

**CARL Board of Directors Meeting**  
**March 7, 2005**  
**University of the Pacific, McGeorge School of Law,**  
**Global Business Center/Clinical Legal Education Bldg, Room S-4**  
**Minutes**  
(Approved June 13, 2005)

**Board Members present:** Jean Purnell (President), Suellen Cox (VP-South), Vicki Rosen (VP-North), Ann Hotta (Treasurer), Robin Imhof (Secretary), Kelly Janousek, (Membership Director), Kris Johnson (IG Coordinator-N), Judy Lee (Director at Large, UC and IG Coordinator-S ), Brian Lym (CC Director at Large and CLC-N), Liz Ginno (Newsletter Editor), John Dobbins (Private Director at Large and CLC-S), Carl Bengston (ACRL Chapters Council Delegate), Aline Soules (Legislative Liaison), Bonnie Petry (Webmaster),

**Not present:** Ron Rodriguez (Immediate Past President), Lynn Lampert (Director at Large, CSU), Lynne Reasoner (Archivist)

**1. Introduction:**

CARL Board President Jean Purnell convened the meeting at 10:00 a.m. and welcomed the group to the McGeorge School of Law. Board members introduced themselves.

**2. Approval of Minutes:**

The minutes from December 6, 2004 were unanimously approved.

**3. Review of Follow-up Items from Previous Meeting:**

Jean distributed a checklist of action items. Most of the tasks assigned from the December 6, 2004 meeting have been accomplished. Jean reminded the Board to send end of year reports to the Archivist (Lynne Reasoner). Vicki Rosen will provide information about past conference budgets to Suellen Cox.

**4. Approval of Agenda:**

The March 7, 2005 agenda was unanimously approved.

**5. President's Report - Jean Purnell**

Jean encouraged the Board to distribute reports considered informational items electronically on CARLEX in advance to expedite the agenda. Jean's activities during January and February focused on following up on the actions approved at the previous Board meeting in trying to organize the Board and committees for the upcoming year. She attended both the Northern and the Southern regional meetings and noted that members acknowledged the high quality of programming being produced but were not always sure it was uniformly viewed as such. This will be an important issue to follow up to ensure that CARL is perceived by Library Directors as a high quality organization and that librarians' participation in CARL should be viewed as important service or in some cases, validation of peer-reviewed work. Also at the meetings she shared a goal of the

CARL Board which is to study the relationship between members' goals and organizational finances, to determine if revenues currently collected by CARL permit us to perform the tasks expected by membership. The possibility of a dues increase was mentioned at both meetings, essentially without negative member reaction. Jean is also working on completing committee assignments and distributed the 2005 CARL committees list. A discussion of the quality of CARL letterhead and the need to generate a high-resolution template electronic version will be created and made available through the briefcase.

#### **6. Vice-President-South's Report - Suellen Cox**

Suellen reported on the CARL South regional meeting held on February 18, 2005. The possibility of holding a CARL South 2005 one day Mini-Conference, similar to the one held in San Jose last December was discussed. Two CARL members volunteered to chair this mini-conference. At this point there is no date set for the conference. Members also expressed interest in having a "Presented Papers" session at future CARL conferences with the possibility of a Conference Proceedings document published on the CARL website. Board members mentioned that there is interest in having the Research Award winner present his/her research and findings. Members expressed concern that Library Directors may not be aware of the contributions that their librarians are making in terms of scholarship, service, and professional development through CARL. The suggestion was made to send out an electronic update once-a-month (CARL COUNTS) as opposed to a quarterly newsletter. General discussion among the Board members agreeing that there is an absence of post-conference documentation from CARL conferences for promotion and tenure purposes. Interest was expressed in having the CARL website re-designed or updated. It was suggested that the Communications Task Force address this issue.

#### **7. Vice-President-North's Report - Vicki Rosen**

Vicki reported on the North Regional Meeting held at CSU East Bay (formerly CSU Hayward) where she demonstrated useful features of the membership database. She concurred with Suellen's findings in that members wanted a website with more functionality. Due to a member expressing that there was more programming devoted to tech services in CLA, a Board discussion ensued about the uncomfortable relationship between CARL and the Academic chapter of CLA. Carl Bengston who is a member of CLA/Academic Chapter, related his experience with the organization. The perception is that it is a CLA issue rather than a CARL issue. Can we create joint programming with CLA/Academic Chapter? What can CARL do to attract more tech services librarians?

