

**CARL Board of Directors Meeting  
December 05, 2005  
University of the Pacific's  
McGeorge School of Law, Sacramento  
10:00 a.m. - 2:00 p.m.  
Minutes**

**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); John Dobbins (Private-Director at Large and CLC-S); Judy Lee (Director at Large, UC and IG Coordinator-S); Carl Bengston (ACRL Chapters Council Delegate); Aline Soules (Legislative Liaison); Liz Ginno (Newsletter Editor); Lynne Reasoner (Archivist); Tracey Mayfield (newly elected VP-South); and Julie Shen, (incoming Secretary).

**Not Present:** Bonnie Petry (Webmaster), Lynn Lampert (Director at Large, CSU), Rachel Minkin, (CLC-N), Ron Rodriguez (Immediate Past President), Locke Morrisey (incoming Private Institutions Director-at-Large); Deborah Moore (incoming Community Colleges Director-at-Large); Celia Bakke (incoming Treasurer).

**1. Welcome**

CARL Board President Jean Purnell convened the meeting at 10:00 a.m. and welcomed the new board members: Tracey Mayfield (CSU Long Beach), newly elected VP-South and Julie Chen (Cal-Poly Pomona), incoming Secretary.

**2. Approval of Minutes**

The minutes from the Sept 19, 2005 meeting were unanimously approved with one correction regarding the conference budget assumptions in #7C.

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

Items that are incomplete or not on today's agenda will be carried over to current Action Items list (see item #20)

**4. Approval of Agenda**

Agenda was unanimously approved.

*Full reports from the Executive Board are available in the Yahoo briefcase under "Board Reports"*

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

Among her activities this quarter, Jean reviewed and advised on the honoraria policy for conference speakers, considered options for strengthening financial planning for CARL and followed up on activities of several CARL committees. At the meeting, Jean brought to the Board a request from Patrick Sullivan (SDSU) to approve complimentary registration for 1 or 2 librarians from Mexico to attend CARL 2006 conference as a

“good will” gesture. This motion was unanimously passed. It was suggested that the recipients could write some sort of reflection on the experience for the CARL newsletter. In the future, the Conference Planning Committee can take this up if it becomes standard practice. Also, the CARL Research Award Committee could not identify a worthy proposal by the deadline even after an extension of the deadline. As a result the Committee decided **not** to give an award this year. Jean appointed Jackie Borin (CSU San Marcos) as the new chair to replace Brian Lym. The next call for proposals should go out in early spring. The next item was a discussion on how CARL could honor Ilene Rockman’s contributions to the profession. It was proposed that the CARL/ACRL conference scholarship award be named in her memory. Board unanimously approved the naming of the “**Ilene F. Rockman CARL/ACRL Conference Scholarship Award.**” Suellen will contact Ilene’s husband, Fred Gertler for his feedback. Finally, Les Kong, Chair of the ad hoc task group to select/recommend a 2008 conference venue submitted some questions to Jean via email to discuss with the Board. Suellen recommended that Les refer to the Conference Planning Manual for some of the answers. Ideal: the conference should have the best mix of affordability, accessibility, and be a relatively attractive destination.

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

Suellen reported that the CARL South mini-conference will be held on Dec. 9, 2005 at Pollack Library, CSU Fullerton. Anticipates 70 people attending. Also, Suellen presented on behalf of CARL at the Library Information Science Students to Encourage Networking (LISSTEN) during “Library and Information Science Professional Association Day” on October 16, 2005. SCIL also had a table and distributed handouts (LISSTEN wasn’t aware that SCIL is part of CARL) Suellen commented that there were only 5 or so students in attendance and no one knew the reason for the disappointingly low turnout.

## **Report of the Nominating and Elections Committee**

Results of election were: Tracey Mayfield (VP-South); Celia Bakke (Treasurer); Julie Shen (Secretary); Deborah Moore (Director-at-Large/Community Colleges); and Locke Morrisey (Director-at-Large/Private Institutions). Suellen gave thanks to all the committee members. Chair, Emily Woolery, got a special commendation for working right up to her baby delivery. Disappointing 38 % of CARL members voted (208 total returns). Discussion of possible reasons: some blamed the glitches in the electronic ballot; some blamed the timing. It was noted, however, that 38% voting participation is the national average. Names and photographs of the newly-elected members need to be posted on the website.

## **SCIL Proposal for LOEX Redux**

Suellen distributed a memo from Melanie Remy, 2005 SCIL Chair regarding CARL sponsoring a portion of the LOEX 2007 conference. In the memo Melanie assures that the relationships between ACRL, CARL and SCIL will be made clear to attendees in the

promotional material for CARL. Tracey spoke on behalf of SCIL's good intentions and involvement in this popular and competitive conference. Board was satisfied with the revised proposal and voted to approve \$1800 allocated to the sponsorship of featured/keynote speakers at the LOEX 2007 conference with the proviso that the CARL Board has involvement in selecting the speaker and/or introducing the speaker.

