from a departing member: does lifetime ILA membership include becoming a lifetime ILA-ACRL member? Nobody recalls this coming up; what constitutes a lifetime membership? It's not on the membership renewal form as an option, is it an honorary status given when honored for longtime service? Ryan found the information online: it is given to members with 25 years or more service, upon their retirement. Perhaps we should consider something like this.

May 2013 report on membership was 140; we are 16 below that right now. Numbers are typically higher later in the spring (possibly connected with conference attendance).

There was discussion of reporting membership numbers to directors, or listing it on the website (not by naming people). The traffic on our website is mostly members, so does it make sense to have it there? Maybe it would be better to provide the information to the Ambassadors? Maybe with an infographic? The Membership Committee will gather some preliminary data for the Executive Board to discuss and then decide what to do with the information.

Meeting at Spring Conference – As mentioned above, Dan will put together a survey about when the Executive Board should meet. The business meeting is typically a report on what the committees have been doing. Anything else we should consider? No comments were offered.

New Committee Members – reported above

Announcements

St. Ambrose hired a cataloger (Beth Shoemaker, finishing final parts of her degree).

Sara will be meeting with SLIS reps who are working to create a student roundtable as an extension of ILA.

The meeting was adjourned at 10:09 a.m.