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3-23-2020

ILA/ACRL Executive Board Meeting Minutes, March 23, 2020

Association of College and Research Libraries. Iowa Chapter

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ILA/ACRL Executive Board Meeting
Monday, March 23, 2020
2:30PM

Approved Minutes

Attendees:

Liz Riordan, President
Kate Faford-Johnson, Vice-President/President-Elect
Lindsay Healey, Secretary/Treasurer
Mary Anderson, Spring Conference Committee Chair
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
Emma Adams, Member-at-Large
Jennifer Smith, ILA Liaison

1. Meeting called to order at 2:31 p.m.
2. Agenda approved by acclamation.
3. Approval of ILA/ACRL Meeting minutes: 17 February 2020 Executive Board Meeting minutes approved by acclamation.
4. Treasurer's Report
 1. December, January, and February financial statements were distributed before the meeting.
 2. For January and February we had \$475.00 in receipts and no disbursements. February ending balance is \$6071.41.
5. Committee and Representative Reports
 - a. Awards - Julia Salting
 - i. Julia has contacted committee members regarding ideas for using money for other than what's currently stated. They have not had much discussion yet. Julia did find some examples from other places - ACRL national has a little information about it. We might be on the cutting edge of this issue and it hasn't been standardized yet. The committee is ready to go for putting out the call for conference scholarships. We don't know if we'll have many people applying since certain institutions are telling people not to travel.
 - b. College & Career Readiness - Katie Hassman
 - i. The committee met 23 March. Katie is trying to reach out to teacher librarians to see how they are doing and get the pulse of what's going on with them.
 - c. Electronic Communications - Maggie Halterman-Dess
 - i. The following report was submitted:
 1. Electronic Communications Committee Activity
 - Ensuring that all committee members can access ECC folder and log in to ILA/ACRL website.

- James now is the administrator of the LinkedIn group. He will post regularly for a period and sunset the group is there is no increase in engagement.
 - Jill O'Neill was unable to attend the meeting, Maggie has communicated Executive Board's questions about Facebook page/group distinctions, as well as the okay to test the public page option.
 - Discussed website additions/changes, Canva account.
 - Priorities: promoting spring events (Focus Groups, call for proposals, Spring Conference registration).
 - Maggie Halterman-Dess has created a publicly available spreadsheet of Coronavirus resources and she and Jill O'Neill have shared it on social media and the listserv. Maggie will continue to update the list as she finds things. Contributions appreciated!
- ii. The following was discussed:
1. Maggie reported that everyone has been set up with access to the various accounts.
 2. James is going to try to reinvigorate LinkedIn for a few months - if it doesn't work we will shut it down.
 3. COVID 19 resources - adding things from Discord server, having Jill O'Neill posting to the Facebook. Liz said she has a link from RVMS for special collections librarians to add to the spreadsheet. If anyone has something to contribute, send to Maggie. Second tab of the spreadsheet has who is open and closed as of last Thursday (18 March) from institutions that have been affiliated with our chapter. Julia asked how we are determining open or closed? Maggie replied that she looked at Covid 19 response pages for the libraries, but a lot of the library websites don't have any updates.
- d. Fall Conference Liaison - Erica Knapp
- i. The following report was submitted:
 1. Speakers sub-committee:
 - a. The deadline to submit proposals has been extended to March 31st. Ideally, we would like to see 100+ submissions.
 - b. The blinding of submissions will be done in early April and selection will take place April 22. Submitters will know that day or soon after if they were accepted and what their scheduled slot is.
 - c. We are currently accepting ideas/nominations for keynote speakers! If you have any suggestions, please let me know!
 2. Conference in general:
 - a. We have the theme of "Vision 2020" and are taking suggestions for a tagline.

