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## ILA/ACRL Executive Board Meeting Minutes, April 15, 2019

Association of College and Research Libraries. Iowa Chapter

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ILA/ACRL Executive Board Meeting Minutes  
Monday, April 15, 2019  
2:00-3:00 PM

Attendees

Julia Salting, President  
Beth McMahon, Substitute Secretary/Treasurer  
Cathy Cranston, Member-at-Large  
Anna Schmall, Spring Conference Committee  
Wesley Teal, Electronic Communications Committee Chair  
Claudia Frazer, Fall Program Committee Chair  
Mary Anderson, Professional Development Committee Chair  
Carrie Dunham-Lagree, Chapter Council Representative  
Jennifer Sterling, Past President and Awards  
Katie Hassman, College Readiness

1. Meeting called to order at 2:02pm.
  
2. Katie Hassman moved to approve agenda. Claudis Frazer seconded. Motion carried.
  
3. Approval of Executive Board minutes from March 18, 2019 will be held for a future meeting.
  
4. Treasurer's Report (Julia Salting for Annah Hackett)

The March 2019 financial report was circulated by email. Further discussion will be held for a future meeting.

5. Committee and Representative Reports
  - a. Professional Development (Mary Anderson)
    - i. The proposal for an article discussion on "2018 Top Trends in Academic Libraries" from *C&RL News* at the upcoming ILA/NAL did not go forward.
    - ii. Executive Board should be aware of the STELLA (Science, Technology, Engineering Library Leaders in Action) Unconference to be held in Iowa

City May 29-30, 2020 in order to avoid a scheduling conflict with Spring Conference dates.

- iii. Update on the survey to determine interest in a “Keeping up in Iowa with....” Series:15 responses (fewer than expected). Of these, 7 respondents were willing to do any presentation. The committee has not yet discussed this.

- 1. Julia commented that she hopes the committee will not abandon this idea as many variables could influence the lack of survey responses and may not accurately represent interest among the membership.

b. Spring Conference (Anna Schmall)

- i. The last round of proposals has been reviewed. 5 more lightning round proposals received so 8 lightning rounds can be offered.
- ii. Professional Development’s session on difficult topics and controversy in the library may be an unconference or a concurrent session.
- iii. The registration form is being finalized. Registration will open soon.
- iv. The committee is working on coordinating scheduling between IPAL and ACRL events.
- v. The committee is working on evaluation forms for attendees and to gather feedback from non-attendees.
- vi. The committee will call on Executive Board members to serve as room monitors for concurrent sessions and other day-of help as needed.

- 1. Question from Katie Hassman: what day is the keynote?  
Answered by Anna: Emily Drabinski’s keynote address is on Thursday morning at 10am. Katie will continue to communicate with SLIS to drum up interest in the conference.
  - 2. Julia pointed out this is only the second year we have tried an integrated conference with IPAL and ILA/ACRL so the committee need not worry too much about things not fitting together perfectly.

c. Electronic Communications (Wesley Teal)

- i. The decision has been made to stay on Drupal, the current web platform, and consider upgrading the version. Edits to the website have improved its appearance and usability.

- ii. Review of the social media policy has been completed. Only a few edits and some re-organization of content was needed. Wesley has added guidelines about tagging and a privacy statement.
  - iii. Facebook, Twitter, and LinkedIn are all live now with thanks to Matthew.
  - iv. Julia - something about Google Drive and archiving
- d. Fall Program (Claudia Frazer)
  - i. Claudia spoke with ILA President Dan Chibnall this morning. ILA is still working on notifying accepted presenters.
  - ii. Three keynote addresses are scheduled featuring novelist Lisa Scottoline, Google Education Evangelist Jaime Casap, and All Iowa Reads/One Book One Nebraska selection author Ted Genoways.
  - iii. Claudia gave a shout out to Mary Anderson and Cathy Cranston for their work on the organization manual.
- e. Awards (Jennifer Sterling)
  - i. The Awards Committee put out a call for applications for the spring conference scholarship. There have been two applications so far. The deadline is Friday, April 19<sup>th</sup> but the committee will likely extend the deadline in hopes of getting more applicants. Jennifer encourages executive board members to spread the word about the scholarship.
- f. Membership (Julia Salting for Liz Riordan)
  - i. Current membership is 82.
  - ii. 25 ILA members are eligible to join ILA/ACRL but have not done so. Liz is planning to reach out to this group to encourage them to join.
  - iii. Julia has learned that ILA removes non-renewed members' accounts from the listserv two months after the renewal deadline. 62 were removed last year. Liz is developing outreach materials for this group as well. Julia and Liz are reviewing membership/renewal letters in Google Drive. These will be sent to the Executive Board for review.
- g. College Readiness (Katie Hassman)
  - i. The committee's projects are moving forward. Notably, presentation proposals on the Information Literacy Toolkit and on advocacy for teacher-librarians have been accepted for the IASL Summer conference.

- ii. An outreach video tentatively titled “A Day in the Life of a Teacher-Librarian” featuring a teacher-librarian Jenny Wertz from Ankeny is in production.
- iii. The committee has utilized the SLIK-12 listserv hosted by the University of Northern Iowa Division of School Library Studies to expand efforts in outreach and advocacy.
  - 1. Question from Julia: Is the College Readiness website linked to ILA/ACRL? The answer is no. Katie is coordinating with Ericka Raber on the organization manual which could be posted when ready. A link to the College Readiness committee site on the Committees page for ILA/ACRL should be considered.
- h. ACRL Chapter Council (Carrie Dunham-LaGree)
  - i. The Council’s meetings include a business meeting and a working session. The Council is experimenting with online meetings.
  - ii. The need for a more robust orientation process for Chapters Council representatives has been recognized by the group.
- i. ACRL Government Relations (Mary Heinzman)
  - i. Mary was not present. No report.
- j. ILA Liaison (Cara Stone)
  - i. Cara not present. No report.
- k. Member-At-Large
  - i. Cathy is working with the members of the Executive Board to make updates to the Organization Manual on the ILA/ACRL website (<http://www.iowaacrl.org/content/manual>). A “snapshot” of the Manual was taken before making the updates and is being held in the ECC Google Drive as an archived copy while this project is underway. Some committee chairs and board members have already provided the updated content and Cathy is reaching out to others to continue making progress on this project. There are some sticky points with questions about how to properly reference or archive the materials for committees that have been disbanded.
  - ii. Cathy has also started a project to archive the ILA/ACRL Newsletters from 1996-2015 and place pdf versions of them into the Iowa Research Online repository. She has been given advice from Wendy Robertson and Mark Anderson at the University of Iowa about how to begin this process.

1. Julia raised the question of what subdivision materials should be archived at U of I. Historical practice has been inconsistent. Concern over reliance on Google Drives for committee materials was expressed. Julia will develop a list of recommendations for archiving subdivision and committee materials and discussion will continue in the next Executive Board meeting.

6. Announcements or New Business

- a. None

7. Cathy Cranston moved to adjourn. Wesley Teal seconded. Meeting adjourned 2:38pm.

Respectfully submitted,

Beth McMahon