

ENY/ACRL Board Meeting
December 15, 2017
Virtual Meeting

Final Minutes

Present: Dung-Lan Chen, Camille Chesley, Jennifer Fairall, Debbie Krahmer, Ali Larsen, Kristin Strohmeyer, Mary Van Ullen

The meeting was called to order at 10:00 a.m. by Ali Larsen. The minutes of the August 14, 2017 meeting were reviewed and two minor corrections were noted. Kristin moved to approve the minutes and Dung-Lan seconded the motion and the minutes were approved with the revisions.

Committee Chair Reports

Program Planning – Debbie Krahmer

Date and location for 2018 Conference: Colgate University, May 22nd Tuesday

Theme: Data and social justice for libraries

Location reserved - vendors and posters in the pass-through area to get to the auditorium for the major speakers

Still looking for speakers--contacting local suggestions first.

Date and location for 2019 Conference: Mount Saint Mary College, May 22nd Wednesday

Brownbag report

Topic: OER and the library

Utica College - 5 people

Binghamton University - 5 people

Colgate University - 8 people

\$0 cost.

Proposed Local Arrangements/Conference Handbook changes

Have the next year's location and date set as the first order of business for Program committee. (this way they can focus on the conference itself and getting speakers, rather than finding a location). Plan ahead as much as possible.

Possible addition to the sponsor levels - give them the option to sponsor a coffee break. \$150? \$250? Adds more options, and gives them special recognition, and covers part of the catering bill immediately.

Communications – Kristin Strohmeyer

Several updates to the website were completed, including the addition of the Fall Newsletter. Facebook "likes" have increased, and we are pushing out more ACRL National news via that medium. Planning is now underway for the Spring Newsletter.

Government Relations – Camille Chesley

Camille sent out a report to the listserv about the FCC vote to repeal Net Neutrality, along with information about contacting congressional members to urge them to support a Congressional Review Act resolution to reverse the FCC decision.

Membership – Patrick Williams

Updated membership data has been posted to Dropbox. The membership form is up and working. We will probably get more people joining after Patrick sends out a reminder email. A substantial number of people also join right before the Conference. After the reminder email, Patrick will purge the list of people who have not been active in the last 3 years or more.

Officer Reports

President – Ali Larsen

Ali will put a call for board position nominations in the spring newsletter. There are a number of positions that will be open. If present board members wish to run for election, they should notify Ali.

Past President – Vacant, no report

Secretary – Mary Van Ullen

Mary worked with Kristin to update some documents on the website.

Treasurer – Dung-Lan Chen

Treasurer's Report for Board Meeting (December 15, 2017)

Bank account balance as of August 11, 2017	\$20,138.63
PayPal account balance as of August 11, 2017	\$375.81
Expenses since the last Treasurer's report dated 8/14/17 –	
August 2017 Board Meeting travel reimbursement to Ali Larsen	\$128.40
Formstack subscription August – December 2017 reimbursement to Ali Larsen	\$146.25
Total expenses since 8/14/17	\$274.65
Funds deposited/transferred into bank account	
Check deposits (membership checks rec'd from Patrick late October 2017)	\$306.00
Total bank deposit since 8/14/17	\$306.00
Memberships received via PayPal	
49 memberships received via PayPal since August 14	\$660.18
Bank account balance as of December 14, 2017	\$20169.98
PayPal account balance as of December 14, 2017	\$1035.99
Total funds available as of 12/14/17	\$21205.97

Dung-Lan noted that as the program planning proceeds, we should share information about expenses with the Board. She also reminded Board members that she will distribute a tax-exempt form that should be used with vendors.

Archivist – Jennifer Fairall

Jenn has archived material on Dropbox.

Old Business

1. Reimbursement guidelines regarding permissible travel expenses on behalf of the Chapter and expectations of cost to serve. —Ali

The Board discussed language Ali had sent out language about reimbursement of travel expenses, regarding meals and receipts:

The proposed changes are in italics.

The Chapter President and/or Vice President or his/her designee (see ACRL Chapters guidelines: <http://www.ala.org/acrl/resources/policies/chapter5#5seven>; 5.7.1/Roles and Responsibilities of Chapters; Chapters Council section), shall attend the Chapters Council Meeting at ALA Annual Conferences and ALA Midwinter Meetings and each may be reimbursed for reasonable transportation expenses. Reasonable expenses assumes the most economical rate (i.e. coach fare for airline or train travel), regardless of the mode of transportation. Each would also be entitled to reimbursement of lodging for up to two nights at \$250 per night, *and (remove) the registration fee, and meals.**

**Itemized receipts required, alcohol will not be reimbursed.*

This item will be included as old business at our next Board meeting.

Dung-Lan observed that some Board members have travel expenses covered by their employer. To cover those situations, we might want to also include language noting that if these expenses are already covered, members shouldn't seek additional reimbursement from ENY/ACRL. Dung-Lan will draft some language for the Board to discuss.

