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ILA/ACRL Executive Board Meeting Minutes, January 27, 2020

Association of College and Research Libraries. Iowa Chapter

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ILA/ACRL Executive Board Meeting
Monday, January 27, 2020
2:30 p.m.

Approved Minutes

Attendees:

Liz Riordan, President
Mary Anderson, Spring Conference Committee Chair
Lindsay Healey, Secretary
Julia Salting, Awards Committee Chair, Past-President
Katie Hassman, College Readiness Committee Chair
Maggie Halterman-Dess, Electronic Communications Committee Chair
Emma Adams, Member-at-large
Kate Faford-Johnson, Vice-President/President-Elect
Laurie Neuerburg, Professional Development Committee Chair
Erica Knapp, Fall Conference Liaison
Cathy Cranston, Member-at-large

1. Meeting called to order at 2:30
2. Agenda approved by acclamation
3. Executive Board Meeting Minutes of 16 December 2019 to be amended and distributed by email for approval.
4. Treasurer's Report – Lindsay Healey
 - a. The most recent financial report, November 2019, was circulated by email.
 - b. The subdivision had no income and \$7.00 in expenses. Ending balance \$801.99/
 - c. The Spring Conference Registration fee should be coming through from DMS; this is 5% of the total credit card registrations and is usually ~\$250.
5. Committee and Representative Reports
 - a. Awards – Julia Salting

The following report was submitted:

1. Chair contacted three other members of the committee to confirm commitment to January 2020 – December 2021 term. Two responded in the affirmative; still waiting to hear from the third person.
2. Currently setting up scholarship forms using the original templates in the Executive Board Google Drive Awards folder.
3. Tasks to complete prior to Spring Conference in May:
 - Set dates for Iber spring conference scholarship
 - Announce Iber spring conference scholarship application availability
 - Review applications and select a recipient.

The following was discussed:

- i. Mary Iber scholarship. It was previously coming out of our budget but is no longer coming out - it is all donations now. The form currently has text that was approved by Mary's family regarding the purpose and background of the scholarship. We could add the wording to the Google form and add Mary's picture to the application. Someone also contributed the word cloud.
- ii. Julia has inquired about changing the scholarship qualifications, but it was thought that we would not be able to do that without asking Mary's family or going through the ILA Executive Board.
- iii. Liz discussed the possibility of having the scholarship just be a lump sum that the recipient could use for expenses such as transportation. Julia clarified that it does have to be a reimbursement.
- iv. There was discussion around lump sum idea. Mary brought up that conference costs vary; \$150 might end up being more than the conference cost. This might be something we need to move forward with ILA. Julia will reach out to ILA and see about setting up a meeting to explore this.
- v. Katie proposed that if it is not possible to change the Mary Iber Scholarship, we should think about other ways to increase access. Julia mentioned we could include this in the quarterly report for the ILA Board.

b. College Readiness – Katie Hassman

The following report was submitted:

1. Group will actually meet the morning prior to our Exec Board Meeting so more things might come up
2. TL Leadership Committee happenings
 - Program Standard Recommendation Document
3. General update
 - Preparing for ongoing legislative season

The following was discussed:

- i. ILA sent out a legislative yesterday, which included an alert that the Teacher Librarian Requirement, which we talked about in December, looks like it will go to committee. Katie wondered if it would be good to remind our members that they should reach out on their personal email, not their employers'.
- ii. Maggie will check the ECC policy to see if we can push this out through any of our channels.

c. Electronic Communications – Maggie Halterman-Dess

The following report was submitted:

1. Regular meeting time arranged when all committee members are available (via Zoom)
2. First meeting scheduled for 2/10/2020

3. Transfer of accounts and admin access to ILA/ACRL website complete
4. Minutes and Awards pages not up to date
5. Proposed additions: Job search and publishing/presenting resources

The following was discussed:

- i. Liz asked if we could get the minutes uploaded to the repository by February. Julia explained the process: the minutes are approved by the Executive Board, then saved as a PDF, and then added to the Institutional Repository but they are not posted to the webpage. Secretary compiles them, sends them to the president, and then uploaded to the IRO. That has not been happening, but Julia will work on getting the missing minutes (2019) to the IRO.
- d. Fall Conference Liaison – Erica Knapp
- i. Julia asked Erica if Mara Strickland had reached out to her yet. Erica confirmed that she has not, but she should be doing that soon. Erica will be on the lookout for that email. If she doesn't hear from them by the second week of February, Erica will let Liz know and Liz will get in touch.
- e. Membership – Kate Faford-Johnson

The following report was submitted:

1. No updated membership list yet (sent out beginning of the month)
2. Continuation of ILA/ACRL Membership Committee Chair sitting in on ILA Membership Committee meetings, for the purpose of chiming in from an ILA/ACRL perspective and relaying any pertinent info to the ILA/ACRL board and membership committee.
3. Collaborating with ECC to get out social media calls for ILA/ACRL membership renewals
 - We are working on a series of memes that communicate a different benefit of joining ILA/ACRL with each meme

The following was discussed:

- i. We are waiting on the membership list from DMS
 - ii. We have been trying to come up with ways to increase membership, have been using memes to the Facebook group, etc. If people have ideas for memes, send to Kate or Amandajean Nolte.
 - iii. Liz suggested that Jill O'Neill would be good at this, see if she has any ideas.
- f. Professional Development Committee – Laurie Neuerburg

The following report was submitted:

1. Looking for new member for our committee
2. Next installment of “Keeping up with ... in Iowa” video series planned for end of January