#### **8. Secretary's Report - Robin Imhof**

Robin distributed a current list of documents available on the yahoo briefcase account. The Board acknowledged that there was still value in keeping the briefcase account active. Discussion about previous year's minutes being kept on the briefcase as well as on the website. Robin will document what she is doing with this and give the report to the Committee on Organization who will ultimately decide whether approved final versions

of minutes will remain on the briefcase or not. The Board reviewed the updated Master Administrative Calendar (available on the briefcase account). Calendar is helpful to the Board as a reference to what needs to be accomplished month-by-month throughout the year.

#### **9. Treasurer's Report - Ann Hotta with past Treasurer, Vicki Rosen**

Vicki distributed the end of year report. With a net loss of \$17,627.66, CARL is in a deficit year. Now there is enough data to prepare a budget. At the June meeting they will review the past few years to come up with a preliminary budget. At that time the Board can see where the Conference Planning Committee is with their amounts. The 2004 Financial Summary was approved (with correction to the interest amount). Ann Hotta distributed the 2005 First Quarter Report Discussion about allocating dues for certain things. Will reconcile at next meeting. Ann had questions about stipend checks - are they reported to IRS? (Yes, they are). Report was approved with amendment (\$851.00 needs to go into checking instead of savings). Clarification needed concerning reimbursement for Board and IG officers. There is an Interest Group reimbursement policy on the website but it is not same for the Board. Information for Board can be found under the "Misc. Policies" link on the website. Should it be standardized? Action: The Committee on Organization will take up this issue and draft a policy statement for the Board. For now we will adopt current practices. Currently the policy is: **"A.3.1. CARL will reimburse members of the Executive Board for travel costs associated with attendance at meetings of the Board. Reimbursable expenses include airfare, ground transportation to and from the airport, or airport parking, and automobile mileage to and from the meeting, or the airport. The mileage rate is established each year by the Executive Board."** No action taken now. Also, the address has been changed for Treasurer / CARL and is available on website.

#### **10. Membership Director's Report - Kelly Janousek**

Kelly went over the status of 2005 Renewals. Currently, there are 613 current members (this will be updated in April). Renewal notices will be going out in the next couple weeks. Is there interest in using the resumé feature in Reg-Online? Concern about workload in maintaining. Action: Kelly will return to Board with a scope of what content will be established in the resumé module. The Board valued the potential efficiency of the Reg-Online to maintain membership database. \$150.00 to move to a true membership database + 1.00 per member to maintain (approximately \$600.00 or so per year recurring). Action to approve this will take place at the June 2005 meeting.

#### **11. Website Coordinator's Report - Bonnie Petry**

Bonnie reported that due to Digital Forest's move to a new facility, there was some server downtime but the CARL website experienced very little disruption.

#### **12. Newsletter Editor's Report - Liz Ginno**

The March 2005 newsletter (32 pp!) is at the printer's. Liz noted there was a colophon indicating \$8.00 of member dues go to newsletter. Is this accurate? Since we don't know, Liz will delete this line. Although we are promoting an online version the Board acknowledged the value of a printed newsletter for the members' dossiers.

### **13. Interest Group Coordinators' Reports – Judy Lee and Kris Johnson**

Judy Lee (South) distributed updated leadership rosters with officers. Communication is a big concern among IG members. Question about seed money being available (\$300) for IG programming? (Yes, it is). Discussion about whether or not IG programming should be revenue-generating. Board reviewed programming ideas. Committee on Organization will look at the issue of honoraria for speakers and revise the current policy. Other issues of concern by IG members are: enhancing CARL's state, regional, and national profile; managing membership; availability of a forum (CARL website?) for discussion of programming ideas; CARL's capability to host an IG's listserv (too costly and not feasible at this time) or an IG's web page.

Kris Johnson (North) reported on the feedback received at the Feb. meeting at Cal-State East Bay. Question: What constitutes being member of an interest group? Can the language be clarified to distinguish “interest” as opposed to being actively involved in the group? Communication Task Force and Committee on Organization can take up this issue. Wording on membership forms will be changed to clarify.

