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ILA/ACRL Minutes and Reports

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2-13-2014

# ILA/ACRL Executive Board Minutes, February 13, 2014

Association of College and Research Libraries. Iowa Chapter

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ILA/ACRL Executive Board Meeting Agenda  
February 13th, 2014  
Google Hangout  
2:30-4:30

Welcome

Present: Dan Chibnall – President (Grandview University), Anne Marie Gruber – President-Elect (University of Dubuque), 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), Pam Rees (Grandview University), Leila Rod-Welch (University of Northern Iowa), Sara Scheib (University of Iowa), Jennifer Sterling (William Penn University)

Guests: SLIS students from University of Iowa: Jen Martino and Cassie McLoughlin

Absent: Carrie Dunham-LaGree (Drake University)

Dan called the meeting to order at 2:33.

- Approval of Executive Board minutes from 6 December 2013 – sent out via email by Chris Neuhaus. Motion to approve by Anne Marie, seconded by Sara; approved.
- Treasurer's Report: 2013 starting balance was \$1,392.92 (per Chris Neuhaus’s report to the Board in December). The ending balance appears to be \$3,336.92. Terri indicates that the January statement should be available sometime this week.
- Committee and Representative Reports
  - Awards (Amy Paulus) Scholarship is ready to go; there was a suggestion from one of the committee members that we cut down on the essay requirement because this is geared towards library science students (from 500 to 250 words). Ryan indicated that from his experience, it is hard to choose a winner because there are not many submissions, and everyone writes similar statements. Amy solicited input from the SLIS students; one suggestion was to make sure the size of the essay matches what we are asking for. Is there a way to focus that question differently? Could we ask applicants to list influences on joining the field, experience s/he would like to have as a result of attending the conference, tie to conference theme. Sara suggested 250 words or less. Amy will work on some language. Deadline for applications is April 2; will go out at least a month before the deadline. Can discuss and approve via email. Length will be 250.
  - (Directory) will cover this in the Old Business discussion.
  - Electronic Communications (Sara Scheib) Sara has added committee descriptions to the

website for the submissions she has received and requested that other committee chairs submit descriptions. Committee members are currently working on a full site audit, to check for broken links and out of date information; the goal is to complete that by the end of February. Sara encouraged committee chairs to post announcements to Facebook themselves (highlights the variety of participation of the membership), but she is the only one who can post to the Twitter account.

- Fall Program (Julia Dickinson) Julia reported on the ILA Planning Meeting information from Mary Heinzman. The conference center in Cedar Rapids has overbooked the venue for the ILA dates in October and would like ILA to reschedule for the following week, which is likely to happen. Chris Stacy-Bates has indicated there will likely be reorganization of committees for ILA, which means a speakers committee rather than liaisons; this may result in cost-savings. ILA may approach Barbara Jones as the keynote speaker; also looking at Barbara Fister. Dan will be in touch with Barbara Jones about the change in date. The conference venue wanted ILA to move to the week earlier, but library conferences in other states would likely result in low turnout from vendors. The conference venue is offering some incentives for ILA to change dates (lower room rates, free parking, etc.).
- Membership (Chris Neuhaus) Duncan Stewart is one of the committee members, and he has already visited with the library students at the University of Iowa and the University of Northern Iowa. Chris has talked with Melissa Primus at ILA; the office should have a good idea of membership renewals at the beginning of March. They may try some Google hangouts in March to find out why some have not joined. Chris provided a spreadsheet of membership numbers via email earlier in the week. There is a variation between spring and fall conference membership numbers; membership tends to be higher in fall than in spring. The University of Iowa is working to create a student chapter of ILA; Sara will likely be the liaison to the student group. One of the student guests for today's meeting is a member of the committee working on this.
- Newsletter (Leila Rod Welch) They are working to solicit news from contacts around the state and hoping to have the newsletter ready by the end of next week.
- Nominating (Anne Marie Gruber) They are creating a list of potential organization leaders and committee members for 2015. They are very interested in including SLIS students in committee work. They will make use of the website information Sara has revised to update the volunteer form to include abbreviated committee information. The idea of virtual appointments might be something to discuss in the future. K12/Higher Ed is an ad hoc committee – after 2015 everyone will cycle off, and that will have been the second of two renewals. We will need to evaluate whether it will be turned into a standing committee.
- Spring Conference (Mary Peterson) Keynote speaker has agreed to do another session.

