ILA/ACRL Executive Board Minutes, October 11, 2006

Association of College and Research Libraries. Iowa Chapter
ILA/ACRL Executive Board Meeting
October 11, 2006
Country Inn, Council Bluffs, IA

Present: Jean Donham, Jane Campagna, Brett Cloyd, Betsy Gardner, Mary Heinzman, Kathy Parsons, Randy Roeder, Kris Stacy-Bates

The meeting was called to order at 5:32 p.m. with Donham presiding.

Approval of the minutes

Minutes of September 8 were reviewed. The minutes erroneously reported that the next board meeting would be in November and were amended to read October 11, 2006. Gardner moved to approve; Parsons seconded. The amended minutes were approved unanimously.

Treasurer’s Report

ILA account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance 9/8/06</td>
<td>$3,206.56</td>
</tr>
<tr>
<td>Less expenses to 10/12/06</td>
<td>361.00</td>
</tr>
<tr>
<td>Balance</td>
<td>$2,845.56</td>
</tr>
</tbody>
</table>

Balance at ACRL national

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

(Most recent balance available to national office—reports running late)

Spring Meeting breakdown

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Meeting receipts</td>
<td>$10,005.00</td>
</tr>
<tr>
<td>Less expenses</td>
<td>7,770.03</td>
</tr>
<tr>
<td>Revenue from Meeting</td>
<td>$2,234.97</td>
</tr>
</tbody>
</table>

The transfer of one-third of the conference revenue to the Iowa Association of School Librarians per the Board resolution of July 7, 2006, has not yet occurred.

Spring Conference Program Committee

Cloyd reported that the theme of the Spring Conference will be Work Worth Doing: the Value of Academic Libraries in the 21st Century. The Committee has developed a tentative time line for the submission of presentation proposals.

November 1st call for papers
December 8th deadline for proposals
December 22 subcommittee will have reviewed proposals
January 12 registration announcement
The committee has learned that Grinnell typically adds a 20% surcharge to the fees for the use of its facilities to groups that are not affiliated with the College. The Board asked the Conference Planning Committee to see if co-sponsoring with Burling Library would change our status. Cloyd estimated that the conference registration fee will be between fifty and sixty-five dollars.

Cloyd was asked to send the time line and a budget to John Goodin so that it might be presented to the ILA Executive Board in November.

**Directory Committee**

The cost for the directory was $686.96 and was within budget. The printing was done at Iowa State University. Next year’s update will be in electronic format only.

**Fall Program Committee**

No report.

**Awards Committee**

Parsons announced Rebecca Routh, Catalog Librarian at the University of Iowa, is this year’s Fall Conference Scholarship recipient.

**Membership Committee**

Heinzman reported that the Chapter currently has 213 members, an increase from last year at this time.

**Electronic Communications Committee**

Donham reported that the Chapter’s letter expressing concern about the limited capabilities of the ILA web site has been received by the ILA office.

**Newsletter Committee**

Veronica McAsey, from Briar Cliff, will take on the editor’s responsibilities for the November issue.

**Nominating Committee**

The Nominating Committee has been informed that the Awards Committee is recommending that its membership be increased from five to seven in order to handle the additional work of the new Research Award and Public Relations Grant. The ballots for the election of chapter officers and approval of the dues increase have been printed, and the envelopes are stuffed and ready to mail.

**Ad Hoc Advocacy Committee**

Steve Ostrem has posted to the web the Mentoring/Professional Development Subcommittee’s survey for measuring the level of interest in a mentoring program.

**Ad Hoc Education Committee**
Campagna thanked Cloyd for posting to the web the Education Subcommittee’s survey on the educational needs of academic librarians and support staff. A notice about the survey, with a link to it, will appear in the next newsletter. Notice will also go out via the ILA/ACRL listserv.

**Ad Hoc Research Committee**

The work of this group being complete, it has disbanded.

**ACRL Legislative Representative**

Goodin submitted the following report: In the last year 42 email messages and alerts have been sent to the various chapter legislative network representatives. Most of these were forwarded to the ILA/ACRL listserv. A large number of the LEGNET messages were requests for action, often urgent action, regarding the various versions of the USA Patriot Act that were in the process of moving through Congress. There was also a series of messages relating to net neutrality issues, the Federal Research Public Access Act and the Orphan Works Act of 2006.

**National ACRL Chapters Council**

The Chapter has received new instructions on allowable used of funds distributed to the chapters by the national office. Roeder was instructed to include the letter in the minutes. See Appendix A.

