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ILA/ACRL Minutes and Reports

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2-4-2016

# ILA/ACRL Executive Board Minutes, February 04, 2016

Association of College and Research Libraries. Iowa Chapter

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## ILA/ACRL Executive Board Meeting Minutes

February 4, 2016

[WebEx](#)

3:00 - 4:30 PM

Present: Sara Scheib -- President (University of Iowa); Beth McMahon-- Vice-President/President Elect (Central College) Jennifer Sterling -- Secretary/Treasurer (William Penn University); Cara Stone Member-at-Large (Grand View University) Anne Marie Gruber (University of Northern Iowa) Carrie Dunham-LaGree (Drake University ); Rebecca Funke (DMACC, Ankeny Campus); Jenny Parker (Clarke University); Amy Paulus (University of Iowa); Ericka Raber (University of Iowa); Andrew Welch (Drake University).

Absent: Jill Jack (Coe College); Mary Heinzman (St. Ambrose University)

### **1. Welcome and Introductions**

Sara welcomed everyone and called the meeting to order at 3:00.

### **2. Approval of Executive Board Minutes from December, 2015**

Minutes of the January 7, 2016 meeting were distributed earlier via email and a Google Drive link. Motion from Rebecca to approve the minutes.

### **3. Treasurer's Report**

Jennifer stated that the December 2015 ending balance was \$5,573.93.

### **4. Committee and Representative Reports:**

- **Awards (Anne Marie Gruber)**

Anne Marie has contacted her committee members and began making lists of tasks and a calendar of when to complete them. Anne Marie had question about library science students' eligibility for the conference scholarship. It was clarified that library students are eligible and it does not matter if they work at a library or not. Anne Marie would like to include the scholarship opportunity in the conference information. Rebecca said it could be linked from the conference website. The scheduling of the legacy awards also needs to be decided. Rebecca said they

should take 10 to 15 minutes. Anne Marie shared a concern about moving the business meeting from lunch, perhaps people will not attend.

- **Electronic Communications (Andrew Welch)**

Andrew share that the conference information has been updated on the website. Also, the social media icons now appear on every page. Andrew presented the blog post guidelines, which are adapted from the ACRL Teaching Section. Anne Marie asked if we should wait for feedback from the ECC before proceeding. For example, how are we ensuring that the blog will be updated and should that be in the guidelines? Cara suggested that those might be best placed in the committee guidelines. Andrew will talk further with the ECC. Andrew has tested a blog post and will make some changes, such as recent posts in the sidebar.

- **Fall Program (Amy Paulus)**

Amy did not report as her microphone was not working. However, Sara filled the group in about the ILA Conference Planning group that will be meeting soon. Amy will serve as a liaison to the conference planning group which is a change in practice from previous years.

- **Membership (Jenny Parker)**

Leslie Ross will be filling in for Jenny during her maternity leave. As of February 3 there are 79 members and last year were 71 at this time. A discussion of how to target new members was held. Sara suggested contacting people who have dropped membership. Providing a discount to members for the conference and raising the non-member registration fee were also discussed. Leslie will discuss recruiting with the membership committee and Ericka will look at registration fees.

- **Nominating (Beth McMahon)**

Beth and the nominating committee are mapping out their work plans for next year.

- **Spring Conference (Rebecca Funke)**

Rebecca reported that the website is updated with dates, location and the keynote speaker for the conference. The call for proposals is out and it will also be added to the website. Sched.org will be used again for registration. Rebecca is going to find out if ILA will pay for it again. Rebecca proposed that awards take place during lunch and the business meeting follow the keynote. The conference would begin at 8:45am, the keynote at 9:00am and then a slot for a 30 minute business meeting. To accommodate these changes the morning break would be shortened to 15 minutes.

- **College Readiness (Ericka Raber)**

No report.

- **Professional Development (Carrie Dunham-Lagree)**

The committee has met virtually and is looking for clarity in the committee charge. Carrie shared the document they have been working on and would welcome feedback.

- **ACRL Government Relations Representative (Mary Heinzman)**

Mary was not in attendance; no report, at this time.

- **ACRL Chapter Council Representative (Ericka Raber)**

Ericka updated ACRL Chapters with the conference theme. One change noted is that the ACRL webinar logins is increasing from 2 logins to 6. Ericka will send the webinar information to the Professional Development Committee. Also, when new members join ACRL they will receive a letter with information on the state chapters.

## **5. Other Business**

### **Open Meetings (Sara Scheib)**

Sara reported that she discussed an open meeting policy with ILA. They had no problems with it except for the limit of logins for the WebEx license. Sara offered that she could track the people who request to attend the meeting. Anne Marie suggested that this might make a lot of work for the President. Cara volunteered to serve as an RSVP contact and create a Google Doc. Rebecca questioned what would happen if attendees offer agenda items and that perhaps there should be a mechanism for controlling participation that might be inappropriate. Sara has ideas to address that which include an open meeting etiquette document and an open discussion period during meetings. Sara will revisit the open meeting policy document and a vote can take place in March. Leslie suggest that the President could hold an open forum after meetings as an alternative.

### **Additions to Organizational Manual**

The two new committees will take notes over the course of this year and write their organizational manual entry.

## **6. Announcements**

Congratulations to Jenny on her upcoming arrival.

Respectfully submitted,

Jennifer Sterling, ILA/ACRL Secretary-Treasurer