

# **CARL Executive Board Meeting**

## **December 7, 2009**

### **CSULB Library**

**Present:** Tracey Mayfield, Amy Wallace, Ned Fielden, Dominique Turnbow, Lynne Reasoner, Kelly Janousek, Les Kong, Karin Griffin, Pam Howard, Vicki Rosen, Maryanne Mills, Stephanie Brasley, Billy Pashaie, Mira Foster, Melissa Browne (minutes)

**Absent:** Ed Tinoco, Wendy Diamond, Julie Shen, Shana Higgins

#### **1. Welcome**

The meeting was called to order at 10:13am

Congratulations to new and re-elected Executive Board members. Welcome to Billy Pashaie and Stephanie Brasley!

#### **2. Approval of the Agenda**

Dominique proposed an addition to the agenda to discuss Membership Renewals. This will be item #12.

Motion to approve revised agenda. Seconded. Approved.

#### **3. Approval of the Minutes of September 14, 2009**

Moved and seconded. Approved.

#### **4. Announcements**

- The Outstanding Member Award is announced at the CARL Conference, so this is another activity to incorporate into the conference planning. Rule 18 in the Standing Rules states:

The Outstanding CARL Member Award Committee shall consist of the Vice-Presidents and three at-large members including the last recipient of the Outstanding CARL Member Award. The Committee shall be chaired by the junior Vice-President. The Awards Committee shall: 1) convene every other year; 2) solicit nominations for the Outstanding CARL Member Award; 3) recommend an award recipient to the Board of Directors for its approval; and 4) arrange for the design and execution of the award, itself; and 5) carry out other duties as assigned by the Board of Directors.

Background information: CARL also offers the Irene F. Rockman CARL/ACRL Scholarship Award for library school students. During CARL Conference years, two applicants are awarded \$500 each to defray conference costs. In ACRL Conference years, one applicant receives \$1000. At CARL Conferences, the scholarship awardees are recognized along with the winner of the outstanding member award. During ACRL Conference years, members of the Executive Board take the winner out for dinner.

- Les participated in a conference call with other ACRL Chapters Council Delegates. The delegates are recommending an increase in the amount chapters are reimbursed for ACRL members, from \$1 to \$3. They are planning to present their proposal at ALA Mid-Winter.

Discussion Points:

- ASIS&T recently increased its reimbursement to \$10 per member.
  - CARL receives money from ACRL for California librarians who are ACRL members. This year CARL was eligible to receive \$1600. However, the use of the funds is restricted—they cannot be used for honoraria or travel expenses. The ACRL website includes additional information about how the funds may be used.
- Mira has completed the CARL Newsletter (the first on her own). Thank you Mira!

## 5. 2010 Conference Update (Amy)

- The workshops and formal sessions will be finalized soon.
- Amy has been working with the hotel to troubleshoot problems with reservations in CARL's room block. If you experience problems trying to book a room, please let Amy know. We need to emphasize the importance of staying at the conference hotel to meet our room block obligations.
- More details about conference meals will be available in the coming months—the hotel would like to finalize the menus in February. Friday breakfast and lunch and Saturday breakfast are included with the registration price.
- Amy is making progress on sponsorships. It may be possible to combine the poster session with a vendor event.
- The conference announcement will be distributed on various email lists. It will also be posted on the CARL Facebook page. Due to the Sacramento conference location, we may have some attendees from Nevada. Southern California members have expressed interest in attending, in spite of tight travel budgets.
- The conference hotel is right across from Old Town Sacramento. It would be helpful to have good maps of the area to share with attendees. The local arrangements committee has done an excellent job so far. It may be possible to arrange a tour of the California State Library during the conference.

## 6. Long Range Planning Committee Recommendation (Les)

Les chairs the Long Range Conference Planning Committee; Joseph Aubele and Deb Schaeffer also serve on the committee. This year they received no-cost assistance from ConferenceDirect, a company which specializes in conference planning. Their help with the contract negotiations saved the committee hours of work. ConferenceDirect makes its profit through hotel commissions (similar to real estate agents). The committee recommends that CARL use ConferenceDirect services for its 2014 planning.