- ii. The following was discussed:
 - 1. Erica reported that the Fall Conference Planning Committee met last month for preliminary planning, there are not a lot of concrete plans right now. A logo and theme have been chosen. Theme is Vision 2020, but the committee is open to other ideas if anyone has them. The committee is looking for a tagline for the logo, if anyone thinks of anything, send to Erica. The committee is currently looking for keynote speakers, if you have any ideas. If you have any pre-conference submissions or concurrent session submissions they are due March 31st and the committee will be reviewing in the next few weeks. Mara reached out to Liz to see if we could ask people who submitted to Spring Conference to submit to the Fall Conference, as they are always looking for more contributions from academic libraries. Mary reported that we only have two concurrent session proposals right now, and one lightning round. Mary sees no issue with asking those people to submit to fall conference; Liz will send that info to Mara.
- e. Membership - Kate Faford-Johnson
 - i. The following report was submitted:
 - 1. Received March 2020 membership list and compared it with month's membership list to see who still hasn't renewed since last year.
 - a. 49 lapsed members remaining (last month it was 74 lapsed members)
 - b. 107 members total (up from 71 last month, 2019 had 131 total members by end of year)
 - 2. We contacted lapsed members again on March 3 to inquire about renewal
 - 3. Emailed LIS students notifying them of free ILA/ACRL membership and \$20 conference
 - 4. Along with ILA Membership Committee, we contacted subdivision chairs to communicate with lapsed members how an ILA membership can benefit their subdivision work to their subdivision members
 - ii. The following was discussed:
 - 1. Our membership numbers were up at the beginning of the month to 107 from 71 the prior month. We will get another list from Jeremy in another week or two. Anticipate a lot of people have budgets that are frozen now so Kate will probably not touch base again with folks until summer.
- f. Professional Development - Laurie Neuerburg
 - i. Laurie reported that the committee is meeting this Thursday, 26 March.. Laurie discussed some virtual things the committee will still do, such as Keeping up in Iowa..., Zoom discussions, book discussion (Small Teaching) via Zoom. A new Keeping up in Iowa... will be up in April It features Kari Kozak, Head of Lichtenberger Engineering Library and is about submitting a proposal to the ACRL national conference.
 - ii. Julie added that since all of us seem to be more online for professional reasons now due to COVID-19,, maybe we could get some conversation going through the blog. Laurie said it's difficult to post to the blog unless

you already have an account. Maggie suggested a Zoom hangout or something similar where people who are interested could discuss. Liz mentioned that RVMS does Twitter discussions where they ask questions that get people to respond during a set time and wondered if that is something we could do? Mary said that we did one last year or maybe two years ago and a few people participated. Liz decided we'll keep it in mind and think about it but maybe we could get something going on Facebook.

- g. Spring Conference - Mary Anderson
 - i. The following report was submitted:
 - 1. We have 2 concurrent session proposals and 1 lightning round.
 - 2. We have had 8 register for the conference. One of these had to cancel due to a directive by their institution.
 - ii. The following was discussed:
 - 1. Cancellation Policy
 - a. According to Mary, about 2 weeks ago we had our first cancellation due to funding cuts, which prompted them to see if we had a cancellation policy and couldn't find one.
 - b. The general cancellation policy for the Spring Conference is: Attendees can cancel with a full refund up to two weeks prior to the conference date, after which the refund will exclude meal costs.
 - c. Two weeks ago we were hoping maybe by May things would be getting better [with COVID-19]. Because of the conference location, we technically don't need to make a final decision until about 1 week before. Mary suggests in the conference cancellation we decide by May 1st. At this point, given the way things are looking with COVID-19, it is highly unlikely that the conference will happen - do we want to decide that now or wait?
 - d. Liz relayed that the general cancellation policy looks great and was surprised we didn't have one before now. Mary replied that it seems like cancellations didn't happen much in the past or registrations were just refunded.
 - e. The next time we do a Spring Conference we will include the cancellation policy on the registration form or email.
 - 2. This year's conference
 - a. With the cancellation of commencement, Liz was told to cancel all May events at UI that fall during the Spring semester. This conf falls at the end of that window. Liz okay with holding off cancelling another month to see how things are shaking out, but queried the group for thoughts about whether it is better to just cancel now or should we hold off?
 - b. Lindsay said the uncertainty of everything is difficult and might be preventing people from making plans, submitting proposals, and registering.
 - c. Cathy doesn't think anything is going to get better by the conference date, therefore the inclination is to cancel right now.

- d. Laurie relayed that the STELLA committee has discussed rescheduling their conference for October, and wondered if that is something we could consider?
- e. Maggie asked what Project Outcome needs from us?
 - i. Mary replied that they are flexible and we could also do a virtual session from PO.
 - ii. Brett asked for more info about Project Outcome and Mary explained that ACRL developed an academic library version of their Project Outcome, which helps libraries assess programs and services, and they offer ½ day and 1 hour workshops - we had planned to do both.
 - iii. If we offered the workshop virtually, it would probably be the one hour version. Liz said their conference, which was supposed to be over Spring Brak at UI, was moved to a virtual conference in less than 1 week. From having done it in less than a week, it went pretty smoothly.
 - iv. The option of a virtual conference was mentioned, however Mary pointed out that in our focus groups there were a lot of people who expressed that the main draw for them for the conference is personal interaction. Mary will talk with Sarah and see if we can do the Project Outcome workshop virtually. People would still register for the workshop and it would only be an hour or two hours, more manageable than a full day. Cathy expressed agreement with this option.
 - v. Mary proposed that we should just cancel now so people can stop wondering. Liz concluded that we are officially cancelling and thanked Mary and the Spring Conference Committee for all of their hard work. Liz and Mary will work with Maggie and the ECC team to get the word out. Julia mentioned that in the communication about cancelling, we should encourage people to submit conference proposals to ILA. Liz noted that we will communicate that the conference is cancelled, but we are still trying to get a PO virtual workshop, and highly encourage submissions to ILA. Brett mentioned that we could also connect it to the Town Halls by pointing out that we're still here even though we're not doing the conference. Liz indicated that before we officially cancel we should check with IPAL - Mary will do so. Mary said she had talked with Beth and they are willing to try hosting again in 2021 as most of the work is done and we'd just have to pick new dates.
- h. Next Spring Conference - Cathy Cranston
 - i. The following report was submitted:

