ILA/ACRL Executive Board Minutes, July 07, 2006

Association of College and Research Libraries. Iowa Chapter
ILA/ACRL Executive Board Meeting July 7, 2006
Burling Library, Grinnell College, Grinnell, IA

Present: Rebecca Stuhr, Jane Campagna, Brett Cloyd, Jean Donham, Betsy Gardner, Ryan Gjerde, Mary Heinzman, Kathy Magarell, Kathy Parsons, Amy Paulus, Barb Robb, Randy Roeder, Kris Stacy-Bates

The meeting was called to order at 10:37 a.m.

Approval of the minutes

Minutes of April 21, 2006, were reviewed, Magarell was added to the attendees list, and Campagna moved to approve. Parsons seconded, approved unanimously.

Treasurer’s Report

The Treasurer reported the following based on information supplied by the ILA office:

Balance in the ILA account as of 6/30/06
$3,993.52

Based on information supplied by ACRL:

Balance in the national account as of 6/30/06
$189.00

Spring Meeting receipts
$10,005.00

Less expenses
7,770.03

Difference
$2,234.97

Roeder moved to transfer one-third of the conference revenue to the Iowa Association of School Librarians after all expenses are in (August). Heinzman seconded, approved unanimously.

Gardner moved to authorize President Stuhr to expend as much of the $189 balance at the national office as possible before the late August deadline. Campagna seconded, approved unanimously.

Spring Conference Program Committee

Brett Cloyd was introduced as chair of the Spring Conference scheduled for March 23, 2007, in Grinnell. Stuhr reported an initial estimate of $1,416 for facilities and a $9.00 per person charge for lunch. The lunch estimate is likely at the low end. The committee will need to have a budget projection ready by the October meeting so that it can be approved by the ILA Executive Board.

Heinzman offered to host the 2008 spring conference at St. Ambrose. Parsons moved to accept. Gardner seconded, passed unanimously.

Directory Committee

Stacy-Bates reported that invoices for printing and mailing the directory are not in yet. She estimates that printing will be about $775 and postage about $250. Two hundred-fifty directories were printed. The web update is not yet posted.

Fall Program Committee
Barb Robb reported on preparations for the fall 2006 ILA meeting. Elizabeth O. Hutchins, a library consultant and educator, will present a session titled Creating the Library/Faculty Connection: Cultivating Pedagogical Partnerships. Hutchins intends to target her remarks to both academic and school librarians. The session will be followed by a panel entitled Crossing the Divide. Panel participants will include Hutchins, Chris Neuhaus, Rachel Crowley, and a yet-to-be-determined librarian from a community college.

Campagna moved to authorize the expenditure of $300 to cover Hutchins’ contract. Robb seconded, approved unanimously.

**Awards Committee**

Parsons and the Board were in agreement that the Chapter would award one scholarship for the fall ILA conference this year. The scholarship has yet to be announced.

**Membership Committee**

Mary Heinzman reported that the Chapter currently has 195 members and recommended staffing a membership booth at the fall ILA conference.

Gardner moved the approval of an expenditure of $100 for booth rental. Campagna seconded, approved unanimously.

**Electronic Communications Committee**

Gjerde and Stuhr have drafted a letter to the ILA Executive Board expressing concern that the ILA website is inadequate to meet the Chapter’s needs and recommending that the Board re-evaluate the current procedures for maintaining the site and policies affecting its use.

There was consensus among the ILA/ACRL board members that the letter be sent. Gjerde agreed to continue the exploration of alternative hosting arrangements such as moving the site from IREN to UNI.

**Newsletter Committee**

Amy Paulus reported that next issue of the newsletter would be ready in late July. The July issue will be the first produced with the Contribute software rather than with Dreamweaver. Other members of the Newsletter Committee may need to take on production of the fall issue as Paulus will be on leave of absence.

**Nominating Committee**

Jean Donham reported that candidates for major elective offices have been identified. Amy Paulus and Mary Heinzman are running for Vice-President/President-Elect; Duncan Stewart and Joyce Meldrem are running for member-at-large. Committee appointments are in the last-call phase.

**Ad Hoc Advocacy Committee**

**Serials/Open Access**

Stuhr reported that The Serials/Open Access Subcommittee’s toolkit is available at [http://www.iowaacrl.org/advocacy/](http://www.iowaacrl.org/advocacy/).
Mentoring/Professional Development

Stuhr and Gjerde will be working to mount the Mentoring/Professional Development Subcommittee’s literature review, ‘Developing a Mentoring Program,” on the website later this summer. The subcommittee’s report includes a four-question survey designed to gauge interest in developing a mentoring program. It is hoped that the survey can be web-based. Stuhr agreed to speak with Steve Ostrem about the feasibility of utilizing the University of Iowa Libraries’ survey software for the task.

Public Relations/Marketing

The Board discussed information sheet for the Public Relations/Marketing grant submitted by the Public Relations/Marketing Subcommittee. There was substantial discussion. Revisions clarifying the frequency of the award, the blind ranking process, and the role of ILA/ACRL Executive Board in the final approval of the award were added. Eligibility requirements were changed to allow for an applicant to receive the award once every ten years. (The revised draft is included as appendix A.)

Cloyd moved the approval of the Public Relations/Marketing grant proposal and of Stuhr’s submitting it to the ILA bureaucracy. Donham seconded, approved unanimously.