Conference structure will include lightning round/unconference structure. Deadline for applications is March 3, but that may need to be pushed back. There are nine slots available. May need some folks from the Executive Board for conference hospitality. There will be online and paper evaluations. Will try to open registration during the first week of March, though most register in the last two weeks. Hotel rooms are set aside; Mary will create a LibGuide with conference information. We have been invited to IPAL's happy hour, and Dan will do dine-arounds that begin after that. FFA Center is very nice and a good location, but, we have to bring in our own caterer. The committee will meet in March for venue planning and activities. IPAL will be at Grandview on Thursday, May 1. Sara will also put information up on the ILA/ACRL website.

- K12/Higher Ed Ad Hoc Committee (Pam Rees) Waiting for data from the pilot from several institutions; will try to have that put together for the next meeting. Will need to look at some way to uniformly report the results, because it is not being reported in the same way from different institutions. Pam plans to get the coordinators together. There is a little over a year left for this committee, so the plan is to evaluate this during the summer, by looking at what committee is doing, if it's sustainable, is there enough work and interest to create another committee? Pam plans to reach out again to teacher librarians, as participation has fallen off; their involvement is important for the process. Discussion about data and formatting; Pam is interested in all the levels in order to try to see trends.
- ACRL Government Relations Representative (James O'Gorman) James has now gotten more involved in the Iowa government affairs committee with Duncan; there have been at least four issues that have come up in the state: HF 2055 – the release of records of a minor child to parents/guardians (still being debated); HF 2087 – to restart the newspaper microfilming project (which was stopped in 2009); and the teacher librarian sharing HF 2103 / SSB 3150. Legislative Day is March 5; James will be a part of that. Dan spoke in favor of the opportunity to attend Legislative Day.
- ACRL Chapter Council Representative (Ryan Gjerde) Attended ALA Midwinter in Philadelphia. Council meeting: Trevor Dawes and focus on financial literacy and why librarians are important to helping with that, including the development of resources for local campuses to use. President-elect Karen Williams will focus on data management. ACRL is working to set up a new interest group and looking for input from local chapters on what is going on, what might be needed. Mary Ellen Davis spoke about initiative of Kitchen Table Conversations; three strategic initiatives will be posted: advocacy for value of libraries and librarians, information policy, and professional/leadership development. There is a call for a second round of IMLS grants related to assessment and action, with March deadline (Grinnell was in the first round; they may serve as a resource if anyone is interested in finding out more). There will be a third round, but that will be cost-sharing between institution and ACRL (i.e., not free). The call for proposals for ACRL 2015 is out there, with a May deadline for panel presentations. New

information literacy standards are out for feedback; now threshold concepts and frameworks instead of standards. Business of the chapters' council: a webinar is available for new officers. Vendor sponsorships discussion: CA has every-other-year state conference, three days, held during off-years of national ACRL; cost is around \$300; some cost is defrayed by various levels of sponsorships. They have a very intentional approach to engagement with vendors. Ryan will share slides from that presentation. Is there a way to have state chapter presence at ACRL national? Update on Chapter Topics newsletter: fall edition did not get sent out; catchup issue will come out shortly, will include info about fall conference, awardees and new officers; May 10 is the next deadline, so we will be able to include information about our spring conference. There was discussion with the two candidates for President-elect, Ann Campion-Riley and Rickey Best, both of whom spoke about the strength and importance of state chapters to the organization. Question: Can webinars be offered again? Ryan reported that the webinar program continues.

- Old Business

- Directory Committee – ECC incorporated old aspects of the Directory Committee; not much needed to be transferred over. Sara assisted Dan with the draft of the language. Do we want to vote the Directory Committee out of the bylaws, and do we like this language? Our membership would need to vote to change the bylaws. Sara spoke in favor of the change; would need additional committee members in order to take on the responsibilities (maybe not the eight of the DC); 4-6 would be good. Ryan asked if the new language leaves out mention of a directory. Yes. Do we want to state that there will be a directory, or is that covered by “electronic products”? Chris asked if we have archived membership at any time; there is a practical use for that. Is that something that we should be doing, as far as archiving our history? Ryan reports that there have been two lists, a member list from ILA (spreadsheet), which is now a linked document from the ILA website (there were archives of the old paper versions); a second list is the directory of institutions and employees of the institutions (who may or may not be members of ILA), and up until the time we quit making the print version, they were archived. After that, it became a living document with no effort to capture the changes made. Dan: Could something be put in to the manual that asks the next chair to create a static copy? Ryan: Is that a good idea? Membership list is probably good to have, but is the directory? Sara offered a clarification on large institutions; now linking to the institutional staff directory, so right now, the directory is just a list of institutions (with a handful of individuals listed). Agreed to archive the membership list. Since that is no longer posted on the site, should membership make a copy of that each year? Chris will put that in the organizational manual. Documents are submitted to the archives at Iowa, but it is probably also a good idea to keep a copy in the Google docs. Back to the language and the decision: Anne Marie spoke in favor of the change; depending on timing for vote, she could get volunteers to do the work. Dan: Six sounds like a good number of members (chair plus five). It would require a vote of the membership; Dan suggests we schedule time at the conference lunch. Ryan mentions

