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## ILA/ACRL Executive Board Meeting Minutes, April 20, 2020

Association of College and Research Libraries. Iowa Chapter

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## Meeting for April 20th, 2020

Location: Zoom

Time: 2:30PM

### Approved Minutes

#### Attendees:

Liz Riordan, President

Julia Salting, Past President, Awards

Lindsay Healey, Secretary/Treasurer

Brett Cloyd, Government Relations Representative

Erica Knapp, Fall Conference Liaison

Cathy Cranston, Member-at-Large

Laurie Neuerburg, Professional Development Committee Chair

Katie Hassman, College Readiness Committee Chair

Carrie Dunham-LaGree, ACRL Chapter Council

Emma Adams, Member-at-Large

Jennifer Smith, ILA Liaison

1. Meeting called to order at 2:31 p.m.
2. Approval of agenda - Erica moved, Maggie seconded, approved by acclamation.
3. Approval of ILA/ACRL Meeting minutes: March 2020. Cathy motioned, Brett seconded, approved by acclamation.
4. Treasurer's Report.
  - a. In March we had \$110.00 in receipts and no disbursements. Ending balance was \$6181.42.
  - b. Julia asked about PR marketing award. We have not received anything from UD yet. Julia will contact them, we have \$500 outstanding for that award.
5. Committee and Representative Reports
  - a. Awards - Julia Salting
    - i. The following report was submitted:
      1. What should we do about the Mary Hammond Iber Spring Conference Scholarship and Iowa ACRL Research Award?
      2. Please see recommendations in folder
    - ii. The following was discussed:
      1. Recommendations for Spring conference scholarships. Julia noted that since the Spring Conference has been re-organized there is no registration fee, no travel, etc. and the Awards committee doesn't see the need for the Mary Iber scholarship award this year. The committee recommends that we cancel it for this year and pick it up next Spring (2021).
      2. We'll go forward with the ILA conf scholarship. That one is still moving forward as anticipated.
      3. Other recommendation from awards committee is the research award, which is usually tied to Spring conference. Due to all of the upheaval, the committee feels there hasn't been time to let applicants prepare. The recommendation is

to postpone the application process, review and selection for this year and tie it to the 2020 ILA conference.

- a. Carrie noted that we might have to do this again in October if the fall conference is cancelled. In order to avoid that; suggested that we postpone to next Spring (2021).
  - b. Liz asked if the award has to be tied to a conference. Julia responded that the only way is that it is typically announced at the Spring Conference, and that has been past practice. Historically, it is every other year on even numbered years. If we don't want to tie it to a conference and make the announcement separate to a conference the committee can put out the call, review, and selection and announcement. In terms of the few applicants we typically have, is it going to be complicated for them to get materials if they can't get back to campus?
  - c. Carrie asked if it would require a bylaws change to have the award in an odd-numbered year, and if we postpone it could we allow those who did research this year and next year?
  - d. Julia responded that if there is that level of detail in the bylaws it may require an executive board decision. If we wanted to push it to next year it would be out of sync and then we would be giving 2 awards one year and then another award immediately after.
  - e. Liz suggested that we move forward with the award this year; announce at the virtual conference in May and open to applicants, then announce the winner(s) in the fall. People might have more time this summer as we settle in. Julia clarified that announcing it at the virtual conference would mean making the call for applications at that time.
  - f. Cathy expressed being in favor of the Fall idea, giving more flexibility on the timeline and awarding in the fall.
  - g. Julia will let the awards committee know that we will make the call for apps at the May Virtual conference and set up deadlines and a timeline for a recipient to be announced in the fall.
- b. College & Career Readiness - Katie Hassman
    - i. Katie has talked to a couple of Teacher Librarians and they are staying busy. No further report.
  - c. Electronic Communications - Maggie Halterman-Dess
    - i. No report.
  - d. Fall Conference Liaison - Erica Knapp
    - i. The following was discussed:
      1. Erica reported that the committee met Wednesday, April 15. We have pushed the deadline for submissions to the end of

April. If anyone has submissions or you know anyone considering it, get them in. Erica encouraged anyone who is thinking about submitting to do so, as there are a fairly low number of submissions. At this point we're still planning on having the conference but the committee and ILA Executive Board will make the decision in June as to whether or not we will move forward. The committee is still looking for keynote speakers, if anyone has ideas send them to Erica.

2. Julia offered an update on the status of the presentation about libraries using podcasts. There has been some difficulty in finding libraries who are currently doing something with podcasts and the status of the presentation is unknown.
  - a. Liz asked everyone on Executive board to look around to see if there are public libraries that are using podcasts to reach out to ppl during this time of closure?

