12-3-2004

ILA/ACRL Executive Board Minutes, December 03, 2004

Association of College and Research Libraries. Iowa Chapter
ILA/ACRL Executive Board Meeting December 3, 2004
Rod Library, UNI, Cedar Falls

Present: Stephen Dew, Steve Ostrem, Arron Wings, John Pollitz, Chris Neuhaus, Susan Knippel, Rebecca Stuhr, Kathy Parsons, Susan Moore, Becky Lutkenhaus, Ryan Gjerde, Ellen Neuhaus, Amy Paulus, Betsy Gardner

The meeting was called to order at 10:02 a.m.

Approval of the minutes

Minutes of September 24: moved to approve as corrected by Susan Moore and seconded by Steve Ostrem. Approved unanimously.

Minutes of October 13: Moved to approve as corrected by Becky Lutkenhaus, seconded by Chris Neuhaus. Approved unanimously.

Business Meeting minutes of October 14: reviewed and corrected.

Introductions:

New board members were introduced.

Treasurer’s Report:

Balance 1/1/04 $4,332.09

Miscellaneous 00.00

Spring Meeting receipts 6,075.00

Total available funds $10,407.09

Less expenses to date 6,039.53

Balance in account $ 4,367.56

Expenses for November were $539.00

ACRL National Account

Starting balance from 9/04 $172.00

Less expenses 148.00

Balance in account $ 24.00

Ellen explained the ACRL national account. We must request reimbursement.

Susan Moore mailed directories so there will be postage charges, and scholarships still need to be reimbursed. Our subdivision has more money than other ILA groups, and the ILA office would like to see us spend it down.
Awards—John Pollitz:

We gave away one scholarship in the spring and three in the fall. ILA would like us to submit the process by which we select our scholarship recipients. We need to establish criteria. We do have written guidelines for who is eligible to apply for scholarships, but we do not as of yet have written guidelines for the selection process. Ellen suggested that our criteria be general. For instance, we base our selection on the quality of the essay and the availability of funds, and whether or not the applicant fits our eligibility guidelines. The Awards Committee makes the decision. The criteria for eligibility is posted at the ILA/ACRL Web site:

Applicants must be paid members of ILA/ACRL, working fulltime in an Iowa academic or research library, and either:

   a) be attending their first ILA/ACRL Spring Conference OR
   b) have worked in an Iowa Library for fewer than three years.

Membership—Stephen Dew:

At last count we had 207 members (figure from John Pollitz).

We sponsored a membership booth at the ILA Fall Conference
Web directory: We should include only name, institution, email.

Susan Knippel will chair the membership committee next year.

Stephen Dew moved that we get an ILA/ACRL booth for the ILA Fall Conference in 2005. Arron Wings seconded the motion. Approved. Susan Knippel will contact Laurie Hews about reserving the booth. We’ll display photographs and perhaps have Internet access.

Directory—Susan Moore:

Susan mailed the directories to remaining members. Kris- Stacy-Bates will be incoming chair and will update the Web directory. It was decided to take some of the old directories to the spring meeting--keeping some back to send to new members as they join. S. Moore recommended that we drop the print-run down to 250. Chris Neuhaus offered to help out with the committee since Stacy-Bates will be on parental leave during the early spring.

Electronic Communications--Chris Neuhaus:

Chris summarized the responsibilities of the committee: get the new committees up, post the newsletter, the draft and final version of minutes, spring conference information, and work with the directory committee to get the Web version of the directory up and in correct form. Ryan Gjerde is the new chair.

Newsletter—Steve Ostrem:

Our November newsletter was our “fattest” and included photos taken by Amy Paulus. Paulus will be taking over the newsletter. The next newsletter will be sent out in March. The board will meet before that.
Nominating Committee—Kathy Parsons:

Rebecca Stuhr will be the new chair. Kathy reported that her work is done—the elections were held and the committees are filled.

