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4-16-2018

ILA/ACRL Executive Board Meeting Minutes, April 16, 2018

Association of College and Research Libraries. Iowa Chapter

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ILA/ACRL Executive Board Meeting Minutes
Monday, April 16, 2018
(Meeting conducted via Zoom)

Members Present: Jennifer Sterling (President); Beth McMahon (Past President); Mary Anderson; Becky Canovan; Carrie Dunham-LaGree; Claudia Frazer; Kate Kitchens; Kristy Raine; Julia Salting; and Kyle Winward.

Members Absent: Mary Heinzman, Ericka Raber; and Holly Schettler. NOTE: Cara Stone (ILA Executive Board liaison) also absent.

President Jennifer Sterling called the meeting to order at 10:00am. Carrie made a motion to approve the Monday, April 16, 2018 agenda. Motion seconded by Julia and approved by voice vote.

President Sterling then called for discussion and approval of Executive Board minutes from March 19, 2018. Julia noted spelling of her name in committee reports. Within the same section, language should be phrased to say "...can assist with subdivision volunteer form." Move to approve the March 19, 2018 minutes, with corrections, by Kyle; seconded by Mary Anderson. Motion approved by voice vote.

Treasurer's Report: Kristy noted that March 2018 accounts information was recently received and circulated to the board. The chapter's current balance is \$5,192.54.

Committee and Representative Reports:

- 1. Professional Development (Mary Anderson):** Mary noted the committee's work for planning activities as part of the spring 2018 IPAL/ACRL conference. The group will host a discussion and partial showing of the ACRL webinar: "Critical Thinking About Sources: Lessons and Activities for First-Year Students."
- 2. Spring Conference (Carrie Dunham-LaGree):** Carrie noted that the link for spring conference registration will be shared very soon. EBSCO has agreed to host the Thursday evening happy hour gathering. Proposal acceptances are now circulating; the conference planning committee has worked to provide a wide selection of topics for attendees.
- 3. Electronic Communications (Kyle Winward):** Kyle noted that the chapter's website now reflect updates about chapter awards and the upcoming spring conference. Committee roster updates have also concluded; ECC is assisting with Julia's request for older committee rosters.

4. **Fall Program (Claudia Frazer):** Claudia noted that the ILA Conference Planning Committee met at the Grinnell Public Library on Friday, April 6. The efforts reduced the 110 submitted session proposals to the top 3-4 ranked sessions per subdivision. Claudia noted her advocacy for topics that would interest academic librarians – information literacy/instruction, digital projects, leadership, marketing and outreach.
5. **Awards (Beth McMahon):** Beth noted three applications were received for the spring conference scholarship. The committee will make its selection shortly. Two applications have been received for the research award. Becky asked about the deadline for this award; Beth noted April 30 as the deadline.
6. **Membership (Holly Schettler):** No report.
7. **Nominating (Julia Salting):** Julia noted her searches for past committee membership lists. Having such records would indicate those who may not have served recently, facilitating discussion and potential of future chapter involvement. Julia noted challenges in advertising dynamics, work, and responsibilities of committee members. She noted the idea of a possible survey that would allow respondents to note their work and increase visibility of committees. Becky suggested having institutional Ambassadors play a role in the survey's dissemination; Jennifer noted that sharing information is vital and chapter details could be presented in the ILA newsletter.

Julia then asked about the ILA/ACRL listserv and if non-members have been removed from the list. Carrie replied that the list is limited to membership. Those who have not renewed will be removed from list; opting out of the ILA listserv also results in opting out for the ILA/ACRL listserv. Non-members cannot post to the ILA/ACRL listserv.
8. **College Readiness (Ericka Raber):** Jennifer shared Ericka's report. The committee is working on creating a website that will house materials for its mapping project, first-year college assignments, and advocacy materials. The committee will be meeting in late April.
9. **ACRL Chapter Council (Carrie):** Carrie noted that the first issue of the ALA Council newsletter is a LibGuide and is distributed twice a year. She will share the newsletter link very soon.
10. **ACRL Government Relations (Mary Heinzman):** No report.
11. **ILA Liaison (Cara Stone):** No report.

New Business:

Jennifer noted the circulated document – “Proposal to Revise Bylaws for Article VIII Committees and related sections throughout.” Mary noted that the document provides a rationale for the changes. Fifty percent of chapter membership currently serves on committees, and the changes would reduce that quantity. Julia asked for comments from the group.

Carrie noted her appreciation for the work; she also noted that spring conference committee will probably need more than four members due to the associated workload. Two members ideally serve as local contacts; Becky noted her concern about term limits at two years and suggested a three-year limit for membership crossover and continuity. Mary noted associated years of service for committee chairs due to election results and renewal of role. She also noted the proposal’s intent to have no person serve on more than one committee at a time. Mary noted all committees should have at least four members and can have more than that, if needed. Carrie noted her interest in having a colleague assist with spring conference planning. If the spring conference chair is employed at a different institution from the conference site, a vice chair may be needed to help with arrangements at the actual site. Claudia noted her past role as a spring conference chair and the idea of having a single ILA conference liaison person to represent the chapter.

Beth noted the liaison role to conferences and that assigning the fall and spring conferences to a single person is too large of a commitment. Julia noted “at least 4” in the document’s language to account for two seats rotating off occasionally. Geographic limitations, in terms of conference hosting sites, may make finding a chair difficult. Discussion continued as to mechanics of potentially choosing a spring conference chair and limitations with a non-central Iowa site hosting event.

Becky noted some confusion in wording, citing Article VIII, A, ii. For clarification, language here could read “from previous term” instead of “from previous year.” Discussion as to changing “year” to “term” throughout the document; Julia noted challenges in describing rotations and staggering terms. Discussion continued as to staggering terms, chair vacancies and contingencies, and mechanics of phrasing terms within the document. Discussion then moved to voting by email about suggested language changes. Email approval by executive board would be followed by presentation at spring business meeting, with vote to all membership following conference.

Jennifer called for a motion concerning the proposal. Motion by Julia and Mary to seek the executive board’s approval for the revised proposal. Seconded by Beth. Motion approved. Following needed changes, proposal will be circulated to the board. If approved, the document would be presented at spring conference and later sent for vote to the full membership. Jennifer noted her appreciation for Mary and Julia’s work.

Other Business or Announcements: None.

Adjourn: President Sterling moved to adjourn the meeting. Seconded by Kyle.
Meeting adjourned at 11:04am.

Minutes respectfully submitted by Kristy Raine, Secretary/Treasurer.