3. Next Zoom discussion of Small Teaching: Everyday Lessons from the Science of Learning planned for April
4. Will help promote ACRL Scholarly Communication Roadshow (being planned by University of Iowa Libraries Scholarly Impact Department)

The following was discussed:

- i. Laurie asked if Maggie has login information for the YouTube channel., she would like to post the next "Keeping Up With." Mary previously worked with Wesley Teal on getting the videos up, so she will look to see if she has the info, otherwise Liz will contact Wesley.

g. Spring Conference Committee – Mary Anderson

The following report was submitted:

1. A theme has been selected: Mind the Gap.
2. Save the date and call for proposals (both for concurrent sessions and lightening rounds) have been posted on the website, Facebook, and listserv. No submissions yet.
3. EBSCO will be sponsoring a breakfast on Friday, May 22. They may sponsor some snacks on Thursday as well.
4. We will have both the half-day and the one-hour Project Outcome workshops on Thursday, May 21.
5. A block of hotel rooms has been reserved for the night of Thursday, May 21.
6. We have begun conversations with ILA on creating the registration form.

Tentative Conference Schedule:

Thursday, May 21

- 1:00-3:00 pm IPAL Business Meeting
- 3:15-4:15 pm Project Outcome Mini Workshop
- 4:30-5:30 pm Fyffe Presentations
- 1:00-4:30 pm Project Outcome Full Workshop (limited to 45 people)
- 6:00 pm Dine Arouds

Friday, May 22

- 8:30-9:30 am Breakfast and Registration (EBSCO)
- 9:30-10:20 am Lightning Rounds
- 10:20-10:30 am Break
- 10:30-11:30 am ACRL Meeting
- 11:30-1:00 pm Lunch with Interest Groups
- 1:00-1:50 pm Concurrent Sessions 1
- 1:50-2:00 pm Break
- 2:00-2:50 pm Concurrent Sessions 2
- 2:50-3:00 pm Break
- 3:00-3:50 pm Concurrent Sessions 3

The following was discussed:

- i. We are having both the half-day and the one-hour Project Outcome workshops on Thursday, May 21.
- ii. Would like a rep from the Exec Board to sit on the conference proposals committee.
- iii. Julia commended the committee on getting all of the conference information - theme, call for proposals, etc. - out so early.
- iv. Mary will ask Jeremy about Sched. Julia said we were charged \$125 by DMS for the Spring Conference Sched site.
- v. Mary asked for thoughts on when to post the schedule. Usually we post the schedule with the sessions already in place. But this year people might want to know that it is different than previously. Maggie proposed posting what is on each day without specific times. Liz said we can do that now, everyone else agreed.

h. Next Spring Conference - Cathy Cranston

- i. Will meet next Monday, Feb 3rd.
- ii. Have we surveyed membership about every-other year schedule? Liz said we have not, Liz suggested that as something to talk about at the meeting. Julia will send the information she has about the survey to Liz and Cathy.

i. ACRL Chapter Council

- i. This position has become vacant. Liz will follow up with Carrie.

j. ACRL Government Relations

- i. We need someone to fill this, if anyone has ideas. We had two people in mind but they have other commitments.
- ii. The Government Relations person does not have to have gone through the advocacy training.
- iii. Julia said there is always so much going on in the Iowa legislature, but the way the position description is written, we have to be aware of both the ALA and ACRL legislative agendas. This position does have a role at the national level.

6. Old Business

- a. Google Drive. Does everyone have access? Cathy requested that we change the name to ACRL Exec Board. Liz created a folder for 2020 meetings and has put some documents there.
- b. Update on the ILA/ACRL Newsletter project – Cathy.
 - i. The first of 82 has been uploaded to the IRO. The rest are finished pdfs and are in the queue to be uploaded once Wendy has her students back. The link is: <https://ir.uiowa.edu/ilaacrnewsletter/1/>
 - ii. Cathy will be seeking volunteers to help review the newsletters for errors.
 - iii. Julia suggested that maybe we could use some of the content for a “Flashback Friday” or “Throwback Thursday” and put it on the blog.

7. New Business

- a. Spring Conference – Liz asked everyone to please start spreading the news and try to get people to submit proposals. Liz will contact Vicky at SLIS to try and get students to submit.
 - b. ILA Annual Conference Pre-Conference - Julia
 - i. ILA IT Roundtable & ILA/ACRL are in discussions to team up for a Pre-Conference session. This came about at the ILA Planning Day in the fall. At the Planning Day, Joy Stortvedt mentioned that IT roundtable has some money and wants to collaborate on this. The idea is to sponsor a pre-conference and submit a proposal for a panel session. The idea for the panel is podcasting and how libraries are using it across the state. There has also been discussion about a tech petting zoo, which could potentially be a pre-conference. The IT Roundtable is working on this and moving forward quickly. There was a general consensus that it's a good idea for us to work with the IT Roundtable on this.
 - ii. Lindsay asked if there are academic libraries represented on the IT Roundtable. We are not sure because the lists on the ILA website have not been updated.
 - iii. Julia indicated that there is support from conference planning/ILA leadership for the petting zoo. Julia will get some more information and send it out to the group via email.
8. Other Business or Announcements
- a. There was a consensus that the new meeting format works well.
 - b. Next meeting is February 17th. March meeting is March 16th, which is during UI and DMACC's Spring Break. Do we want to move the meeting to the 23rd? With no objections it was decided that we will move the meeting to the 23rd. Liz will send a calendar invitation.
9. Meeting adjourned at 3:27.

Respectfully submitted,
Lindsay Healey, Secretary/Treasurer