

ENY/ACRL Board Meeting  
August 14, 2017  
Hamilton College

Final Minutes

Present: Dung-Lan Chen, Camille Chesley, Jennifer Fairall, Debbie Kraemer, Ali Larsen, Kristin Strohmeyer, Mary Van Ullen (note, some members attended virtually)

The meeting was called to order at 11:30 by Ali Larsen. Kristin moved to approve the minutes of the May 23, 2017 Board Meeting. Dung-Lan seconded the motion and the minutes were approved.

**Committee Chair Reports**

**Program Planning** – Debbie Kraemer

Debbie reported that the Program Planning Committee has 19 members. They plan to meet later this week, and will begin to plan a brown bag. One possible topic might be related to a visit by someone from the Census coming to the Utica areas. We will need to select a location for the 2018 Annual Conference. Colgate might be a possible location, but we could put out a call to the chapter listserv if we want a different location.

**Communications** – Kristin Strohmeyer

Kristin updated the website with some more recent meeting minutes. Ali noted that Tarida's name should be removed as she is no longer serving on the Board and the position of Past President should be listed as vacant. The scholarship form has been updated.

If anyone would like to have information posted on the Chapter Facebook page, send it to Kristin.

**Government Relations** – Camille Chesley

Camille reported on ALA's advocacy regarding neutrality this July. ALA encouraged librarians to send comments to the FCC. They are also encouraging members to contact their representatives to support library funding in the Federal budget.

**Membership** – Patrick Williams (via email)

Patrick sent an email update stating, "I'll submit a more formal report when I'm back, but I've started the process of the 2017 membership drive by purging the membership list of everyone whose membership expired this month (that's mostly everyone how renews on the normal cycle) and those names are in the Membership list on the Dropbox (about 40 names IIRC). As soon as we have the new membership form up and running, I'll send the renewal message to the list and we'll see a large influx of new and renewing members."

**Officer Reports**

**President** – Ali Larsen

Ali attended ALA in June, and represented ENY/ACRL at the Chapter Council Meeting. Some items of interest:

- The meeting covered possible future changes in meeting structure to reduce the footprint for travel but no concrete information was available yet.
- ALA will continue advocacy for library funding.
- There is a change to language in the rules to state that local chapters cannot donate funds that they get from ACRL National to other organizations. That hasn't been an issue for our chapter.
- ACRL has some webinars available on their website that we could show in different locations throughout the chapter.

Ali noted that there has been one professional development grant awarded. Kelly Delevan (LeMoyne) and Jen Park (Mt. Saint Mary's) have agreed to be the members of the awards committee with Ali for this year.

**Past President** – Vacant, no report

**Secretary** – Mary Van Ullen

Mary thanked Kristin for uploading some updated meeting minutes to the Chapter website. The draft minutes from the May 2017 Business meeting have been uploaded to the “Documents to Review” folder on the Dropbox site.

**Treasurer** – Dung-Lan Chen

Treasurer’s Report for Board Meeting (August 14, 2017)

Bank acct balance as of May 22, 2017 (not including funds in PayPal account)

**\$19,338.01**

**Expenses** since the last Treasurer’s report dated 5/23/17 –

2017 Conference speakers lodging @ The Century House (one night each for keynote, Ann Seidl & speaker, Roxanne Shirazi)	\$229.98
2017 Conference Food (Siena College – AVI Foodsystems)	\$2,610.00
2017 Conference snacks (reimbursement to Jennifer Fairall)	\$87.45
Keynote Ann Seidl reimbursement (travel expenses + \$500 honorarium)	\$718.41
Speaker Rozanne Shirazi reimbursement (travel expenses + \$250 honorarium)	\$400.00
Speaker Bernard van Maarseveen reimbursement (travel + \$250 honorarium)	\$278.63
Pre-Conference Dinner (reimbursement to Ali Larsen)	\$293.70
Conference supply purchase (Staples – reimbursement to Ali Larsen)	\$141.43
Conf. raffle prizes – Amazon & Barnes & Noble gift cards (total 6 @\$50 each)	\$300.00
Formstack subscription for May and June 2017 (reimbursement to Ali)	\$58.50
Second payment for Conference space/facilities charged by Siena College	\$656.90
Tarida Anantachai NYLA Conference (June 2017) attending reimbursement	\$297.58
Ali Larsen ALA Conference (June 2017) attending reimbursement	\$1,508.80