Discussion Points:

- Reserving room blocks for conferences helps keep the hotel costs down. In the past, some hotels were reluctant to work with CARL because its conferences were not large enough—this seems to have changed with the economic downturn. Food is a significant cost. And well-known speakers are also very expensive.
- Les, Joseph and Deb deserve major commendations for all the time and effort they have devoted to conference planning. Thank you!
- The hotels typically offer two types of free rooms. As the committee gathers information about various hotels, the hotels may offer a free room to sell themselves as a potential conference location. During the conference, the hotel also offers a few free rooms. CARL uses these for speakers or scholarship award winners.

- If CARL can negotiate lower hotel costs, we can charge less for conference attendance.

Motion: Employ the services of ConferenceDirect to assist with the 2014 CARL Conference planning. Seconded. Unanimously approved.

## 7. Website (Tracey / Julie)

Julie is stepping down from her position as website coordinator at the end of December. She has done wonders with the CARL website.

1. Coordinator position
  - This is an appointed position. What does someone who applies for the position need to know? Julie can provide input. Leaving the requirements general might encourage more people to apply: "What have you done? How can you make our site better?"
  - An announcement will be posted on CARLALL. Mira will also include a blurb in the CARL Newsletter. A statement of interest and contact information for two references will be requested from all applicants.
  - Who will evaluate the applications? Amy, Ned and Julie, with input from the Executive Board.
  - The recruitment for this position may have to wait until after the CARL Conference in April.
  - Mira has an interest in working with the web coordinator to convert the newsletter to html format.
2. Events calendar: <http://www.carl-acrl.org/events/month.php>
  - This was developed to share information about Interest Group (IG) meetings and events. Due to problems, Julie moved the calendar to Google Calendar as a temporary fix. The new web coordinator will need to revisit this.
  - What is the most efficient way to populate the calendar? Perhaps the responsibility should fall on IG secretaries.
  - A related issue for the Executive Board to consider is the status of its Administrative Calendar. The 2009 Administrative Calendar is a PDF posted in the Board Documents folder in Google Sites, <http://sites.google.com/site/carlboardonly/>. (The Google Site is linked off the Executive Board Portal on the CARL website, <http://www.carl-acrl.org/board/>.) Melissa currently updates the calendar on an annual basis. Would it make sense to move the calendar to a more user-friendly/user-editable format?
3. Publicizing stuff via the website
  - The main page of the website was used successfully to announce the CARL elections and report the election results. It has also been updated to include an announcement for the Conference. Suggestion: include a date with time-sensitive posts (e.g. elections) to provide viewers with context.

## 8. Research Award Committee Recommendation

The Research Award Committee includes Carole Spector, Aline Soules, Alex Chappell and Bonnie Gratch-Lindauer. They received 13 applications this year and unanimously recommend fully funding the proposal: *Standardized Information Literacy Assessment: An Institution-Specific Approach*.

Motion: Approve the Research Award Committee's recommendation. Seconded. Approved.

## 9. Elections 09 Recap (Tracey)

The following positions were elected:

- Southern VP/ President Elect: Stephanie Brasley
- Secretary: Melissa Browne
- Director-at-large, Private College or University: Shana Higgins
- Director-at-large, Community College: Billy Pashaie
- ACRL Chapters Council Delegate: Les Kong

CARL had an excellent slate of candidates. Thanks to Amy for encouraging people to run! The voting went smoothly and the returns were very close. The turnout for this election was slightly lower than in the past. Amy will be appointing a Legislative Liaison and a northern Interest Group Coordinator.

The Membership Fee Increase was approved by 80% of voters. This is very reassuring. Tracey and Pam did an excellent job explaining the rationale behind the increase. The new fee will go into effect on January 1<sup>st</sup>, 2010. A message will be sent via CARLALL to let members know the dues increase will impact the next round of renewals.

Additional Comments:

- One member expressed concern over board members running for re-election. CARL tries very hard to be an open organization. The Vice Presidents send letters to new members to welcome them to the organization and encourage them to volunteer. New members can become involved through committees and gain experience in preparation for service on the Executive Board.

## 10. Regional Meetings for 2010

The north and the south each have an annual business meeting, kind of a *State of CARL* address, traditionally held in February. Would it be possible to hold the business meeting during the conference in Sacramento in April instead?

