

CARL Executive Board Meeting
Monday Feb 23, 2015 10AM-1PM
CALL IN INFO emailed

-DRAFT-

Attendees: Allie Carr, Annette Marines, Melissa Browne, Shana Higgins, April Cunningham, David Drexler, Annie Knight, Les Kong, Jordan Nielson, Jacqui Grallo, Lee Adams, Cynthia McCarthy, Debi Hoffmann (notes). Absent by notification: Erika Montenegro, Pearl Ly, Brena Smith

Call to order at 10:08 am

The minutes from the December 2014 meeting were approved.

Updates (Annette)

- a) **WASC Northern California**- Annette is working on getting Michele Van Hoeck (CSUM), Karen Schneider (Sonoma State) and Sarah Dahlen (CSUMB) as speakers.
- b) **CARL Awards**- The Ilene F. Rockman Award has been awarded to Jenny Yap, an MLIS candidate at San Jose State. The CARL Research Award has been awarded to Diana Wakimoto (CSUEB) for her project, "Defining the Archives to Enhance Collaboration Between Librarians and Archivists". **Annie** and **Cynthia** will continue to work on the Member of the Quarter Award. **ACTION**: additional committee members are needed to assist with submissions, voting, etc. **Lee** volunteers to help.
- c) **ACRL Info Lit Framework** (more on this in **Discussion**)—ACRL passed their Framework for Information Literacy <http://www.ala.org/acrl/standards/ilframework#authority> . The Standards are not sun-setting as was originally expected.
- d) **Member Reports** are appended at the end of this document

Standing Items (Annette)

- a) **Transition of Board/Roles Document/Administrative Calendar (CoO role)**
Annette has spoken with Board members, clarifying position roles and activities; what Board members' duties are throughout the year
- b) **Recognizing Appointed members with Letter**- Question: should appointed members receive a letter from CARL Board thanking them for their service? **ACTION: Annette** would like help writing these letters
- c) **Ideas (more than a conference?)**- **Annette** watched CLA's monthly video on Feb 19th; does CARL want to offer something similar? CARL already has a newsletter but monthly video might be a good way to reach members. Suggestion: check with membership-at-large on best way to advertise programs; offer programs like CLA's "Spring Fling" etc. ie: Academic IG's "Information has Value" topic
- d) **Other (member of the quarter, prof development committee, mentorship committee, IG manual)**
Member of the Quarter- no report.

Professional Development Committee- **ACTION: Annette** will check with **Erika** for an update.

Mentorship Committee- most members are from CSU libraries. Questions: is this a standing committee or as hoc committee? Are members appointed?

IG Manual (Allie)- completed in December; **Allie** will make minor changes and send it to the webmaster to post

VP South - 2016 Conference Report (Shana)

a)Budget/Fee structure- Fee structure is same as last conference **ACTION: need feedback** from Board on fee structure. Thanks to **Brena** and **Allie** for their records, assistance. Question: call for proposal is a year out- why so early? Answer: to assist conference planners/avoid intense workload. CFP for poster sessions will have a different submission deadline. There will be designated spots for IGs to present. Question: will there be a spot for IG CARLDIG-N to present? **Ken Lyons of UCSC** is trying to revive this IG—Yes, there will be a spot for CARLDIG-N.

b)Proposed Budget- budget and fee structure link:

https://docs.google.com/spreadsheet/cc?key=0AhfTAcQc5mp_dG1DclhydIUxQTItYmJQTU45SHdpUUE&usp=sharing%E2%80%8B#gid=0

Fee structure- Single day registration- good value if used on Friday, not Sunday. Issue: the price of just coming to speak is too high—BUT speakers should attend and engage with community, they should be more than just presenters. Suggestion: Be consistent in what we charge presenters, will avoid conflict in the long run

Timeline for CFPs and registration- Timelines: CFP- end of February. **Shana** will work with **David** regarding a web link on the CFP

c)Finance Council/Treasurer Report (Annette/Jordan)

Contract/licenses renewal: **Jordan** is working with **Pam** to get his name on checking account, quickbooks, etc. On-going costs (website, software)- **Annette** will give full budget presentation at next meeting.

