

ENY/ACRL Board Meeting
Colgate University, 415 Case Library
May 22, 2018
Minutes

Present: Dung-Lan Chen, Camille Chesley, Jennifer Fairall, Debbie Kraemer, Ali Larsen, Anne Rauh, Kristin Strohmeyer, Esta Tovstiadi, Mary Van Ullen, Patrick Williams

The meeting was called to order by Ali Larsen at 3:20.

The Board welcomed incoming Board Members, Anne Rauh (Syracuse University) Vice President/President-elect/Program Chair, Towanda Mathurin (SUNY Westchester Community College) as Treasurer, Esta Tovstiadi (SUNY Potsdam) as Membership Chair.

Kristin moved to approve the minutes of the March 5, 2018 Board Meeting (attached). Anne seconded. The minutes were approved.

Committee Chair Reports

Program Planning – Debbie Kraemer

Date and location for 2019 Conference: Mount Saint Mary College, May 22nd Wednesday. Debbie noted that we will try to continue the practice of lining up a location for the Conference earlier on in the planning cycle as that gives more time to focus on the rest of the planning.

Communications – Kristin Strohmeyer, no report

Government Relations – Camille Chesley, no report

Membership – Patrick Williams. Patrick will send out an updated membership list including names of those who joined with their conference registration.

Officer Reports

President – Ali Larsen, no report

Past President – Vacant, no report

Secretary – Mary Van Ullen, no report

Treasurer – Dung-Lan Chen. (Report below sent via email shortly after the meeting)

Treasurer's Report for Board Meeting (May 22, 2018)

Funds available reported in March 5, 2018 Board Meeting	
Bank account balance as of March 2, 2018	\$18,182.86
PayPal account balance as of March 2, 2018	\$1,679.83
	Total \$19862.69

Expenses incurred since the last Treasurer Report for March 2018 Board Meeting –

ENY/ACRL domain name renewal with DreamHost for two years – reimbursement to Kristin Strohmeyer	\$27.90
ENY/ACRL insurance with Hartford annual renewal	\$425.00
ENY/ACRL Archives digitization work payment to Kelsey Milner	\$375.00
ENY/ACRL Archives digitization supplies purchase reimbursement to Jennifer Fairall	\$69.88
One Professional Development Grant award (Yu-Hui Chen)	\$300.00
Total expenses since 03/05/18	\$1197.78

Funds deposited into bank account

Check deposits (membership checks rec'd from Patrick since March 2018)	\$12.00
Conference vendor support checks deposits during April/May 2018	\$2,700.00
(12 conference registrations paid by check have not been forwarded to Treasure yet to deposit in bank account, thus this portion is not included in this report)	
Total bank deposit since 03/05/18	\$2,712.00

Funds received via PayPal

3 memberships received via PayPal since March 3, 2018 (w/ PayPal fees deducted)	\$37.25
53 conference registrations paid via PayPal (w/ PayPal fees deducted) in April & May	\$2336.19
Taylor & Francis sent \$100 via PayPal as vendor support (\$2.50 PayPal fee deducted)	\$97.50
Heather Lantz (Peter Lang) sent \$100 via PayPal (w/no PayPal fee deducted) – vendor support	\$100.00
A PayPal refund to a SUNY Oneota registration that PayPal credited only 80 cents of the original PayPal fee \$1.18 that was charged with the original registration	(\$0.30)
Total funds rec'd via PayPal since 03/02/18	\$2570.64

Bank account balance as of May 21, 2018	\$19,697.08
PayPal account balance as of May 21, 2018	\$4,250.47
Total funds available as of 5/21/18	\$23947.55

Treasurer's Summary of 2018 Conference @ Colgate -

65 paid registrations – total \$2826.19 (with PayPal fee deducted)

Vendor support

EBSCO	\$300
Elsevier	\$488.70 (PayPal fee \$11.30 deducted from \$500)
Gaylord	\$0 (level 4 – donated \$100 gift certificate)
GOBI/YBP	\$300
IET Inspec	\$100
JSTOR/Ithaka	\$300
NYLA	\$500
ProQuest	\$300
Salem Press	\$300
SPIE	\$300
SpringerNature	\$300 (not yet received as of 5/21/18)
SpringShare	\$300
Taylor & Francis	\$97.50 (PayPal fee \$2.50 deducted from \$100)
Peter Lang	\$100.00
Vendor Support Total	\$3686.20
Total income	\$6512.39

Dung-Lan and Towanda Mathurin are planning to go to the bank together as Towanda will need to be the signatory for the Chapter's account. Dung-Lan will work with her to ensure a smooth transition. Once Towanda's name is on the account, she will be responsible for writing checks and making payments.

NOTE: A follow-up Treasurer's Report was submitted to the Board on July 11, 2018 from the new Treasurer, Towanda Mathurin, to include some post-Conference detail. This report is included as follows:

	Debit	Credit
Beginning Bank Account Balance as of May 31, 2018		\$21,621.43
Transfer from PayPal Account to checking account 6/21/18		\$4,000
YU-Hui Chen Professional Development Grant	\$300.00	
Amazon Gift Card for Conference Raffle	\$330.00	
Yasmeen Shorish 2018 Conference Keynote Honorarium + Travel	\$680.59	
Melissa Morrone Travel Reimbursement	\$283.60	
Colgate University Reimbursement (Food, facilities, Signage/Stationary, etc.)	\$2,474.21	
Speakers lodging at Colgate Inn @199/night	\$398.00	
Ending Bank Account Balance as of June 30, 2018		\$21,155.03
PayPal Balance		\$293.58
Total Balance		\$21,448.61

Archivist – Jennifer Fairall

During the Conference, Stephanie Hess from Binghamton University expressed interest in becoming Chapter Archivist. Jenn will provide her with more information.

Old Business

Academic Libraries Conference—Ali

The Academic Libraries Conference will be held in Ithaca on October 11th and 12th. The website for the conference is at <https://www.esln.org/the-library-is-open/>
Some of the Program Planning Committee members are also Chapter members. We are co-sponsors for this conference in name. The Board discussed whether we want to make a financial contribution and agreed that we will discuss this after our Conference budget is settled. There should be a small discount on the registration fee for ENY/ACRL Chapter members attending the Academic Libraries Conference.

New Business

Chapter and Conference Handbook updates (see attached Conference Handbook)
Debbie has updated the Local Arrangement Handbook. Board members should look at their sections of the Chapter Handbook and send revisions to Mary. Ali will send Mary an update on the wording for separating the position split.

Next meeting date

We will have an in-person meeting at Hamilton College at 11:00 am on August 15, 2018

Adjournment

Anne moved to adjourn the meeting at 3:53. Esta seconded the motion and the meeting was adjourned.