Discussion Points:

- The State Library has a room that will hold 100 people. It would be convenient to meet during the conference. It might be possible to incorporate the meeting into a conference lunch.
- There are drawbacks to meeting at the conference—the regional meetings are typically small and informal.
- The way Tracey approached the meetings was to discuss the business items first, and then proceed to more interactive activities designed to promote information-sharing. In her experience, the meetings tended to attract quite a few non-members.
- If the business meetings are morphing into mini-programs to attract attendees, why also plan separate business meetings?
- There may not be a need for a business focus this year—the website is up and there are no pressing items that require member input.
- There is a different geographic dynamic in the north than there is in the south, so the regional meetings serve different purposes. In the past, the regional meeting in the north also served as a chance for IGs to meet and plan. There are not as many opportunities for librarians in the north to get together, so the social interactions at the regional meetings are a big deal.
- What is the goal of the regional meetings? To inform current members? To attract new members and get new faces involved? This is an opportunity to rethink why and when we do things.
- If business can be done at the conference, why not do it there? If we want people to attend a regional

meeting at another time/place, what is in it for them?

- The Vice Presidents could still pursue scheduling a meeting/program in February. A priority is getting members from the central part of the state more involved with CARL.
- Would it be possible to utilize Skype or web conferencing options, so members who are not able to attend the conference can participate?
- The regional meetings are cost-intensive for CARL, because they involve travel and food. They are also time-and-effort intensive for the President and Vice Presidents.

Action item: Amy will follow up with the State Librarian about the possibility of holding the business meeting at the conference, in the State Library.

- Will the meeting be promoted to all CARL members, regardless of conference attendance? Yes.

## 11. Appointments To Be Made:

Amy will speak with Eric Garcia, CSU Northridge, about the Legislative Liaison position. She will discuss the northern IG Coordinator appointment with Maryann Hight, CSU Stanislaus.

Discussion Points:

- Ideally, the Director-at-Large positions should rotate between the north and the south. The Interest Group Coordinator positions are appointed.
- There are variable institutional cultures in California academic libraries. How is CARL perceived? Do administrators encourage librarians to become involved with CARL? We should consider the nature of CARL's connection with ACRL and take advantage of links to national agendas. At the same time, we have the advantage of being able to plan and organize programs on a shorter timeline, because we are a smaller organization.
- We need to be more proactive about approaching colleagues within our organizations, to see who is doing unique, creative things, and bringing them into CARL. This also relates to mentoring.

## 12. Membership Renewals

RegOnline is causing concern. There are discrepancies between the numbers in the membership database and the numbers of renewals. If members are not receiving their renewal reminder notices, this places a serious financial strain on CARL.

During the recent SCIL elections, more than half the members needed to renew before they could vote. This was a huge workload for Dominique, Kelly and others.

CARL uses a membership year renewal approach. The date a member signs up for CARL is the date the membership expires. (Example: If you join in November, you will need to renew the following November.)

Kelly maintains a spreadsheet to track renewals. She sends renewal notices two ways, through her personal email account and through RegOnline. It's difficult to know how/if people receive the messages.

What are ways that CARL can interweave its membership priorities? Should we be utilizing CARLALL more effectively? A lot of information is not getting out there—we need to approach this in a different way. Many people coming into our organizations do not know about CARL. A confounding issue is that the campus liaison lists are out of date.

We have been focusing on the local when we promote CARL to new members and in letters to library directors, although we rebranded our website to reflect our status as an ACRL chapter.

Suggestions:

- The conference can be used as a push to get members to renew, and attract new members. Kelly recently migrated the listserv—this was also an effective strategy to remind members to renew.
- Would it be possible to organize a campaign at the conference, to allow people to sync their CARL renewal date with their other memberships, at a pro-rated amount?
- What about a lifetime membership fee? Some CARL members already pre-pay their memberships for 2-3 years at a time.
- Are automatic renewals an option? The problem is that the credit cards used to pay expire, and this generates extra work for Kelly. What about calendar year renewals?
- It might be worthwhile to include a brief explanation of the renewal process on the CARL website.
- Is there money to create pencils or other promotional items with the CARL logo? These could be distributed to library schools, as well as at the conference. Amy would be willing to approach Drexel about this. Due to tight budgets, many conferences are averaging 20-50% lower attendance this year, so we will need to cover our food and facilities costs first.