Question: Should there be one large budget to use as needed, or should there be more funding lines to cover specific on-going costs?

d)Membership Director Report (Melissa)

RegOnline contract. RegOnline was bought out, new company drew up new contract. It used to be “pay as you go” with no contract, now there’s a new fee schedule that equates to a \$900 increase over what CARL had been paying. Higher costs would start as people renew; \$1 processing fee will be raised to \$3.55, separate from credit card fees. Also, RegOnline registration fees for events will increase. Finances Council has endorsed this plan. Question: are there other options? No. Question: will IGs need to tack on extra fee to help CARL absorb these costs? (no answer). Is Eventbrite an alternative? No, RegOnline is used because of ease of registration, renewal, etc. plus, migrating to new software before the conference is not good timing. **Annette** suggests assembling smaller group to investigate possible solutions. **Melissa** will negotiate on

Board's behalf. **Vote called:** all voting members said YES- RegOnline approved for 1 year.

e)ACRL Chapter Council Delegate (Les)

ALA mid-winter report; New England chapter offers virtual conferences outsourced to a 3rd party, good that they engage their members

Discussion:

Future conferences--polling the membership (Shana/Annette)

- a) **2020 CARL Conference (Shana)**—is the conference model we've always used the model we want to continue with? Is it working? Is CARL trying to be ACRL? Suggestion: Poll membership (~300 members): do they want a multiday conference? One day? Include CALIBACA and other CARL listservs in poll.
- b) **Code of Conduct (Shana)** – Common for conferences to have one; helps alleviate concerns for attendees. **Carmen Mitchell (CSUMB), Shana and Annie** are working on one for CARL conference. Currently, most codes of conduct cover “interactions at physical conference spaces” not virtual/online spaces such as FB, Instagram, Twitter. Suggestion: have code cover both physical and virtual conference spaces. **ACTION:** **Shana and Annie** will write about Code of Conduct for newsletter. Link to CoC: <https://docs.google.com/document/d/1jPt0iuBHHk5xxfpvDYZXDRU8vJwmv-jirewoqjITHb4/edit>
- c) **Stipends for CARL members (Annette)**
Background: CARL issues 4 stipends: Newsletter Editor, Website Coordinator, Treasurer and Membership Coordinator. There is internal documentation of the practice occurring. There is no approved policy on this (the stipend is mentioned in the unadopted/draft bylaws). Question: end the stipends of \$300/4x (\$1200 per year)? Are there other benefits, such as tenure credit that people get for serving? Question: could this money be used to offset the RegOnline increase? Yes. **Decision-** keep stipends as is for the coming year, get feedback/recommendations for next year.
- d) **ACRL IL Framework (April/Annette):** On Feb 1st, ACRL voted to adopt a Framework for Information Literacy. The existing Standards (2000) were not updated. There are now 6 “frames” that people would demonstrate if they have achieved threshold for IL. Issue: librarians are confused- the framework is a departure from the standards. What role does CARL have for its members on this issue/could CARL do something for members? There needs to be support for the new Framework- ie: how you did it before/how you do it now. Megan Oakleaf, “A Roadmap for Assessing Student Learning Using the New Framework for Information Literacy for Higher Education” addresses the framework : <http://meganoakleaf.info/framework.pdf> Good to have on CARL's radar.
Possible options: mention of Framework in the Newsletter; mention on CARL FB page; UC Berkeley is having Korey Brunetti, City College of San Francisco, speak on, “Can we get there from here?: Threshold concepts from theory to practice”, regarding the Framework. Suggestion: Pre-Conference CARL 2016 or Regional “meet-ups” to offer time/space for librarians to develop SLOs regarding the Framework.

e) Campus Liaisons (Annette)

Used to be a way to promote CARL/disseminate info pre-Internet. No longer done, how do we let people know this? **ACTION:** contact liaisons and “relieve” them of their duties ☺

Next meeting will be Monday, May 18th, online, 10am-1pm. December 2015 meeting still needs to be scheduled.

Meeting adjourned at 11:54am.

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**Appended Quarterly Reports**

December 13, 2014 - February 21, 2015

**Elected**

**Annette Marines, President**

- Ex Bd business:
  - Facilitated 2 appointments, sent call to membership, selected appointees, got approval from CARL ex bd. (Newsletter Ed. and Website Coord.)
  - Met VP-south to discuss ideas
  - Met w/new IG coordinator to discuss appointment
  - Met w/IG coordinator and Membership Director to discuss ideas
  - Met w/Membership director re: membership software contract
  - Met w/Finance Council re:ideas and emailed regarding financial matters
  - Signed paperwork to transfer account name from Pamela Howard to Jordan Nielson
- Conference:
  - Sponsorship chair, organized documents in preparation for upcoming work
- WASC conference, Northern California:
  - Solicited 2 speakers. Still working on a 3rd for conference in Northern California.