that we likely need clearance from ILA Bylaws before we put this before our membership. Pam indicates there is someone at Grandview who is on the Bylaws committee; Dan will begin the conversation with that person. Dan will put together a formal document when the time comes for a vote. Ann Marie asks about working to find candidates for the slots; the board gave her the go-ahead to do that.

- Ambassador Program – Draft language was provided to continue the conversation. Julia: It meets the objectives listed by new strategic plan. Chris: It is a nice way to extend contact and keep in touch with folks, keeping them involved and possibly reaching more people. Pam raised the issue of the lack of a membership requirement. There was discussion about requiring membership or strongly encouraging membership. What if an institution didn't have a member? Ryan recommended we do a soft pilot by advertising on the list serve for volunteers and then the membership committee can evaluate how it works (and whether membership makes a difference or not). Dan: It is important that the ambassadors advocate for the chapter, not just receive information from the board and pass it on (though there could be talking points). Anne Marie: We could also have the ambassadors write up their experiences (by way of assessment) and could look to see if there were impacts on membership or conference attendance. If we are ready to move forward, should be there a check-box on the volunteer interest form? Interest form is advertised on list serve; paper version goes in conference packet; Anne Marie will work with Sara for Facebook and Twitter posts. Dan would like to hand off the brief document to Chris and his committee to see who they can find and to develop the language. There was discussion of ways to use the assessment to inform the membership. Sara suggested having a list on the website identifying the ambassadors.
- Strategic Plan – In 2009, 2010, and 2011 we did work with strategic planning because ILA asked us to, though that work has not been reflected back into the document that Dan shared with the Board. Some things we have done many times, some things we still do, and some we do not do. What should we do with the document? Do we need to develop a new strategic plan? This one has not been modified since 1996, and was a product of an ad hoc committee. One way forward would be to create a new ad hoc committee; part of the process would be to state a period of review in the plan. It was observed that the plan is very general in nature as far as action points go; it seems to be a formalization of every day workings rather than a true strategic plan, which is a concern. It would be nice to have something specific that we can assess, or to list new initiatives (campus ambassador program with goal of increasing membership and participation in committees). A suggestion was made that we aim for a shorter document; there is benefit of a smaller, lighter document that gets changed more frequently. Maybe strategic plan is not the right name for this document – maybe it is more of a vision/values document. Dan would like to investigate this more, asks if others are interested in developing ideas for a new strategic plan. Anne Marie, Julia and Sara volunteered to work with Dan on this.

- New Business
  - Memorial to Mary Iber – Two ideas have come to the top: to rename the conference scholarship in her name; or to start a new scholarship. It would be nice to announce this at the spring conference. People spoke in favor of renaming the existing scholarship. We would likely need to work with ILA for new money in order to form a new scholarship. Do we need permission from family before doing something like this? Even if there is not a legal question, it would be a nice gesture to contact the family. We would make sure that we are clear that we are not expecting the family to offer or contribute any money to the scholarship. Dan suggests the following process: contact the family for permission, decide on the scholarship name, and write up a description of who she was. We will need to consult with ILA; Ryan indicates the process for making a change to an award is not black and white, but has been done. Perhaps it will be more straightforward with ILA if we demonstrate the family has been contacted and that they have given their blessing. The plan is to announce at spring meeting, with plans to go into effect in 2015 (pending approval from ILA). Dan will make contact with the family.
  
- Announcements
  - Google hangouts have worked well, but Dan has heard interest in having an in-person meeting. Thoughts? People indicated that during the semester it is hard to schedule an in-person meeting, but the summer in-person meeting might be nice. Dan shared that his mapping of participants indicates that the “central” location for everyone is a farm field near Marshalltown. Sara indicated that the University of Iowa is willing to host a summer meeting.

The meeting was adjourned at 4:26 p.m.

Respectfully submitted,  
Andi Beckendorf  
Secretary/Treasurer