ENY/ACRL Board Meeting

August 22, 2016

Herkimer Public Library

Minutes

Present: Tarida Anantachai, Jesi Buell, Dung-Lan Chen, Jennifer Fairall, Kathryn Frederick, Ali Larsen, Mary Van Ullen, Patrick Williams, Raik Zaghloul

The meeting was called to order at 11:03 by Kathryn Frederick

Ali moved to approve the minutes of the May 23, 2016 meeting. Patrick seconded the movement. The minutes were approved.

**Committee Chair Reports**

**Program Planning – Ali Larsen**

The Program Planning Committee is meeting at Siena College on August 23rd, and Ali will report back to the Board afterward. Anne Rauh is handling vendor sponsorships.

Kathryn noted that because of the overwhelming success in obtaining vendor sponsors for this year’s conference, finding space for vendor tables was an issue, and the Program Planning Committee will need to take that into consideration. We should have a cut-off date for vendors to indicate that they wish to participate so that we can plan to accommodate them. Some vendors expressed interest in participating in dinner or a social hour the night before the conference. Ali will discuss the possibility of this with the Program Planning Committee.

Conference evaluation forms should be made available to the Board and we should see if attendees proposed themes for the next conference.

Kathryn also noted that initially the call for lightning round proposals for the 2016 conference contained instructions to include a video clip of the presentation. This seemed to deter people from applying to do a presentation and probably should not be repeated in future calls.

**Communications – Jesi Buell**

Anyone having content to submit for the fall newsletter should submit it to Jesi.

**Government Relations – Raik Zaghloul**

No report.

**Membership – Patrick Williams**

Patrick reported that the membership drive started in August. We have about 75 people signed up so far. People need to join by August 31st to be included in the directory and by December 31st to vote.

ACRL has provided the names of ACRL members located within the Chapter boundaries who are not currently Chapter members so that we can contact them to see if they would be interested in joining.

Patrick noted that we are experiencing some limitations with Formstack, the online form building software we use to create membership forms. It appears to have limitations on the number of forms we can build. This may be a feature of our subscription level. Patrick will look into it more and report back.

**Officer Reports**

**President – Kathryn Frederick**

Kathryn went to ALA, and went to a Chapter Council meeting. She volunteered to be the legislative representative to the Chapter Council.

Mary Ellen Davis, the ACRL Executive Director, discussed some of the services that ACRL can provide:

* Webinars we could offer as a brown bag or other event.
* Licensed workshops that chapters can have brought in for members.
* Consultants for libraries taking on major initiatives
* LibGuide access for creating chapter-specific guides
* Speakers to present at chapter events

**Vice President/President Elect – Ali Larsen**

No Report

**Past President – Tarida Anantachai**

Tarida reported on professional development grants. Yu-Hui Chen has attended a conference using a grant. Tarida will follow up with her about reporting back for the newsletter. Additional grants have been awarded to Mary Van Ullen, Jane Kessler and Jennifer Fairall for conference attendance. The recipients will receive the award when they submit their report. We should include another reminder about the grants in the fall newsletter.

**Secretary – Mary Van Ullen**

No Report

**Treasurer – Dung-Lan Chen**

Dung-Lan distributed a report showing a balance of $20,605.35, not including a PayPal balance.

**Archivist – Jennifer Fairall**

No Report

**Old Business**

**Sharing Conference attendee names with vendors—Tarida**

During the May Board meeting, Tarida raised the possibility of providing vendors with a list of conference attendees prior to the meeting. They currently receive the list that is distributed to all who attend on the day of the conference. Having the list early would allow them to arrange for meetings with interested attendees at the conference and is a practice followed by some other organizations.

The board agreed that we should add a field to the conference registration form to allow attendees to opt out of having their names shared with vendors ahead of the conference.

**New Business**

**Reimbursing mileage for attendees of the Program Planning Committee meeting--Ali**

The Board agreed that members of the Program Planning Committee could be reimbursed for mileage to meetings, if this cost is not covered by their own institutions. It was also agreed that Board members could be similarly reimbursed for their travel to meetings.

**Updating the Board Handbook—Tarida**

Tarida sent out an update to the Board members via email with some edits to remove references to the former Innovation Award and add the new Professional Development Grant procedures. She asked that comments be sent back to her.

**Chapter Finances—Kathryn**

The Chapter is in a very strong financial position. The Board discussed various ideas as to how Chapter funds could be appropriately utilized, including:

* Conference spending. Ali mentioned that Siena College is a likely venue for the May conference, although the Program Planning Committee has not yet met. Siena may expect to charge the chapter various fees for using the facility. The Board agreed that Siena would be a good location and Ali and the Committee should investigate the potential charges there. In addition, we should look at increasing the honoraria offered to Conference speakers if warranted, and we could waive registration fees for breakout session and lightning round facilitators.
* Professional development events. The chapter could fund webinars or classes for members.
* Cosponsoring events with other organizations and with student groups.

Institutional memberships. Some other regional professional groups, such as NYLA, offer institutional memberships and the Board discussed whether this could be a way of expanding our membership. Patrick noted that some large academic institutions have few or no Chapter members and perhaps by offering an institutional membership we could attract some new people to be active. It was unclear what the benefits would be to the Chapter and to potential institutional members. The Board needs to have a better understanding of ACRL’s position on institutional membership at the Chapter level. The discussion was tabled so that Board members have an opportunity to further investigate these issues and to examine the data about what institutions employ our members.

The Board also discussed the requirement for certain officer and board positions to be held by ACRL members. This is a significant personal expense for members in these positions. Kathryn offered to investigate the ACRL membership requirement to see if it is required by National or is set by individual Chapters.

**Next meeting date**

The next Board meeting will be held in November. Kathryn will send out a Doodle poll.

**Adjournment**

Jesi moved to adjourn the meeting at 1:25. Tarida seconded the motion. The meeting was adjourned.