Questions:

- Elections: The CARL elections were held later than usual, and coincided with the SCIL elections. The Bylaws state that IG elections should be held in the fall. Would it be easier to incorporate IG elections into the CARL ballot? There would be a number of logistical issues involved. It would be necessary to verify IG memberships to ensure voting eligibility. Also, not all IGs hold elections; they rely on appointments instead. Combining ballots is an issue we will need to think more about...
- Web Content: Who should the IGs talk to about web-related issues? They can be sent to Tracey until the end of this year, and to Amy after that. What about access to the website? Julie currently has administrator access.
- IG membership reports: These are issued quarterly. Who is included in the list? Current members only.

### 13. Conference Planning Overhaul (Tracey / Amy) – Discussion item

Background: Conferences were originally held every year, but CARL moved to a biennial schedule. The planning falls primarily to the southern Vice President. There is a lot of work placed on the Vice President, e.g. planning the conference, coordinating the elections. Is there a way to distribute the workload more equitably?

Discussion Points:

- Suellen Cox created a Conference Manager position. As originally envisioned, the conference manager would attend Executive Board meetings and provide regular updates. The Conference Manager is a permanent position. The appointee also serves on the Long Range Conference Planning Committee.
- Geographic location should be a consideration. It is more difficult for southern Vice Presidents to plan conferences when they are held in the north.
- We may want to look at getting various members of the Executive Board involved in different aspects of the conference. How can we think more holistically and better leverage local Board members? A conference planning committee structure already exists, and could be used as a starting point to involve additional Board members.

- An important issue is enabling more individuals to have more decision-making autonomy, so one person is less overwhelmed.
- The conference is so important to CARL! It brings us many members. The planning should be completely separated from the Vice President's responsibilities—it is a disservice to have the planning compete with the Vice President's other obligations. We should commit to having help for the conference. Why not use the existing structure Suellen developed as a starting point to work with?
- For the LOEX Conference coordinated by SCIL, three members were appointed to work with LOEX on distinct areas of the planning: program, publicity, and local arrangements, and this worked very well.
- What about utilizing ConferenceDirect? Do they provide this type of service?
- If a new conference manager position were created, it would probably be by appointment rather than election. A different manager would be appointed for each conference. There would be a strong need for consistency.
- The conference planning process has evolved over time. When CARL held conferences every year, there was more continuity. Recently, the conferences have gotten bigger and more complicated to plan, too. If CARL can't handle conference growth, maybe we should consider scaling back.

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Thank you to Tracey, Vicki and Maryanne for all you have contributed to CARL! Also, thanks to Julie, Wendy, Liz and Ed!

**Next meeting: March (videoconference)**

## APPENDIX I: Action Items

### December 2009

Item #	Description	Board Member(s)	Status
1	Follow up with the State Librarian about the possibility of holding the business meeting at the CARL Conference, in the State Library	Amy	

## APPENDIX II: Board Reports

### CARL President Tracey Mayfield

My last one.....my swan song.....my last hurrah.

Most of my time has been spent on the elections, as you can well imagine. We did have a bit of an issue at the end, but it all turned out well and we got 3 new stellar members as well as two wonderful continuing members.

In addition, I have been trying to clean up and finish any items that got overlooked before I check out as President.

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### Vice-President, South Amy Wallace

Hi Everyone:

Here is what I have been up to:

- Did some conference stuff
- Got a couple people to run for office
- Sent out welcome letters
- Sent a message to CC, CSU, and UC Library Deans and Directors taking about how great CARL is and asked them to pass on to others in their libraries
- After all the hard work by Les, I signed CARL Con 2012 contract for San Diego
- Still imagining what my life will be like after April 10, 2010 J

## **VP North Report**

1. Wrote welcome letters to new members
2. Attended and mingled (CARL marketing) at LAUC conference in Berkeley in October (UC Librarians).
3. Attended and mingled at Internet Librarian conference in Monterey in October.
4. Wrote Newsletter item on Google book settlement for Sept issue.
5. Attempted to recruit (entirely unsuccessfully) candidates for Fall elections.

