ILA/ACRL Executive Board Minutes, November 21, 2003

Association of College and Research Libraries. Iowa Chapter
Minutes of the ILA/ACRL Executive Board Transitional Meeting  
Drake University  
November 21, 2003

Present: Claudia Frazer, Chris Neuhaus, Ellen Neuhaus, Steve Ostrem, Kathy Parsons, John Pollitz and Rebecca Stuhr

Absent: Jane Campagna, Rachel Crowley, Stephen Dew, Jean Donham, John Goodin, Susan Moore, Kathy Magarrell, Linda Scarth, Arron Wingsean Donham, Chris Neuhaus

Welcome and Introductions
John Pollitz called the meeting to order at 10:04. This meeting was the ILA/ACRL Executive Board Transitional Meeting. The transitional meeting is held each fall after the elections and both outgoing and incoming Executive Board members attend. New incoming 2004 Executive Board members were introduced: Rebecca Stuhr (Secretary/Treasurer), Kathy Parsons (Vice President/President-Elect), Claudia Frazer (Chair of Spring Conference Program Committee). Stephen Dew (Chair of Membership Committee), Arron Wings (Member at Large), and Kathy Magarrell (Chair of Fall Program Committee) were not present. Outgoing members include Jane Campagna (Chair of Spring Conference Program Committee), Jean Donham (Member at Large) and Rachel Crowley (Past President); none of which were present.

Minutes of the Last Meeting(s)
The minutes of the last two meetings were distributed—the Executive Board Meeting held October 15th and the General Business Meeting held October 16th. John moved that both sets of meeting minutes be approved, Steve Ostrem seconded the motion, and the motion carried. The General Business Meeting minutes will be copied and distributed among the membership at the Spring Conference in April. Also distributed were the minutes of the Strategic Planning Sessions that were held at Cornell College on July 9th and the University of Iowa on September 26th. Kathy Parsons moved that these minutes be approved, Ellen Neuhaus seconded the motion, and the motion carried.

Treasurer’s Report
Claudia Frazer reported that the balance of the ILA/ACRL account was $4332.09. It was also noted that photocopy and printing charges that were incurred at the ILA conference and for the fall elections came out of the ACRL National dues reimbursement. National ACRL gives each chapter $1.00 for each ACRL member living in a particular state. ILA/ACRL received $155 from National ACRL to be used from August 2003 to August 2004. The money from National ACRL is no longer sent directly to the state chapter instead the state chapter has to apply for reimbursement of the money. The money has to be used for specific things such as printing, photocopying and postage. After around $100 of expenditures was taken out, a remainder of approximately $55 is available for those types of expenditures at the Spring
Conference.

Committee Reports:

Awards Committee
John Pollitz reported again about the scholarship that was awarded to Lezley Johansen. Steve Ostrem will contact her about submitting a statement for the next newsletter. John will later send out the Call for Scholarship applications for the Spring Conference in the next newsletter.

Directory Committee
Ellen Neuhaus reported for Susan Moore. The print version of the Directory will be ready for distribution at the Spring Conference. Susan will contact the membership about the deadline for new additions and/or modifications.

Electronic Communications Committee
Chris Neuhaus reported that this would be the last year he would be chairing the ECC. Ryan Gjerde from Luther College has agreed to chair the committee next year. Karen Zimmerman from the University of Iowa will also be helping out during this transition.

Fall Program
The Board discussed the success of Joseph Janes’ presentation at ILA. Both the session and the following panel discussion were well-attended.

Membership Committee
Kathy Parsons reported on the success of the ILA/ACRL booth at ILA. People who stopped by the booth enjoyed the games, candy and door prize opportunities. She has already reserved booth space for next year’s ILA in Sioux City. Parsons suggested setting up a computer again in next year’s booth. She also recommended offering a scholarship door prize to attend the National ACRL Conference in Minneapolis in 2005.

Newsletter Committee
Ostrem announced that the deadline for the fall issue of the Newsletter is December 5th. Ostrem encouraged people to submit articles regarding personnel changes, new programs and summaries of conferences that have been attended by the membership. The Board was also reminded to submit yearly committee reports to both Pollitz and Ostrem.