1. The Spring 2021 Conference Planning committee sent out a survey to the membership, roughly covering the same ground that was covered during the online focus groups in February.
 - a. The survey closes on March 20. We've had 31 responses so far. I will send the results of the survey out to the Exec Board before the meeting on Monday.
 2. We have our next meeting scheduled for Monday, April 6, from 10-11 a.m.
- ii. The following was discussed:
1. Cathy discussed the results from the survey.
 - a. We had 31 responses.
 - b. Regarding the best time of year it looks like the majority were in the May range.
 - c. Regarding the best time of week, Thursday and Friday were the majority and nothing else really came close.
 - d. Majority of respondents thought we should keep a joint conference with IPAL; 2 responses said no, but there were no comments about why people chose no.
 - e. Regarding the every other year question: 16% said to not have a conference in ACRL National years and the majority said to have a smaller conference.
 - i. The majority of those who selected the "have a smaller conference" option still felt that having 1 day, vs 1.5 was preferable which seems to be different than what we heard in the focus groups.
 - f. Regarding the Keynote speaker, it was not very important as 70% said no.
 - g. Regarding the question about whether people would be okay with 2 Eastern and 2 Central Iowa locations rotating: the majority said yes, but people who said other did mention Western Iowa. There were a lot of responses, Cathy will sit down and look more closely since we did have people weigh in with preferences for locations, noting that DMACC and Drake seemed to be popular choices. Results indicated that themes are not a big deal to most people.
 - h. There were a few comments about interest groups.
 - i. Cathy indicated being open to looking at Central for Spring 2021.
- i. ACRL Chapter Council - Carrie Dunham-LaGree
- i. The following report was submitted:
 1. Liz went to online ACRL Chapters Council Meeting on 3.6.20
 - a. ALA annual conference meeting still up in the air and undecided
 - b. They are moving the ALA office in Chicago, so things will be hectic for staff in April if we are trying to reach them
 - c. DEI efforts are top priority for this group--more details to come

- d. The ALA State Ecosystem Initiative taskforce is working on a toolkit that will help all libraries within a state work together. This will roll out at ALA annual
 - e. I asked about Speakers Bureau. We can submit anytime, but they may not have an updated list of speakers if we ask too early, so not ideal if we want a specific speaker. However, if we are happy with anyone on the list, the suggested we put our request in as early as we want.
 - 2. Email from ACRL Council re: Call for content for *Chapter Topics* newsletter.
 - j. ACRL Government Relations - Brett Cloyd
 - i. The following report was submitted:
 - 1. COVID-19 Advocacy Alert:
 - http://cqrcengage.com/ala/app/take-action?engagementId=506918&ep=AAAAC2F1c0NpcGhlcjAx-YvtCzICTYbbqH19btD6ZBp6AwzVtGusI9OW5zce4NyPvyQ1CcEXWQhOBFNTq0hLZ-D_9LHhYSrlRypceuNU5H2khyn1qJMAxDiGgvdjC1c&lp=0
6. Old Business - None
7. New Business
 - 1. Zoom Town Hall Check-in
 - 1. Liz brought up that we had only set up 3 because we were expecting to be back to work April 3rd, and asked the group if we should extend it out for the rest of April. Erica said it wouldn't hurt, even if things did get back to "normal" people can still have a spot to debrief. Maggie liked the idea about debriefing, future planning, etc. and if we have them scheduled and don't need them, we can always cancel. Liz will let Jeremy know to schedule us for every Thursday through the end of April.
 - 2. The next Zoom meeting will be Thursday 26 March.
 - 1. Maggie will have a few ideas for questions/topics to keep the discussion moving, if necessary.
 - 2. Advocating for Libraries at this time.
 - 1. Liz was included in an email from someone who was upset about college libraries being open. ILA is working with the governor's office to get libraries included in shut down orders.
 - 3. How is everyone doing? Check in.
 - 1. Maggie, Erica, Emma, Liz, Brett, and Katie shared thoughts about working from home and being concerned about colleagues
8. Other Business or Announcements
 - 1. Next meeting will be 20 April.
 - 2. Next Town hall is Thursday (26 March).

Adjourned 3:24 p.m.

Respectfully Submitted,
Lindsay Healey, Secretary/Treasurer