## **Ned Fielden**

30 November 2009

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## **Campus Liaison Coordinator Maryanne Mills**

Hi all,

Here's my report for the quarter:

1. Collected and edited the Faces & Places entries for the December newsletter. Answered several emails about why we were only including CARL members in the column. I was able to convince at least two people to become new members so that they could get their blurb in the newsletter.
  2. Contacted and verified new liaisons at two northern institutions.
  3. Began putting together an electronic file of duties for the new Campus Liaisons Coordinator South, Shana Higgins. I will be sending it to her after our meeting next week.
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## **Campus Liaison Coordinator, South Ed Tinoco**

Here is my report,

1. Gathered, edited and passed along the entries for the CARL Newsletter.
  2. Submitted names to Julie Shen to update changes in campus coordinators.
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## **To: CARL Executive Board From: Melissa Browne, Secretary**

1. Edited and distributed draft copies of the September Executive Board meeting minutes.
2. Sent thank you letters to CARL Scholarship donors.

Submitted December 3<sup>rd</sup>, 2009

**CSU Director-at-Large  
Karin Griffin**

Hello All,

Another busy quarter...

- Continued as CSULB's campus liaison for CARL; submitted entries for CARL Newsletter.
- Recently there's been a lively discussion on the CDIG-South Listserv on the budget crisis and how its affecting collection development at individual institutions.
- CDIG (South) Steering Committee has yet to meet this year. Will focus on scheduling a meeting soon.

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December 7 2009

TO: CARL Executive Board

**FROM: Wendy Diamond  
IG-North Coordinator**

RE: December 2009 Quarterly Report

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Annual conference

Individualized invitations sent to IT-N, CDIG-N, & ABLE-N to encourage proposals for the Conference. Also wrote to encourage meeting with potential and existing members at the Dutch treat lunch on Saturday during the Conference.

Updated Interest Group North pages

Inactive status for CALM-N and other updates sent to Julie Shen for CARL web site.

-  
News from IG-North land

George Wrenn has created a new web page and is working on a listserv for TSIG-North.

In other news

CARL-IT North and South are in the process of merging together as one group. The web page will be revised soon to reflect new the new leadership and structure. It seems the trend for non-geographically-divided Interest Groups may continue.

Due to a professional writing project and other workload factors, I am resigning my position on the Board as IG-North coordinator as of January 2010. I have enjoyed working with you all!

**CARL INTEREST GROUP SOUTH COORDINATOR: END-OF-THE-YEAR REPORT**  
**DECEMBER 1<sup>ST</sup> 2009**

**Program Highlights**

Several programs were hosted by Southern IG’s:

- Tour of the Clark Library (CDIG-South)
- Social event tour of the Mayme Clayton Library & Museum (DIAL-South)
- Getting to the Root of STEM Education (SEAL-South)

**Questions/Issues**

- No questions or issues were expressed by IG-South leaders.

**IG Coordinator Questions for the Executive Board**

- None.

**Reports**

CARLDIG - South ..... 2

DIAL-SOUTH..... 3

SEAL-South..... 4

SCIL ..... 5

CARL-IT SOUTH ..... 6

No reports were received from the following groups:

- ABLE – South
- CDIG – South
- TSIG – South

## **CARLDIG – South**

**July 1 – December 31, 2009**

### **Summary of activities**

Business meetings:

- October 9, 2009 – reviewed assessment of the April program and discussed the upcoming December program. We also appointed officers for 2010:
  - Chair: Michael Yonezawa (UCR)
  - Chair-elect: Debi Hoffmann (CSUCI)
  - Co-Secretaries: Janet Pinkley (CSUCI) and Adolfo Prieto (CSUF)
  - Co-Web Masters/Publicity Officers: Angela Boyd (UCSB) and Brian Williams (UCI)
  - Treasurer: Lise Snyder (UCLA)

### **Changes**

Leadership: There were no changes in leadership during this period.

Operational procedures: No changes.

Online communication: No changes. We continue to use the CARLDIG listserv.

Other: None.

### **Programs**

Title: Tour of the Clark Library.

Where: William Andrews Clark Memorial Library.

When: Friday, December 18th, 10-12.

Attendance: Up to 25 people.

Income/Expense balance (estimated or actual): There is no expense or income.

### **Current plans/ideas**

Our only plan for the rest of the year is the tour of the Clark Library.

### **Questions/suggestions/concerns**

None.