Total expenses since 5/23/17

**\$7,581.38**

## Funds deposited/transferred into bank account

Elsevier paid second \$500 thru bank deposit on 5/25/17	\$500
Check deposits (conference registrations & memberships)	\$682
Transferred \$7200 from PayPal acct into bank acct on 7/12/17	\$7,200
Total deposit	<b>\$8,382</b>

**Bank account balance as of August 11, 2017** **\$20,138.63**

**PayPal account balance as of August 11, 2017** **\$375.81**

Total available as of 08/11/17 **\$20514.44**

## Conference Expenses

### 2017 ENY/ACRL Conference (@ Siena College) total expenses breakdown --

Space/facilities use (charged by Siena College)	\$812.62
Conference food order (Siena College – AVI Foodsystems)	\$2610.00
Snacks purchased for the conference (Jennifer Fairall)	\$87.45
Honorarium (\$500 –Keynote, \$250 each for two speakers)	\$1,000.00
Speakers lodging & travel reimbursement	\$627.02
Pre-conference dinner (reimbursed to Ali Larsen)	\$293.70
Conference supply purchased at Staples (Ali Larsen)	\$141.43
Conference raffle prizes (Amazon & B&N gift cards \$50 x 6)	\$300.00
Conference raffle prizes (conference registration up to \$500 x 2) claimed)	\$1000.00* (not yet claimed)
Total spending	<b>\$6872.22</b>

**Paid conference registrations received (60) totaling \$2,860.00 (from Joyce Rambo's registration spreadsheet)**

**Vendor support received for 2017 conference (received total \$5600.00)**

### \$500 level – four sponsors totaling \$2500

Elsevier (two \$500 bank deposits totaling \$1000)  
Clarivate Analytics  
Gimlet  
ProQuest

### \$300 level – ten sponsors totaling \$3000

SpringerNature  
IET Inspec  
JSTOR  
SPIE  
JoVE  
EBSCO  
YBP  
SpringShare  
Salem Press  
Taylor & Francis

### **\$100 level – one sponsor totaling \$100**

Counting Opinions

**Total income \$8460 – expenditure \$6872.22 = \$1587.78**

Dung-Lan noted that the balance is down some from last year. In past years, we haven't had to pay for the use of conference space. She also noted that paying for everyone's pre-conference dinner was unusual, and we probably should not do this in the future. She suggested we be mindful of the decreased balance when planning the conference and Chapter spending.

Ali noted that the vendor support was a little less than normal, and raised the question of whether we should be making money on the conference overall. We can be more explicit about what will be covered in terms of the pre-conference dinner. It was also noted that it is increasingly common that campuses charge for conference space, so while it is desirable to not have to pay for it, it may not be possible. Ali also noted that last year our budget was close to the limits allowed for non-profit organizations.

#### **Archivist – Jennifer Fairall**

Jennifer noted that she has been depositing documents in the Dropbox site as usual.

### **Old Business**

#### **Reimbursement guidelines regarding permissible travel expenses on behalf of the Chapter and expectations of cost to serve.**

Ali noted that the handbook does not explicitly mention meals as a reimbursable expense when traveling. The Board agreed that we should reimburse for meals, but that reasonable limits should apply. We will revisit this at the next meeting after looking at government per diem rates. We might want to require receipts for reimbursement.

#### **Investigate software for managing ENY/ACRL forms.**

We are still looking at software options for managing our forms. There is a glitch between Qualtrics and PayPal that makes us unable to use Qualtrics for membership or conference registration. Kristin is working on resolving it, but we will renew Formstack until it works. The professional development grants and scholarship forms don't require PayPal. We will revisit this issue at the next Board meeting.

## **New Business**

### **Term lengths**

The Board discussed our current term limits, wondering if the current structure makes sense. While the President Elect/President/Past President serves a three-year rotation, the office holder is only in each position for a single year. Each position has unique responsibilities. Office holders may feel that they are unable to benefit from having a prior year of experience before their duties change. Ali is going to ask Chapter Council to see if other chapters have a different structure that might work better.

Jennifer noted that the Chapter Archivist position is appointed rather than elected, and has no term limitation. That might be unfair to others seeking to serve on the Board.

Kristin noted that the Library Table has officers who serve as Secretary one year and Archivist the next.

We will resume this discussion at the next meeting.

## **New Business**

There was no new business.

## **Next meeting date**

Ali will send out a poll about possible meeting dates for early November.

## **Adjournment**

Kristin moved to adjourn the meeting. Dung-Lan seconded. The meeting was adjourned at 12:17.