### **Letter to Library Directors**

Suellen also drafted a letter addressed to library directors reinforcing CARL's mission and relationship to ACRL. Board members gave input with regards to length and intent. Suellen will revise and redistribute. Goal is to send out in January (well before CARL conference).

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

Most of Vicki's work this term this quarter has been with the Committee on Organization (see #10 below). She is working with Kris to prepare for a CARL-North December meeting/program at the State Library in Sacramento. She also addressed the issue about whether or not an additional IG related to copyright should be formed. Rather than form another IG, she suggested a theme of copyright that all/some IGs can participate in. Further discussion about how to incorporate a copyright theme in multiple CARL programming will continue at the next meeting.

### **8. Treasurer's Report, Ann Hotta**

Ann distributed the previously approved 2005 budget, proposed 2006 budget and Conference Profit and Loss statement from Pasadena, 2004. The 2006 budget is an **estimate** based on previous statements and financial information. Projected a possible net income of \$10,000 from the conference. Board approved 2006 budget with the understanding that it is a "preliminary" budget, that is, a budget based on past practices but is not necessarily binding. She also reminded everyone to turn in requests for reimbursement as soon as possible as Dec. 31 is the end of the fiscal year.

### **9. Conference Planning Committee, Suellen Cox**

Update on Asilomar conference: Locke Morrissey is serving as conference co-chair in charge of programming. Website for registration is up & open. Schedule will be going up mid-Dec. 12 have already signed up. 100 flyers have been printed. Suellen's goals are to increase conference attendance and aggressively pursue vendor support while controlling conference costs. She distributed a "best case" and "worst case" scenario for conference expenses, being very conservative in her estimates. Board unanimously approved the conference budget.

### **10. Committee on Organization, Vicki Rosen**

#### **a. Conference Planning Committee**

Vicki distributed a draft proposal for the makeup of the CARL Conference Planning Committee. A motion to approve this document will be tabled until the next meeting.

### **b. Interest Group Guidelines Update**

Kris and Judy are still working on the draft of the IG guidelines and are seeking feedback from IGs on how CARL can help them. The pesky “what does it mean to check the IG box on the membership form?” is still an issue. Some IGs are finding that submitting quarterly reports (even brief ones) is burdensome. Ultimate goal is to create guidelines that provide a unifying structure to IGs while allowing some autonomy for the groups who want it.

### **c. Establish a Finances Council**

As a result of her ongoing conversations with the Committee on Organization, Vicki proposed to establish a **Finances Council** consisting of the Treasurer, President and VPs. This group would look at future planning, develop policies and practices and make recommendations to the larger Board. The Board voted to establish the council but the group’s charge would still need to be defined at a future meeting. Vicki also thanked Ann Hotta for all her work as Treasurer and her suggestions/recommendations in addressing issues related to CARL’s long-term financial planning.

## **11. Membership Director’s Report, Kelly Janousek**

Kelley reported that there are currently 552 CARL members. She noted an increase of renewals in Oct/Nov/Dec. She believes this is an indicator of the potential success of changing the membership renewal date from January to an individualized membership starting month each year. She is still working on the best way to clarify what it means when a member checks an Interest Group box.

## **12. CARL/ACRL Conference Scholarship Winners, Suellen Cox**

The Conference Scholarship Committee considered 16 applicants and recommended that the award be presented to 2 students: **Lydia Collins** (SJSU) and **G. Salim Mohammed** (Univ. of Wisconsin – Madison). Each student would be awarded \$500 to attend the CARL 2006 conference at Asilomar. If, for any reason, either of these students is not able to attend the conference or declines the scholarship, **Allegra Gonzalez** was chosen to be a runner-up. The Board unanimously approved the recommendations and noted that the award is now known as the “**Ilene F. Rockman CARL/ACRL Conference Scholarship Award**” (see #5 above).

*The following Information -only reports were distributed electronically. There was no discussion of these reports due to time constraints. A summary of the reports is listed below and the complete reports are available for the Board under “Board Reports” in the Yahoo briefcase:*

## **12. Website Coordinator’s Report, Bonnie Petry**

Bonnie was not at the meeting but sent word via email that her article, "Wrath of the E-Gods or the Misadventures of the CARL Webmaster" will appear in the Dec. CARL newsletter.

**13. Interest Group Coordinators' Reports, Judy Lee, Kris Johnson**

Kris's main activities have been working on revising the draft of the Guidelines for Interest Groups and helping to organize a CARL North meeting at the State Library in Sacramento. CARL North has had very little in the way of programming or business meetings this past quarter. Judy submitted a report of the IG-S activities and recruited a member willing to reactivate CALM-S. Judy, along with Suellen, held a CARL-S IG chairs meeting on 11/18/05 at CSU-F to get input from IG Chairs for the guidelines and procedures.

**14. Campus Liaison Coordinator's Reports, Rachel Minkin, John Dobbins**

After filling the Liaison Coordinator position vacated by Brian Lym back in September, Rachel has done the following: 1) Assisted CARL-North school liaisons in correcting their information on the CARL website; 2) Welcomed three new liaisons to service and explained their new position; 3) Assisted Vicki Rosen and Kristin Johnson in planning for the December 12<sup>th</sup> meeting and collected materials from the CARL-North liaisons for *People and Places*. John Dobbins solicited and continued to receive "Faces and Places" newsletter items, about 25 in all, for the most recent issue of the CARL newsletter and he also updated Bonnie and Kelly on campus liaison changes.