Submitted November 12, 2009

Billy Pashaie, CARLDIG-S Chair

## **DIAL-SOUTH**

**July 1– December 31, 2009**

### **Summary of Activities**

#### Business meetings

- October 23<sup>rd</sup> 2009: Business meeting and fall Officers Election CSU Channel Islands. Conference Calls

#### Events

- August 1<sup>st</sup> 2009: Social event tour of the Mayme Clayton Library & Museum

### **Changes**

The DIAL-South officers are:

- Co-Chair: Elnora Tayag 2008-2010; Co-Chair: vacant
- Secretary: vacant
- Registrar: vacant
- Historian: Judith Samuel 2009-2010
- Communications Officer: vacant

### **Current plans/ideas for year ahead**

- Recruit more members to fill the vacant positions
- Submit proposal for CARL Conference 2010
- Next business meeting January 22, 2010
- Social event, Hollywood Chinese: The Arthur Dong Collection 2010

Submitted on November 10, 2009

Chimene E. Tucker

## SEAL-South

July 1– December 31, 2009

### Summary of Activities

Business meetings – Minutes are posted to SEAL-S website: <http://www.carl-acrl.org/ig/seals/minutes.html>

- February 18, 2009
- March 19, 2009
- May 22, 2009
- August 18, 2009
- September 15, 2009

### Changes

#### Leadership: 2010 officers

- Jeanine Scaramozzino, California State University – San Luis Obispo, President Elect
- Christina Mayberry, CSU Northridge, Vice President/President Elect(Program Chair),
- Kristen LaBonte, CSU Channel Islands, Secretary and Listserv Manager
- Danielle Skaggs, CSU Northridge, Membership Chair and Webmaster
- Mitchell Brown, UC Irvine, Past President

#### Operational Procedures:

- Using conference call meetings instead of traveling to a remote location
- New website designed and posted to CARL website <http://www.carl-acrl.org/ig/seals/>
- Added past minutes and photos to SEAL-S's website

#### Online Communication:

- Agendas and minutes of meetings posted to IG website using Google Docs.
- Approved CARL website space for SEAL- South
- SEAL-S webmaster has transferred more content website to CARL site design template.

### Programs

Title: Excellent Adventure: Santa Cruz Islands

Where: Santa Cruz Island, Channel Islands CA

When: Saturday, 18 April 2009

*Event cancelled to due to scheduling conflicts.*

Title: Getting to the Root of STEM Education

Where: California State University - Northridge (CSUN) and through Second Life (3D virtual world)

<http://tinyurl.com/yg7nzov>.

When: Friday, December 4, 2009, 9:30 am 2:30 pm

#### Current plans/ideas for year ahead

- Planning a Spring Excellent Adventure for April 23, 2010 to the CSU-San Luis Obispo

Submitted on November 15, 2009

Mitchell Brown, SEAL-S Chair 2008-09

## SCIL

July 1 – December 31, 2009

### Summary of Activities

#### Business Meetings

- October 2, California State University, Fullerton  
Minutes: <http://carl-acrl.org/ig/scil/minutes/MinutesOctober09.html>
- December 4, California State University, San Marcos  
Minutes will be posted at: <http://carl-acrl.org/ig/scil/minutes/MinutesDecember09.html>

### Changes

#### Leadership

- SCIL Elections for 2010 were held and winners will be announced by November 25, 2009.
  - Chair: Marsha Schnirring (Occidental College)
  - Vice-Chair / Chair Elect: Allison Carr (California State University, San Marcos)
  - Secretary: Coleen Martin (California State University, Northridge)
  - Program Registrar: Christina Sheldon (California State University, Los Angeles)

Operational Procedures: No changes

#### Online Communication

- Duffy Tweedy, who provided years of excellent service to SCIL as the Webmaster, stepped down in July of 2009 and was replaced by Tina Breitbach.

Meetings: No changes

#### Programs

- SCIL did not hold any programs during the second part of the year. We are currently planning for SCIL Works in February 2010.
- Our proposal for a workshop at the 2010 CARL Conference in Sacramento is being considered.

#### Current Plans

- We are well on our way to planning SCIL Works which will be held at the CSU Chancellor's Office, Long Beach on February 5, 2010. The theme is "Practice, Practice, Practice (P3): Reinvigorating ILI Pedagogy." More information will be posted at: <http://carl-acrl.org/ig/scil/scilworks/index.html>. Registration will open in mid-December.