Spring Conference: 2005, 2006

2005: The keynote speaker will be David Carr, author of The Promise of Cultural Institutions. Walnut Creek, CA: Altamira Press, 2003. He teaches at the library school at the University of North Carolina.

A call for papers is out on the Web, the deadline is in March.

2006: The University of Iowa has agreed to host. It will be during the spring break or after finals. Thoughts for this conference include a joint meeting with the school librarians (see September 24 minutes) and possibly a two-day conference.

Fall program/Pre-conference—Becky Lutkenhaus:

The pre-conference will be on digitization as recommended by Nancy Kraft at the 10/14-business meeting: “Intro to digital imaging.” This workshop is part of a three workshop series offered by BCR. It is a hands-on, nuts and bolts workshop for people doing the actual work of digitizing. A scanner will be there. You don’t need to have gone to the first workshop to attend this one. The cost to hold the workshop is $900.00 plus transportation and hotels. At least 40 people should be able to participate. The first conference was held at Iowa State in October. This was more of a planners’ session.

Groups that are interested in working with us in some way to present the pre-conference; OCLC Users Group, Local History and Genealogy Round Table, Library Resources and Technical Services Round Table, Information Technology Forum. Other divisions might include the community college people. If we have more than 40 participants, BCR might be able to bring another person to assist. The third workshop is on metadata. It is unclear when this one might happen.

Community college librarians don’t see digitization/preservation as part of their mission, but they have resources that might be useful to public libraries and they would help by providing students for internships (for instance).

Susan Moore moved that we have a pre-conference on digitization at the fall conference. The motion was seconded by Becky Lutkenhaus. Approved.

Stephen Dew and Amy Paulus will make sure that ILA/ACRL is on the pre-conference list.

Possible fall program: Cathy de Rosa on the OCLC Environmental Scan “a launching point for discussion of technological and social trends affecting libraries.” De Rosa spoke at OCLC User’s Group meeting at Buena Vista. Susan Moore said that de Rosa did a good job. There may not be too much attendance overlap considering the fall meeting is in Dubuque. If we do this, we may want to hold another session following this one. The community college librarians may be interested in co-sponsoring. Betsy says that the CCL will contribute their $200.00 toward the speaker honorarium.

We will put in for a “Friday program” but will wait for our next meeting to decide on a program topic and speaker.
Ad hoc committees:
Nothing to report.

ACRL Representatives:
ACRL Legislative Network Chapters Representative—nothing to report
ACRL Chapters Council Representative—Amy Paulus reported that there would be a chapters' topics newsletter coming out through email.

Other business:

Membership survey:
Kathy and Ellen have discussed the survey. They passed out the ‘89 survey. Steve Ostrem volunteered to help with putting the survey into Survey Monkey through the University of Iowa libraries. Developing a mailing list will be the big hurdle.

Purpose of the survey: To gain ideas for programming, determine any changes that should be made, ideas for spring and fall conferences.

Pollitz recommended creating an ad hoc committee to put the survey together and to take care of the details.

Pollitz moved that we should go forward with the survey and to create an ad hoc committee. Chris Neuhaus seconded the motion. Approved.

Kathy will create the ad hoc committee.

Archives:
Steve is taking all collected ILA/ACRL documents back to the University of Iowa for archiving. The committees need to submit their reports and any other material they may have for the archives.

Discussion period for incoming and outgoing chairs to meet

Thank yous from Ellen:
Ellen thanked outgoing board members Stephen Dew, John Pollitz, Susan Moore, Chris Neuhaus, Kathy Magarrell (continuing as chair of ad hoc Advocacy Committee).

John Pollitz moved that we recognize Ellen Neuhaus for her service. Susan Moore seconded the motion. Unanimously approved.

The next meeting may be held at Kirkwood Community College on Friday, February 25, 10:00-2:00.

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,
Rebecca Stuhr
Secretary/Treasurer for ILA/ACRL