### **14. Campus Liaison Coordinator's Reports – John Dobbins and Brian Lym**

John Dobbins (South) has sent mass emails to participating campuses introducing himself and requesting confirmation of their current liaison status. While updating his rosters, he noted a discrepancy between those calling themselves “campus liaisons” and their presence in the membership database. Brian Lym (North) also found this discrepancy. Also, the need was expressed for our membership database to display membership expiration dates. Without it members can't tell whether their dues are up to date or not, and Campus Liaisons can't tell which people at their institution need encouragement to renew. Brian reported that due to an outpouring of public responses (including a letter from Ron Rodriguez, former CARL president), regarding the proposal to the Board of Governors of the California Community Colleges to terminate the annual collection of community college library data (as required under Title 5, section 55841) was rescinded. This decision was announced in the agenda for the Board of Governors meeting, Jan. 11-12 2005. The collected data is used by community college libraries for program review, accreditation purposes, etc.

### **16. Legislative Liaison's Report - Aline Soules**

Aline's report is in the forthcoming newsletter.

### **17. Archivist's Report - Lynne Reasoner**

Lynne has no report but supplied the Board with a document listing the contents of the CARL archives.

### **18. ACRL Chapter Council Delegate's Report – Carl Bengston**

Past president Ron Rodriguez sent the 2004 Annual Chapter Report to Jean Purnell who distributed it to Board members.

### **19. Committee Reports - various**

**Nominating and Elections Committee - Jean Purnell**

Jean distributed a draft of election procedures for the Board to review. Members are still needed to participate in this committee.

**Committee on Organization- Suellen Cox**

Suellen distributed the Standing Rules document for review.

Stephanie Brasley (UCLA) was appointed to the Membership Committee.

**Conference Planning Manual Subcommittee - Suellen Cox**

Three members of this committee met for several hours on February 18. Additions to the manual outline have been made. Several issues regarding the Asilomar site were raised, and communicated to the 2006 Conference Planning Committee. The manual will evolve as planning for the 2006 conference continues.

**Research Award Committee - Brian Lym**

Deadline for award applications has been extended to April 15, 2005. So far only 1 application has been received.

**Communication Task Force**

The task force is currently being formed and Jean will appoint a chair.

**20. New Business**

**Proposal for a standing Conference Planning Committee**

Due to time constraints, a thorough discussion will be held at a future meeting. Motion to assign the Committee on Organization to propose a structure for this committee was approved. Results will be discussed and action taken at the June meeting.

**Proposal to form a Task Force to Study the Goals and Financial State of CARL**

Again, due to time constraints, a discussion on this proposal will be held at a future meeting. The research provided by Ann and Vicki will provide useful analysis for discussion during the June meeting.

**21. Action Items**

1.	Send end of year reports to Archivist	Board
2.	Provide information about past conference budgets to Suellen Cox.	Vicki R.
3.	Make high-resolution CARL logo available on briefcase	Robin I.
4.	Fix the "white out" effect on website	Bonnie P.
5.	Discussion about Website redesign/update	Communications Task Force
6.	Consider ways to promote stature of CARL to Library Directors. Discuss ways to promote CARL member contributions (i.e. once-a-month electronic notification )	Jean P./Communications Task Force

7.	<b>Amend Master Administrative Calendar and make available on briefcase</b>	Robin I.
8.	<b>Create preliminary budget and provide initial analysis of CARL finances</b>	Vicki R. & Ann H.
9.	<b>Draft a policy statement clarifying reimbursement for travel expenses for Board and Interest Group officers</b>	Committee on Organization
10.	<b>Provide proposal to expand the use of Reg-Online as a membership database and take action at June meeting</b>	Kelly J./Board
11.	<b>Delete the colophon “\$8.00 of member dues goes to newsletter” from newsletter</b>	Liz G.
12.	<b>Review and approve Standing Rules document</b>	Board
13.	<b>Form Communications Task Force and appoint Chair</b>	Jean P.
14.	<b>Propose structure to form Standing Conference Planning Committee. Board to take action in June</b>	Committee on Organization/Board
15.	<b>Review honoraria policy for speakers</b>	Committee on Organization
16.	<b>Clarify wording on membership forms to indicate “member” of an Interest Group, rather than “interest” in an Interest Group</b>	Committee on Organization/Kelly
17.	<b>Create a process for putting CARL conference papers on website</b>	Communications Task Force
18.	<b>Review and make decisions re: maintaining documentation on briefcase</b>	Committee on Organization/Robin I.
19.	<b>Notify members via CARLALL when approved minutes are available on website</b>	Robin I.
20.	<b>Review and approve Standing Rules document</b>	Board
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**The next meeting will be a Videoconference on Monday, June 13, 2005. Location TBA.**

Submitted by Robin Imhof, CARL Secretary for 2005.