#### Questions/suggestions/concerns

- None.

Submitted on November 12, 2009

April Cunningham, SCIL Chair

## **CARL-IT SOUTH**

Carl-IT South Group is working with Carl-IT North Group about the merging issue, the re-organization, and communication issues. No final decisions have been made yet.

Submitted on November 13, 2008

Wei Ma, CSUDH

**Membership Director  
Kelly Janousek**

I worked hard on a membership drive and we added 105 members this quarter. The statistics are:  
CARL 2009 4th Quarter Membership Report – December 3, 2009

428 current members from of database of 795 members, 105 renewed this quarter.

Since September 11, there has been 1 new member.

There were 22 CARLALL messages posted this quarter.

I have almost completed the moving of members to the new CARLALL on carl.org site. Closing this listserve has made quite a few members realize they were not current CARL members.

I also got the CARL Conference registration up and running -- it is set so one cannot register unless they are a current CARL member (yaaaa!) We have 5 registered for the conference and 9 who made started the process to register.

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**Treasurer  
Pam Howard**

Balance in checking as of December 4/09 - \$1,192.52

Balance in Savings as of December 4/09 - \$21,501.91

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**ACRL Chapters Council Delegate  
Long Range Conference Planning Committee  
Les Kong**

Hi folks,

Here are my reports:

ACRL Chapters Council Delegate Report

\*On track, and registered to attend ALA MidWinter Conference, January 15-20, 2010, Boston

\*Will be submitting an article on behalf of CARL on our chapter activities to ACRL Chapter Topics Newsletter (due this Friday)

\*I recently participated in a conference call with other ACRL Chapter leaders, as I am part of a subcommittee to craft a resolution to ACRL National to increase each chapter's per member reimbursement rate (currently at \$1 per member). This resolution will be presented to the ACRL Executive Director at our Chapters Council meeting in January 2010 at ALA MidWinter.

Long Range Conference Planning Committee

\*After months of numerous telephone calls, emails, site visits to hotels, our committee (myself, Joseph Aubele, and Deborah Schaeffer) made a final recommendation to the CARL Board on a ranked list of hotel sites for the 2012 Conference.

\*After receiving direction from the Board as to selection of the hotel (San Diego Marriott Mission Valley) for the 2012 Conference, I worked with a representative from a third party company, ConferenceDirect, to hammer out details as to the contract between CARL and the San Diego Marriott Mission Valley -- this took many hours of contract review, and lots of back and forth, with the hotel manager. Settled on a final draft of the contract, and ran it by Amy, who signed off on the contract.

\*Based on this recent experience, which was extremely positive, I will be making a recommendation to the Board, that CARL again use the services of ConferenceDirect to assist our organization in securing future conference sites, as well as to assist in contract negotiations (note: this time around, ConferenceDirect provided assistance to CARL (at no charge) only on contract negotiations).

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## **Web Coordinator Report**

**Julie Shen**

**December 7, 2009**

### 1. Public Web

- Worked with the Conference Planning Committee on informing public about April 2010 conference. Reset conference website password for Allie.
- Updated Job WP software version and deleted spam.
- Created new webpages and listserv for a new joint North-South CARL IT interest group.
- Created new Flickr and Facebook icons.
- Wrote announcement re: CARL Flickr and Facebook for newsletter.
- Updated access information for the CALIBACA listserv.
- Discussed updates with new SCIL webmaster.
- Updated Board Photo Roster.
- Updated the Minutes page.
- Updated CARL Rockman scholarship page.
- Updated CARL Research award pages.
- Made updated IG guidelines available.
- Made the latest issue of the newsletter available.
- Made updated standing rules available.
- Made updated IG-North listings available.
- Made updated South Campus Liaisons listings available.
- Helped answer a question about membership renewal.

Draft #1 12.15.09

2. Members Only

- Sent new logo to Membership Director for the membership directory.
- Granted newsletter access to members.
- Re-opened newsletter archive to the public.

3. Board Only

- Served on the Elections Committee by participating in email discussions about procedures and making sure the website included the correct information.

4. Announcement

- I am going back to school! Due to the heavy workload, I am resigning as CARL Web Coordinator but will continue fulfilling my duties until the executive board finds a replacement for me to train.