2. Investigate software for managing ENY/ACRL forms.

Ali reported that we are still paying a monthly fee for Formstack for the conference registration form. Kristin is using Qualtrix for the membership form. If we can stop using Formstack for the conference form, we can cancel the subscription. Patrick noted that Qualtrix allows better control of email responses and renewals seem to be archived automatically.

Kristin has access to Qualtrix through the subscription Hamilton College provides. Other Board members also have Qualtrix at their home institutions. There was some concern about

continuity over time as Board membership may change. It may be possible to transfer data between locations that have Qualtrix. Patrick and Kristin will test it out after the New Year to see if data can be shared. If so, we can cancel Formstack prior to the February bill.

3. Term lengths and structure.

Ali raised concerns about the effectiveness of our Board structure. She investigated how other chapters have board responsibilities defined. Most do not have the combination of having the Vice President also being responsible for being the Program Chair. Ali proposed separating out the Program Chair as its own position.

The realigned duties would be:

Vice President/President/Past-President (three year elected term)—elected every year per usual.

Vice President Duties:

1. Serves as a member of the Chapter's Executive Board of Directors and prepares and submits a Program Committee report for each Board meeting, including proposed programs and estimated conference budgets.
2. Submits conference articles (pre-conference publicity and post-conference summary) to the Communications Chair for the Chapter newsletter and/or website.
3. Attends ACRL Chapters Council meetings at ALA Annual Conference and ALA Midwinter Meeting with or in place of the Chapter President.
4. Reviews and updates the Vice President's section of the Board Handbook with the Executive Board of Directors annually.
5. Submits an annual report to the Chapter President by June 15.

Other duties for President and Past President would not change.

This structure would allow the VP to attend to additional needs of the membership. Some possibilities might include that the VP could be more involved in opportunities (ACRL activities for example) to bring to the Program Chair or to provide assistance to the Program Chair. The VP could also serve as liaison to NYLA or other regional organizations, as well as to place the Chapter more strategically.

Program Chair (two year elected term)—would take effect with the election held in 2019

Program Chair Duties:

1. Serves as chairperson of the Program Committee and is responsible for the year's programming for the Chapter, currently one conference per year (typically May), plus fall regional brown bag events.
2. Forms the Program Committee, sets meeting schedule for the Committee coordinated with Executive Board of Directors meetings, and carries out conference planning through delegation of tasks among committee members, including the appointment of a Local Arrangements Chair for each conference. Confirms that all Program Committee members are current ENY/ACRL members.

See Local Arrangements and Conference Planning Handbook for specific responsibilities related to conference planning.

3. Reviews and updates the Program Committee Chair's section of the Board Handbook with the Executive Board of Directors annually.
4. Submits an annual report to the Chapter President by June 15.

These responsibilities are taken from the Handbook. The timeline has not been looked at yet but would simply be breaking it into two parts for now. The revision and update is done annually so changes can be made easily enough then.

If we want to present this proposal to the membership we need to change the By-Laws as described in the Handbook:

“Proposed changes in the Chapter By-laws must be submitted to the Board of Directors at least two (2) months before Chapter elections. Notification of proposed changes in the Chapter By-laws must be given to the Chapter members by the Secretary at least one month prior to Chapter elections.

Amendments to the Chapter By-laws may take effect only when approved by two-thirds (2/3) of the Chapter members voting in the Chapter elections.”

Membership would have to vote at the Conference in the spring.

Board members were generally enthusiastic about Ali's proposal. It would allow the VP to take on additional duties that might benefit the membership. It might also make the positions more attractive for people interested in serving on the Board as the combination of VP/Program Chair may be daunting. Ali will send out an email after the holidays to get feedback.

New Business

1. ENY/ACRL working relationship with NYLA (Ali)

Ali noted that some chapters are actually part of their state library organization. Ali has had a conversation with Jeremy Johannesen of NYLA and there is interest in working more closely together, and perhaps doing some joint programming. This could be something the Board VP investigates if we change the Board structure. If anyone has thoughts on this, please send them to the Board listserv.

2. Review and Update of Handbook

Board members should look at their sections of the Handbook and forward updates to the Board listserv in the next several weeks so that Mary can revise the Handbook.

3. Digitizing print archives for deposit in Dropbox (Jennifer)

Jenn will retire from the Archivist position and would like to look at having the Board records digitized and proposed putting them in Dropbox. Siena has a Digital Scholarship Center and she might be able to have the work done there. She suggested it would be an appropriate student internship of the Board could provide funding. Kristin wondered if the digital files could be hosted by NYLA. The Board also discussed changing the Archivist position to an electable 2-3 year term, or it could be filled by soliciting the members when there is a vacancy. Ali will send out an email about position changes to the Board.

Next meeting date

Ali will send out a poll. The next meeting will be virtual and will have to be early enough so we can vote about changes to the board positions. It will be an abbreviated meeting without officer formal reports.

Adjournment

Kristin moved to adjourn the meeting and Patrick seconded. The meeting was adjourned at 10:52.