**Shana Higgins, CARL Vice President-South**

- Met with Finances Council.
- Facilitated transfer of DIAL archive materials to CARL Archivist.
- Voted on new appointments to CARL Exec. Board.
- CARL 2016 Program Planning
  - Hotel contract review w/ CARL 2016 Site Manager & CARL Treasurer.
  - Draft budget and registration fee structure to Finances Council. Revised preliminary budget and fee structure:  
[https://docs.google.com/spreadsheet/ccc?key=0AhfTAcQc5mp\\_dG1DclhydIUxQTltYmJQTU45SHdpUUE&usp=sharing](https://docs.google.com/spreadsheet/ccc?key=0AhfTAcQc5mp_dG1DclhydIUxQTltYmJQTU45SHdpUUE&usp=sharing)
  - Save the Date/Call for Volunteers message (Thanks to Gina Schesselman-Tarango).

- Communicated with Code of Conduct authors (Carmen Mitchell & Annie Knight). Please review draft CoC for discussion:  
<https://docs.google.com/document/d/1jPt0iuBHHk5xxfpvDYZXDRU8vJwmv-jiirewoqjITHb4/edit?usp=sharing>
- Communicated with last year's conference website manager to determine how we might manage 2016 website.
- Responded to emails as needed.

#### **Pearl Ly, CARL Vice President-North**

- Met with Finance Council
- Reviewed CARL Bylaws, budget, and other documents for background information
- Reviewed draft CARL Conference Code of Conduct
- Responded to emails as needed

#### **Debi Hoffmann, CARL Secretary**

-compiled/distributed Dec. 12, 2014 meeting notes and Quarterly Reports  
 -created updated CARL E-Board roster for 2015  
 -answered emails as appropriate

#### **Jordan Nielsen, Treasurer**

- Completed paperwork to transition to manager of CARL checking account
- Communicated with Pamela Howard (outgoing Treasurer) to identify ongoing payments from CARL's checking account
- Collected and reviewed budget documentation in preparation for a budget presentation at the May 2015 Executive Board meeting
- Reviewed CARL 2016 draft budget
- Met with Finance Council
- Hotel contract review with CARL Vice President-South and CARL 2016 Site Manager
- Voted to approve two new appointments (Website Coordinator and Newsletter Editor) to the CARL Executive Board

#### **Melissa Browne, CARL Membership Director**

See below

#### **Les Kong, ACRL Chapters Council Delegate**

\*Participated in conference call with Chapters Council leadership, to plan agendas for meetings at ALA MidWinter, in Chicago.

\*Attended Chapters Council meeting, and Chapters Council Work Session, in Chicago, Feb. 1, 2015.

\*At Chapters Council meeting, heard "Best Practices" presentations from the New England and Greater Metro New York chapters, on strategies their chapters use to effectively engage their memberships (New England is a multi-state chapter with wide geographic distances of membership as a major challenge; while, Greater Metro New York is a densely populated chapter with challenges of high traffic and many professional associations competing for

members' attention and interests). The PowerPoint slides for these two interesting presentations will be shared once available.

\*Distributed two documents which I authored at Chapters Council: "ACRL Chapters Council Mentoring Program," and "ACRL Chapters Council Mentoring Program Outcomes."

\*Heard presentations from the 2015 ACRL candidates for vice-president/president elect, Scott Walter and Irene Herold. Their statements were published in C&R L News:

[crln.acrl.org/content/76/2/83.full](http://crln.acrl.org/content/76/2/83.full)

\*Heard report from ACRL Executive Director, Mary Ellen Davis, at Chapters Council.

\*ACRL has approved Chapters Council use of a blog as a substitute for its primary communication vehicle, in place of the Chapter Topics Newsletter.

\*Attended Chapters Council DineAround lunch (immediately following Work Session).

\*Minutes from both the ACRL Chapters Council and Work Session meetings will be shared upon availability.

### **Erika Montenegro, Director at Large, Community Colleges**

- Continued to meet with Mentor group to discuss website changes.
- Assisted in blasting CARL information to community college constituency

### **Annie Knight, Director at Large, Private Colleges and Universities**

- Continued work with the Member of the Quarter Committee
  - Corresponding with committee members and CARL President to select a winner for the December award
  - Drafted an article announcing the winner for the CARL Newsletter
- Assisted Carmen Mitchell and Shana Higgins with developing a code of conduct for the upcoming CARL Conference
- Responded to CARL Board related emails as needed

### **Lee Adams, Director at Large, UC**

- Responded to CARL Board related emails as needed.

