Minutes of the ILA/ACRL Executive Board
University of Northern Iowa
December 13, 2002

Present: Jane Campagna, Rachel Crowley, Stephen Dew, Jean Donham, Claudia Frazer, Susan Moore, Chris Neuhaus, Ellen Neuhaus, Steve Ostrem, Kathy Parson, John Pollitz, and Linda Scarth

Absent: John Goodin, Sandra Keist, and Kathy Magarrell.

Minutes of the Last Meeting
John Pollitz called the meeting to order at 9:40. The minutes of the last two meetings were distributed—the Executive Board Meeting held October 10th and the General Business Meeting held October 11th. A few spelling corrections were noted for the various minutes. Jean Donham recommended that the minutes for the October 10th Executive Board Meeting be accepted and that the minutes for the October 11th General Business Meeting be accepted and submitted to the Membership at Spring Conference. Susan Moore seconded, and the motion carried.

Changing of the Guard
Pollitz announced the new officers for the coming year—Ellen Neuhaus, Vice-President/President-Elect; Claudia Frazer, Secretary/Treasurer; and Steve Ostrem, Member at Large. Pollitz announced that the group would break up for thirty minutes, allowing individuals who were exchanging positions to discuss matters and exchange information.

ILA Planning Meeting
Pollitz called the meeting back to order and summarized highlights of the ILA Planning Meeting held on November 8th. He especially noted the constitutional crisis that will require another election for the post of Vice-President/President-Elect. He also noted that ILA By-laws will be changed so that an academic librarian will officially be a member of the ILA Government Affairs Committee; the ILA President will appoint the individual to this position (Betty Rogers appointed Carlette Washington-Hoagland). Pollitz also noted that, in order to decrease confusion about financial awards/scholarships/grants, ILA is trying to standardize definitions for the terms “award,” “scholarship,” and “grant” among the committees and subdivisions.

Nominating Committee
Pollitz and Chris Neuhaus figured out that the ILA/ACRL Web site includes a calendar for planning subdivision events and elections, etc., and they encouraged the Executive Board to follow the calendar as closely as possible.

Electronic Communications Committee
Chris Neuhaus reported that the Committee continues to update the Web site as new information is received, especially directory information, membership information, etc. Neuhaus reported that there
are 161 individuals currently subscribed to the ILA/ACRL Listserv, but a few are duplicates. Attempts will be made to remove duplicates from the list. In addition, Ostrem agreed to check with Ann Ford, the listserv manager, about her retirement plans and when a new manager would be needed. The ILA/ACRL Newsletter will be added to the site soon after Ostrem submits it, and information on the Spring Conference will be up soon. Neuhaus suggested that the Web site be backed up, and Linda Scarth volunteered Mount Mercy College as a backup site.

**Directory Committee**
Moore reported that Directory Committee is busy updating information, which is reflected in the electronic version. A new print version, however, will not be published again until 2004.

**Newsletter Committee**
Ostrem announced that the deadline for the spring issue of the Newsletter is February 20. Information about the Spring Conference will be highlighted.

**Ad Hoc Committee on Electronic Databases**
Pollitz reported that the Committee has turned in its final report. With “so many layers” involved in consortial database purchases, it would be very difficult to develop one central organization to coordinate arrangements. He thanked the committee members and suggested that the Committee be allowed to die gracefully at the end of its term (February 2003). The Executive Board agreed.

**Ad Hoc Committee on Information Literacy**
Donham reported that the Committee is developing a “forum,” which will soon be available on the ILA/ACRL Web site, for librarians to exchange information about current practices involving information literacy. Donham also announced that the Associated Colleges of the Midwest (ACM) will be sponsoring an ACRL Information Literacy Immersion Institute on July 11-16, 2003, at Coe College. In addition, Donham suggested that the Committee be allowed to die gracefully at the end of its term (Spring 2003). The Executive board agreed.

**2003 Spring Conference Planning Committee**
Jane Campagna reported that the event is set for May 1-2 at the University of Dubuque and most of the planning for the conference is complete. Mary Anne Knefel is the Local Arrangements Chair and has arranged for a hotel and several B&Bs. The main speaker is Ralph Gregory Elliot, a lawyer for the Center for First Amendment Rights, and the Board agreed to a $300 honorarium for Mr. Elliot. The tentative theme is “Know Your Rights!”

**Membership Committee**
Ellen Neuhaus reported that there are currently 196 members of ILA/ACRL, with 47 being new members. The Committee continues to send letters to the new members, informing them about the Web page, the listserv, and their ability to volunteer for various committees, etc.

**Awards Committee**
Campagna announced that two awards were given last year—one in the spring and one in the fall. This year, the scholarships will again be announced in the Newsletter and over the Listserv.
**Fall Conference Committee**
Pollitz reported for Kathy Magarrell. No definite plans have been made for the fall conference, so Kathy welcomes suggestion. A pre-conference workshop is also tentatively planned.

**Archives**
Dew reported that he has gathered archival material covering 2001-2002, and he will turn the material over to the UI Special Collections Department. Rachel Crowley will be responsible for gather material for 1992 through 2000, which will later be turned over to the UI Special Collections Department.

**Treasury**
Since ILA is concerned about the relatively large bank accounts of some subdivisions (like ILA/ACRL with a running account of around $4,000), Pollitz suggested that the Executive Board think up creative ways of spending the money wisely. Donham suggested a “retreat” for members of the Executive Board to focus on the subdivision’s goals, directions, etc. The Board will consider this suggestion at a later meeting.

**Next meeting**
The next meeting was tentatively set for Friday, February 21, in Ames—exact location and time to be announced later.

**Adjournment**
With Donham’s motion, the Board adjourned at 12:50pm.

Respectfully Submitted
Stephen Dew, Secretary/Treasurer