**15. Secretary's Report, Robin Imhof**

Robin revised and distributed the minutes from the September meeting, revised and distributed the "Duties of the CARL Secretary" document in time for the newly-elected secretary's use, maintained documentation on yahoo briefcase and prepared the 2005 email correspondence for the Archives.

**16. Newsletter Editor's Report, Liz Ginno**

Liz had no report. As of the drafting of these minutes the print copy of the December newsletter went out to members and is available on the CARL website.

**17. Legislative Liaison's Report, Aline Soules**

Aline continues to send out messages to calibaca-l which are forwarded to the community college group and to the Sierra Nevada Chapter of SLA. She also wrote a couple of pieces for the CARL Newsletter. Last year, there was some discussion about the state legislative day, but nothing came of that. She will contact John McGinnis in Jan. about possible involvement in CLA's State Legislative Day.

**18. Archivist's Report, Lynne Reasoner**

Lynne had no report.

**19. ACRL Chapter Council Delegate's Report, Carl Bengston**

Carl had no report

*Meeting was adjourned at 2:00 pm. Jean passed the mighty gavel to Suellen who promised to use her Presidential power for good and not for evil.*

## 20. Action Item List

1.	<b>Revise Standing Rules regarding duties of Campus Liaison Coordinators in membership renewal efforts</b>	<b>Kelly J / Suellen C</b>
2.	<b>Review structure of Conference Planning Committee proposal. Board members are to send any comments on the proposal to Vicki and Suellen.</b>	<b>Board</b>
3.	<b>Discussion about website redesign/update</b>	<b>Communications Committee</b>
4.	<b>Promote stature of CARL to Library Directors. Board members to send any advice re the draft to Suellen (make it shorter, use bullet points). Suellen to send the letter out in January 2006.</b>	<b>Board / Suellen C</b>
5.	<b>Discuss IG guidelines draft and approve, following review by various IG leaders</b>	<b>Kris J / Judy L / Board</b>
6.	<b>Discuss possibility of distributing a survey to members as a way to communicate member needs</b>	<b>Kelly J / Communications Committee</b>
7.	<b>Write to California ACRL members (who are not CARL members already) and encourage them to join CARL</b>	<b>Kelly J</b>
8.	<b>Investigate RegOnline's ability to produce conference budget scenarios through their software</b>	<b>Kelly J</b>
9.	<b>Create a process for putting CARL conference papers on website</b>	<b>Communications Committee</b>
10.	<b>Create parameters for end of year reports to Archives</b>	<b>Committee on Org</b>
11.	<b>Contact Patrick Sullivan regarding complimentary registrations for 2 Mexican librarians; Patrick to contact Suellen with specifics of process and those attending</b>	<b>Jean P / Patrick Sullivan / Suellen C</b>
12.	<b>Ask Jackie Borin to confirm whether Research Award applicants were notified that no award was made in 2005</b>	<b>Jean P</b>
13.	<b>Update CARL website with recent Research Award recipients</b>	<b>Bonnie P</b>
14.	<b>Contact Fred Gertler regarding the naming of the CARL/ACRL Conference Scholarship Award for Ilene Rockman.</b>	<b>Suellen C</b>
15.	<b>Develop a protocol for fundraising for the Ilene Rockman award.</b>	<b>Finances Council</b>
16.	<b>Respond to Les Kong regarding 2008 Conference Venue Selection Task Force's questions</b>	<b>Jean P (done)</b>
17.	<b>Write thank you letters to members of the Nominating and Elections Committee, Kelly Janousek, and John McGinnis</b>	<b>Jean P</b>
18.	<b>Obtain photographs for new Board members to send to Bonnie for the website</b>	<b>Suellen C</b>

19.	Contact SCIL regarding approval of LOEX funding request	Suellen C
20.	Aline Soules/Patrick Newell to contact interested parties regarding their copyright related programming for CARL conference.	Aline Soules / Patrick Newell
21.	Develop a charge and procedures, to be added to Standing Rules, for the newly formed Finances Council and bring for discussion/approval at a future Board meeting.	Vicki R / Finances Council
22.	Consider use of online version of Quickbooks	Finances Council / Treasurer (Vicki R)
23.	Develop a solution for IG members to identify their degree of interest: membership or active volunteer	Kris J / Judy L / Kelly J
24.	Update Administrative Calendar (indicate a Feb. 10 date for North regional meeting and a Feb. 24 date for a South regional meeting)	Julie Shen (with Robin Imhof)

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**(REVISED) Meeting Dates for 2006:**

Monday, March 13, 2006, CSU Fullerton

\*Monday, June 5, 2006

\*Monday, September 18, 2006

Monday, December 4, 2006

All meetings are from 10-2 unless otherwise notified

\* Indicates a videoconference meeting

Submitted by Robin Imhof, Secretary