### **Jacqui Grallo, Director at Large, CSU**

- Responded to CARL Board related emails as needed.
- Thinking about how to most meaningfully represent the CSU. Two major current CSU initiatives are the Affordable Learning Solutions program, and the adoption of a systemwide Unified Library Management System. What do these projects have to do with CARL?

### **Appointed**

#### **Cynthia McCarthy, Newsletter Editor (as of February 2015)**

- Received CARL newsletter files from Nicole Allensworth, former editor in DropBox
- Made plans to talk to Nicole the week of February 23-28 and send email to members soliciting material for the newsletter
- Responded to CARL board-related emails.

## **Outgoing**

### **Hesper Wilson, Web Coordinator (outgoing)**

- sent CARL journal proposal history to Carmen Mitchell i.e., chair of the Scholarly Communications (SCORE) Interest Group (IG), and Allie and Annette.
- updated leadership Board pages, newsletter archive, leadership archive, interest grp guidelines doc
- added new award winners on Member of the Quarter page and Research Grant page
- added Cynthia (new Newsletter editor) and David (new Web Coordinator) to CARLEX list and Board Google site
- helped with listserv logins and added editors to Facebook. added events to calendar.
- sent basic statistics for people viewing the Newsletter page to Annette
- began prepping to hand off web sites / accounts to David Drexler

### **Submitted by: Melissa Browne, CARL Membership Director (2.17.15)**

#### **Membership Report – Dec 6<sup>th</sup> 2014 – Feb 17th 2015**

##### **Membership Breakdown:**

|                                       |            |       |
|---------------------------------------|------------|-------|
| <b><u>Total Confirmed Members</u></b> | <b>397</b> |       |
| CARL Members                          | 363        | (91%) |
| Student Members                       | 19         | (5%)  |
| Retired members                       | 15         | (4%)  |

##### **By Region**

|             |     |       |
|-------------|-----|-------|
| Northern CA | 125 | (31%) |
| Southern CA | 272 | (69%) |

##### **By Institution**

|                             |     |       |
|-----------------------------|-----|-------|
| Community College           | 80  | (20%) |
| California State University | 114 | (29%) |
| Private College/University  | 117 | (29%) |
| University of California    | 48  | (12%) |
| Other                       | 12  | (3%)  |
| Research Institution        | 6   | (1%)  |
| Consortium                  | 2   |       |
| Public Library              | 2   |       |

##### **Interest Groups**

|         |     |
|---------|-----|
| ABLE    | 51  |
| CARLDIG | 258 |
| CARLIT  | 153 |
| CALM    | 99  |
| CDIG    | 120 |
| DIAL    | 104 |
| SCIL    | 209 |
| SCORE   | 84  |
| SEAL    | 83  |

|                                 |    |
|---------------------------------|----|
| TSIG                            | 56 |
| <b><u>Mentoring Program</u></b> |    |
| Mentors                         | 43 |
| Mentees                         | 39 |

## **Activities**

### **RegOnline Contract:**

- § Communicated with the sales representative from RegOnline, as well as past and present CARL Board members, to gather details about CARL's contractual history with RegOnline.
- § Shared cost comparisons between CARL's existing fee structure and those being proposed in the new contract with CARL's Finance Council.

### **SCILWorks Registration:**

- § Developed an online registration form.
- § Communicated frequently with SCIL leadership throughout January and February, to provide registration troubleshooting, registration updates and the final event roster.

### **Membership Renewals**

- § Continued to receive and follow up with questions about CARL memberships.
- § Shared updated IG membership information with Brena to distribute to the IG Chairs, so they can reach out to all their new members and update the listservs they manage.

### **Listservs**

- § Updated the (inactive) IG lists managed by the Membership Director (CDIG, ABLE, TSIG).
- § Continued to manage and maintain the CARLALL list. Posted 11 official CARL messages.
- § Shared updated membership information with the manager of the CALIBACA list, to ensure that all CARL members are also subscribed to CALIBACA.

### **Plans for Next Quarter:**

- § Assist with finalizing a new contract with RegOnline.
- § Share membership updates with the IG Coordinator and the IG chairs so they can update their rosters.
- § Investigate adding a donation option to the CARL registration form.