Nominating Committee
Ellen Neuhaus reported on the outcomes of the election which were, as follows: Kathy Parsons as Vice President/President-Elect, Rebecca Stuhr as Secretary/Treasurer, and Arron Wings as Member At Large. Other committee chair appointments include: John Pollitz, Awards Committee Chair; Susan Moore, Directory Committee Chair; Chris Neuhaus, Electronic Communications Committee Chair; Kathy Magarrell, Fall Program Committee Chair; Stephen Dew, Membership Committee Chair; Steve Ostrem, Newsletter Committee Chair and Member at Large; Kathy Parsons, Nominating Committee Chair; Claudia Frazer, Spring Conference Program Committee Chair.
Spring Conference Program Committee

Claudia Frazer reported on the progress of the Spring Conference. The “Call for Presentations” was sent out earlier in November. The Board discussed how many slots would be available for presentations at the Conference. With the availability of four rooms for presentations at Central College, it was determined that a total of 10 presentations slots were open for those submitting proposals. Directly following the keynote session, there would be a panel discussion on digital projects. Running concurrently with the panel discussion would be two sessions not dealing with digital preservation, as well as a session reserved for a guest speaker on music librarianship and a session reserved for School/College library collaboration. A Digital Track would be scheduled so that those interested individuals could attend nonconcurrent sessions on digital initiatives in the afternoon. Frazer has also reserved a block of rooms at the Royal Amsterdam Hotel in Pella for conference attendees coming in on Thursday. Hotel rates of $79 reflect a conference discount for the 38 available rooms. Frazer suggested reserving a rental car at a reduced rate for the Bishoffs to use to travel from the Des Moines airport to Pella and back. The question was raised as to whether or not ILA/ACRL would fund this. John Pollitz made a motion to approve funding a rental car and Steve Ostrem seconded the motion. Ellen Neuhaus will contact ACRL about “fresh” Association brochures to distribute at future conferences.

Other Business:

Bylaws

The Executive Board discussed how to submit the Bylaws changes that were made at the last meeting. Someone would need to cut and paste the editorial changes into the current version of the Bylaws. Chris Neuhaus will modify the changes on the web version and John Pollitz will email the URL to Laurie at ILA. The Board also discussed the status of GAC representation on the Board. ILA has appointed Carlette Washington Hoagland as GAC Representative. Is this a position to be assigned by ILA or ILA/ACRL? John Pollitz will investigate this matter further and inquire as to term lengths. Pollitz will also contact Linda Scarth, National ACRL Chapter Representative, and John Goodin, National ACRL GAC Representative about whether or not they would be willing to continue to serve in these positions. The Board also would like to extend an Executive Board meeting invitation to Carlette Washington Hoagland.

Strategic Planning

The Executive Board, as represented by President John Pollitz, will send out the draft of the Strategic Plan to the membership via the listserv and ask for responses. The Board discussed charging the Membership Committee with the task of surveying the membership for the purposes of promoting membership and participation. It was determined that this survey, loosely based on the 1988 survey, would be given after the Membership Directory has been updated.

The Board also decided to recommend that three ad hoc committees be formed to address specific issues of advocacy, research and education. The Board will appoint chairs of these committees and each chair will set activities, action plans and timelines, as well as select committee members. The purpose of the committee will be to investigate the items under each specific goal and devise an action plan. Kathy Magarrell was recommended as Chair of the Research Ad hoc Committee and Jane Campagna was recommended as Chair of the Education Ad hoc Committee. John Pollitz will contact Michelle Holschuh
Simmons at Cornell College about serving as Chair of the Advocacy Ad hoc Committee.

**Leadership Initiative**
The Executive Board discussed the $1000 sponsorship request made by the ILA Leadership Initiative Committee. This Leadership Initiative Retreat is scheduled to be held at Central College in August 2004. The Board decided that it had the funds to support this cause and Kathy Parsons made a motion to accept the decision. Chris Neuhaus seconded the motion and it carried. John Pollitz will contact Robin Martin about the Board’s decision.

**Next meeting**
The next meeting was tentatively set for Friday, February 20 possibly at Grinnell College. Exact location and time to be announced later.

**Adjournment**
With Steve Ostrem’s motion, the Board adjourned at 1:12 pm.

Respectfully Submitted
Claudia Frazer, Secretary/Treasurer