e. Membership - Kate Faford-Johnson

- i. The following report was given:
  1. Should we continue membership outreach in May? We held off in April in order to be sensitive to uncertain financial situations many librarians are facing both personally and institutionally with spending freezes.
  2. Is there a way to help pay for membership for those who have been impacted by COVID-19 for 2021?
- ii. The following was discussed:
  1. Liz asked for input about whether or not we should still be active about getting new members or just focus on other things right now?
    - a. Carrie noted that because our membership runs the calendar year, it's really difficult to ask people to join at this point because we're asking them to join for 7 months, and if we can't guarantee the conference registration discount this year - that is one of the big benefits.
    - b. Brett asked how many non-renewing members there are and is there a way we could write a message that is inclusive?
    - c. Julia - is there a possibility that we could expand the fall conference scholarship for all members, instead of only those with less than 3 years in the field or less than 3 years in Iowa? Maybe once we know whether or not there will be a conference in the fall, we could think about opening that application to more people.
    - d. Liz noted that we're going to be feeling the effects of this pandemic for the next couple of years. Next year people may still be feeling the sting of this, and we may be facing the same problems. Liz asked if there

is a way to help pay for memberships for those who have been impacted by COVID-19? Maybe for next year we could consider putting money aside to help people afford membership for 2021. Liz will report to Kate that the suggestion for right now is don't push for membership, and we do need to send a supporting message out.

- e. There was general support for asking ILA Exec Board about sponsorship/assistance for membership fees in 2021. Carrie noted that there is already a sliding scale for membership based on salary, maybe a reduced fee for those affected by COVID-19 would be one way to approach it. Brett expressed support for this idea.

f. Professional Development - Laurie Neuerburg

- i. The following was discussed:

- 1. Laurie reported that the committee is planning a Zoom discussion for the second part of Small Teaching, Tuesday April 28th or Wednesday April 29th.

g. Spring Conference - Mary Anderson

- i. The following report was given:

- 1. Does it still make sense to have all the virtual events on one day? Originally we thought we could get it all in one day, but it seems like a lot now. Thoughts?
- 2. Liz would like to talk over any details for the virtual meetings coming at end of May so we have everything ready to go.

- ii. The following was discussed:

- 1. Mary reported that while technically the conference is cancelled, we had talked about having Project Outcome present virtually and have business meetings. IPAL asked about doing award virtually as well. Originally we had planned to do everything on May 22nd, and we did already send out communication with that date. However, IPAL would prefer two days.
- 2. There was discussion around the conference schedule. Brett suggested having the ACRL stuff on one day and let IPAL decide on their stuff.
- 3. Liz proposed that we could say we're going to do Project Outcome and the ACRL meeting on one day and then everything else could be on Day 2. The group expressed support for this. Liz will let Mary know. Liz also asked if people would prefer meeting in the morning or afternoon.
  - a. Cathy suggested asking Project Outcome if they have a preference and schedule around that.

h. Next Spring Conference - Cathy Cranston

- i. The following report was given:

- 1. Next year has been set for Central May 20-21. No questions, just wanted to make sure folks knew that!

- ii. The following was discussed:

1. Cathy reported that Mary has offered to have Central host the conference next year and may be willing to chair.
    2. Julia mentioned that in January we will also need a co-chair so that we could start planning 2022.
  - i. ACRL Chapter Council - Carrie Dunham-LaGree
    - i. The following was discussed:
      1. Carrie reported that there is a lot going on and many things are being discussed around the ALA virtual conference and contingency planning for ACRL 2021. Carrie will share updates as they are available.
  - j. ACRL Government Relations - Brett Cloyd
    - i. The following was discussed:
      1. Brett said there is nothing to report right now, we have been forwarding communications about advocating for library funding.
6. Old Business
  - a. ILA/ACRL Townhall updates.
    - i. Liz reported that we are still doing these every Thursday and that numbers have dropped a bit.
    - ii. Maggie relayed that some people have reached out and said they would like to attend but have conflicts.
    - iii. Liz has received feedback from a few people that they have really appreciated the townhalls. We will keep going and re-assess in May. We might consider going bi-weekly or monthly.
7. New Business
  - a. Results from survey sent out. See responses from survey here: <https://docs.google.com/forms/d/1XFm7-Cj1miDh8Ox6jar4DGI0GXhISg6hxRFZbJZdjyg/edit#responses>
  - b. Some requests have been made from members, so we'll be discussing these and what actions we can possibly take to meet these requests
    - i. Liz shared the survey results. Some respondents said they would like a list of vendors for sneeze guards, PPE materials, and card swipes to help plan for re-opening. Other support desired was guidance for re-opening, furniture, work from home policies, sick policies.
    - ii. Jennifer reported that ILA exec board is having these conversations. The state library has been having some regional meetings that may address some of these things and ILA will start to collect the information together. Hopefully soon something will be going out to all members. Liz will send some of these questions to Jennifer to take to ILA.
    - iii. Liz reported that the last item from the survey is advocacy for support training for non-librarian staff. There was discussion about having an additional Town Hall with an Advocacy theme or having something separate.
    - iv. Erica expressed support for a separate event to make it more official.

- v. Jennifer suggested surveying the membership about what they prefer.
  - vi. Liz will work with ECC on putting a survey out whether we should do something during the week or outside of work hours.
  - vii. Cathy pointed out that May Day happens to fall on a Friday and has traditionally been a worker's day, it might be good if we could do something on that day.
8. Other Business or Announcements
- a. May meeting - Our next meeting will be the All Business meeting, held virtually in conjunction with the virtual conference.
  - b. How is everyone doing? Check in.
9. Adjourned at 3:42.

Respectfully Submitted,  
Lindsay healey, Secretary/Treasurer