The administration of the grant program—including application procedure development, a sign-off that money will be spent as indicated and the review of final project reports— is to be tasked to the Award Committee.

Magarell moved that the Executive Board recommend a by-laws change to add the words ‘at least’ to the committee sizes listed in the document. Donham seconded, approved unanimously.

Ad Hoc Education Committee

Campagna handed out a draft survey on the educational needs of librarians and support staff in Iowa academic libraries. Board members are asked to e-mail any suggestions for improvements to jcampagna@eicc.edu. It is hoped that the survey can be web-based. Stuhr agreed to speak with Steve Ostrem about the feasibility of utilizing the University of Iowa Libraries’ survey software for the task.

Ad Hoc Research Committee

The Board reviewed its February recommendations for a research award and reviewed a model rating form distributed at the meeting. After lengthy discussion, the Board determined the following:

Description

The award is to be given to an ILA/ACRL Chapter member for a presented or published scholarly work and is to be in the amount of $500. The award will be offered every year, depending upon available funds and approval by ILA/ACRL Executive Board. The award is to be presented at the ILA/ACRL Spring Conference and added to the list of award recipients published for the Fall ILA Conference.

Criteria and method of selection

A qualifying presented paper must be text-based and have been delivered at a regional, national or international conference. A qualifying published paper is to have appeared in a scholarly journal. A qualifying book is to be scholarly in nature. The subject matter of the work need not be library-related.
Entries may be self-submitted or nominated. Entries will be considered by the Awards Committee or one of its subcommittees on the basis of a blind ranking process utilizing criteria similar to those on the sample rating form distributed to the group. Each reviewer will read and rank the entries and the highest ranked entry will be considered for the award. If the committee finds that none of the entries are meritorious, it may decide not to make an award. The committee will submit its selection to the ILA/ACRL Executive Board for final approval.

Kathy Magarell will prepare the written version of the proposal.

Parsons moved the approval of the Research Award proposal and of Stuhr’s submitting it to the ILA bureaucracy. Campagna seconded, approved unanimously.

ACRL Legislative Representative

No report.

National ACRL Chapters Council

Amy Paulus reported that the Chapters Council is encouraging chapters to develop formal recruitment plans. Those chapters who have developed and adopted plans will have $10 deposited in their national accounts for each new member.

The University Library subdivision of ALA has developed a programming/speakers grant that will be awarded to 14 local ACRL Chapters for the period between September 2006 and August 2007.

Chapters can request a visit from the ACRL president/elect every three years—a good way to stretch programming dollars. Paulus will check to see if ILA/ACRL is eligible again.

Congratulations and kudos were extended to Kathy Parson on her status as the new Vice-Chair/Chair-Elect of the ACRL Chapters Council.

Other Business

The by-law changes aligning the terms of Spring Conference Committee members to the actual work at hand, rather than the calendar year, are now before the ILA Executive Board.

Next Board Meeting

September 8th, 2006, at Cornell College, 10:30 a.m.

Adjournment

The meeting adjourned at 2:30 p.m.

Respectfully submitted,
Randy Roeder
Secretary/Treasurer for ILA/ACRL
APPENDIX A

Information about the Proposed Public Relations/Marketing Grant Awarded by ILA/ACRL

Recommendation: The Public Relations/Marketing Subcommittee of the ad hoc Advocacy Committee recommends the creation of an ongoing Public Relations/Marketing grant to be given to an academic or research library in the State of Iowa to encourage the promotion and marketing of the library to its community. It is recommended that the grant be incorporated into the activities and responsibilities of the ILA/ACRL Awards committee. The Public Relations/Marketing Subcommittee has developed two documents.

1. Description and Criteria and Method of Selection document

2. Grant application form to be posted on the ILA/ACRL Web site.

ILA/ACRL Public Relations/Marketing Grant

Description: This grant is given to an academic or research library in the State of Iowa. The purpose of the grant is to encourage the promotion and marketing of an Iowa academic or research library to its community. The $500 grant will be awarded to the best Public Relations/Marketing proposal and the monies awarded will be used to implement the project. The winning library will receive a $500 check from ILA/ACRL within 30 days of the announcement of the winning proposal. Winners are requested to write an article describing the status of their Public Relations/Marketing project for the ILA/ACRL newsletter. Proposals will be solicited every other year, depending upon available funds and approval by the ILA/ACRL Executive Board.

Criteria and Method of Selection: Applicants must be Iowa academic or research libraries (see Iowa Academic and Research Libraries Directory at http://www.iowaacrl.org/directory/2004/directory.html). A grant recipient must wait ten years before being eligible to apply again. The availability of the Public Relations/Marketing grant will be announced at the Spring Conference (the date of the Spring Conference varies slightly from year-to-year) and grant proposal application forms will be due the following July 31. The ILA/ACRL Awards Committee will select the winning grant proposal by September 30 and the grant winner will be announced at the ILA/ACRL general business meeting during the ILA Annual Conference.

Applicants must complete and submit an application form which includes a 500 word essay that describes the applicants’ interest in the grant and how the grant will benefit their library’s public relations/marketing initiatives. The ILA/ACRL Awards Committee will select grant proposal winners based on the quality of the grant proposal. Each committee member will judge the merits of the qualified grant proposals through a blind ranking process. The committee will submit its selection to the ILA/ACRL Executive Board for final approval. If the committee finds that none of the proposals are meritorious, it may decide not to make an award.