**Other Business**

Pending ILA approval, the Chapter will continue appointing the Spring Conference Program Committee off-schedule from all other ILA-approved committees. Its term begins each July rather than in January. The non-conforming practice will require a change to our by-laws that must be approved by the ILA bureaucracy and then voted on by the ILA/ACRL membership. See Appendix B.

**Next Board Meeting**

December 8th, Cole Library, Cornell College, 10:30 a.m.

The Archives Working Group meets at 10:00 a.m.

**Adjournment**

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Randy Roeder

Secretary/Treasurer for ILA/ACRL

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**Appendix A**

Mary Ellen K. Davis

Executive Director
Dear Chapter Leaders,

Thank you for sharing your concerns and frustration about the new ACRL policy on chapter funding. This policy, approved by the ACRL Board, was developed in close consultation with ALA’s attorney. The intent of the policy is to ensure that ACRL’s policies are in compliance with the Internal Revenue Code.

The distinction between operational and educational expenses is important because ALA/ACRL, as a 501 (c) 3 must be very careful about how it distributes its monies so as not to jeopardize its tax status.

Organizations classified as 501 (c) 3s may not give monies to fund operational expenses to organizations classified as 501 (c) 6s as many of the chapters are. At this point, the ACRL Board has chosen to have one policy for all of its chapters.

Hearing your concerns about the policy I have again consulted with ALA’s attorney and I am modifying the procedure to make it easier for you to be reimbursed. The policy stays the same and I am replicating it here so it is clear that we are all using the same policy:

³ACRL Chapters may spend budgeted resources on any items or activities that support the charitable and educational purposes of ACRL’s strategic goals as identified in the strategic plan with two exceptions. 1) The allotted funds may not be used for payment of honoraria or travel to support librarians’ presentations at ALA, ACRL, or ACRL chapter conferences and 2) The allotted funds may not be used to purchase goods or services prohibited by ALA and ACRL policy.

However, rather then the staff deciding which expenses quality for reimbursement, we are giving that responsibility to you. We are amending the Chapter Reimbursement form to add this phrase, ³I confirm that this expense qualifies as an educational or charitable expense under section 501 (c) 3 of the Internal Revenue Code.

Just as we as librarians give information to faculty about fair use, but leave the ultimate decision to the faculty as to how much of a work they will use, ACRL is empowering you to decide whether your expense is charitable or educational or operational. As the originator of the expense, you will have first-hand knowledge as purpose of the expense and whether it is educational and charitable or operational in nature.

Your signature will certify this decision and ACRL/ALA will have a clear paper trail for the expense should it be audited.

I hope that this makes it easier for you to submit expenses. If there are some expenses that you feel staff inappropriately classified in August that you would like to confirm do have a charitable and educational purpose you may resubmit them with the new signed form. We should have the form up in the next day or so.

Please do let us know of any questions you have. I hope that this procedural change will make it easier for you, while allowing ACRL/ALA to stay compliant with the provisions of the tax code.

Best,
Mary Ellen
The ILA-ACRL would like to propose a change to their bylaws with regard to the appointment of the spring planning committee:

Appendix B

Here is the bylaw is the portion of the bylaw that we would like to change:

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ARTICLE VIII
Committees

Section 1. Standing Committees

There shall be eight standing committees: the Spring Conference Program Committee, the Nominating Committee, the Awards Committee, the Membership Committee, the Directory Committee, the Newsletter Committee, the Fall Program Committee, and the Electronic Communications Committee. Committee members must be members of the Chapter.

Members shall be appointed by the Nominating Committee (except those on the Nominating Committee) and the Chapter notified of the appointments. Members shall be appointed for a period of two years, for terms January 1-December 31. (Change preceding sentence to: Members shall be appointed for a period of two years, for terms January 1-December 31 except for the Spring Planning Committee which shall be appointed from July 1 to June 31.) Committee chairs are appointed by the Vice-President/President-Elect (except the Nominating Committee) in consultation with the Nominating Committee, subject to the approval of the Executive Board. (See Article V, Section 2, B, iv and Article VI, Section 2, iii).

Committee vacancies are filled by the President. (See Article V, Section 2, A, v). The President may appoint additional committee members for a one-year term if circumstances demand. Committee terms shall be rotated as described below. Committee chairs may serve successive terms as Chair of the same committee with the approval of the Executive Board. In the case of a tie vote, the vote of the President shall prevail.