

## CARL Executive Board Minutes

June 15, 2012

Present: Stephanie Brasley, Kelly Janousek , Les Kong, Lise Snyder, Matt Conner (minutes), Nicole Allensworth , Pam Howard, Shana Higgins, Dominique Turbow, Hesper Wilson, Liz Ginno, Kathlene Hanson, Ned Fielden, Allison Carr, April Cunningham

Absent: None

Meeting called to order at 10:08 am

### 1. Introductions

### 2. Approval of Agenda

Hesper moved to add the standing rules to the agenda. Kathlene seconded. It was asked how this item is different from 6b “Executive Board Decision-Making Process—Standing Rules Draft.” Lise explained that the two are the same. She explained the notations for the draft document (attached separately). Track changes are in red. Kelly’s additions are in green. Strikeouts are to remove material. Gray highlights indicate a need to think further or signify major change.

### 3. Approval of Minutes

Pam notes on p. 2 of the minutes for March 26, 2012 that on p. 2, the increase listed for the 2012 conference of 117% should read 17%. On p.3, a 10% value is misidentified as insurance and should be an overhead fee. For number 4, the discussion of new business, there is a statement that conference participants can attend as long as possible but this is not in the standing rules. The statement should be changed to reflect this. Stephanie suggests approval of the minutes pending changes. Hesper agrees. Kelly moves. Liz seconds. All approve with none opposed.

### 4. Announcements

None.

### 5. Reports

a) Mentoring Program: Ned reports that new recruits bring mentors to 27 with 16 mentees. Work is in progress on revising the rules. All systems are go.

b) Membership: (Kelly) As of June, we had 444 now 447 members. All go. All IGs record quarterly updates. We have crashed and burned with Excel and need to recreate files. This will have to be done again in September for renewals. Because of renewals in September, it does not make sense to send quarterly reports. They will be sent in October.

c) ACRL Chapter Councilor: Les is running for vice-chair/chair-elect of the ACRL Chapter Council at the annual meeting. Stephanie requested a summary of ACRL chapter results. It was stated that all the ACRL chapters are different with only some affiliated with the state chapter. There were questions and discussion about the virtues of joining the ACRL national organization.

#### Discussion Points

- What does ACRL do for its chapters? One benefit is the ACRL Speakers' Bureau which is of variable quality. Pam suggested considering speakers on off-conference years.
- Stephanie noted survey results on the Speaker's Bureau indicating that the satisfied percentage was equivalent to those not aware of the service. This implies a need to raise awareness. There appears to be a "disconnect" between the chapters and the national body.
- Les listed prestige, the promotion of various issues, webinars, publications and standards as benefits of belonging to ACRL.
- Pam observed that ACRL did not want to extend insurance discounts to local chapters.
- Allie suggested continuing the discussion at the September meeting to keep the reports moving at this meeting.

i)WASC ARC conference: Les moderated the special interest group of WASC at ARC held at Costa Mesa together with April Cunningham from Saddleback College and Gabrielle from Redlands University. Pam Baker and Sarah Dahlen also spoke. In addition to librarians, the audience consisted of high-level administrators with no clue about information literacy and much of the material was over their heads. The session included a summary of an info lit survey for CSU, assessment strategies and different methodologies. Gabrielle spoke about the case of CSU San Marcos.

#### Discussion Points

- Future presentations at this event will have to be pitched at a lower level.
- The event will be repeated every year
- It's great to have outreach, but if three-quarters of the audience are not librarians, that brings up the issue of identifying and understanding the audience. There were "off-the-wall" questions about libraries.
- Consider later whether to participate again next April.

#### d) Treasurer's Report:

Pam asked if it is helpful to have colored sections in the Treasurer's report. Liz answered "yes." In the report, a checking account with \$14,000 was not included. Last money for the month was \$955.57. Started with money on January 1.

#### Discussion points

- Stephanie noted that ACRL chapter expenses were high this year and asked what was typical. Pam responded that this year there was full freight.
- ACRL rules for reimbursement will be discussed with the standing rules in September.
- Pam had a nice conversation with a president of companies that insures non-profits and wants to pass on this information to conference organizers. Riders about alcohol will be needed for the conference years.

e) Conference 2012: (Allison) A conference report and a manual with lessons learned is being compiled. In the meantime, a two page summary of the conference with highlights has been sent.

#### Discussion Points

- Ned observed that there was a question of how paid attendees would register. This will be taken up by the conference manual committee.
- Ned also observed that some people on review boards had papers submitted for the category they were reviewing. Allie noted that it is difficult to coordinate this with registration and that the person above recused herself from reviewing the paper. There was no problem like this in 2008. Ned noted that it is important to safeguard the quality of peer-review. Allie agreed and said that this matter will be addressed in the conference manual.
- Stephanie noted that there was a similar instance of the chair for the breakout sessions who had a conflict and recused herself. Action item: the conference manual committee will consider this type of conflict.
- Stephanie observed that the standing rules cover matters such as who pays and who doesn't. Conference procedures, on the other hand, should go into the manual.
- It was decided that for transparency, relevant material from the Executive Board on Google Docs should be made available (but not editable) to the conference committee.

f) CARL Newsletter: Nicole announced that the June newsletter is up and the link posted. She thanks contributors especially Ned for a great piece with photos, and she calls for contributions for September.

## 6. In Progress/Old Business

a) CARL IG fee announcement in March 2012 Newsletter: Deleted from agenda.

b) Executive Board Decision-Making Process – Standing Rules Draft:

Stephanie observed that Lise, Kelly, Pam, and Hesper are on the committee. Stephanie has not had a chance to read the draft and wished to defer discussion to the September in-person meeting. Conference rules would be deferred as well.

### Discussion Points

- Pam suggested posting the draft of the standing rules to Google Docs for review by the Executive Board in order to avoid confusion by email.
- Allie requested that the by-laws make short mention of elected officers with examples of their duties and practical guidelines with see also references.
- Lise suggested dividing the work into sections. Under the presidency of Sue Ellen Cox, many rules in the by-laws were removed, making it hard to find documents and files. So everyone should look at sections of the by-laws relevant to their position to see if they fit.
- Lise observed that standing rules are more for procedures while by-laws are a basic structure. Allie was not under the impression that the by-laws were being changed. Action Item: The committee on standing rules is charged with cleaning up the standing rules. And all officers must review the standing rules and by-laws relevant to them.
- Allie noted that the standing rules have a Committee on Organization and perhaps they should review the by-laws and the standing rules. This committee also deals with the unevenness of officer involvement in the biennial conference, an issue that was discussed at the last December meeting. The committee consists of the junior vice-president, secretary, treasurer, and members appointed by the president.
- Members of the Committee on Organization will be Pam, Lise, Kelly, Hesper, Allie, and Matt. Moved and seconded to include the Membership Chair, Kelly, to the Committee on Organization. Action Item: Allie appointed by Stephanie as Chair of this committee.

c) Taskforce on CARL structure and Conference Coordination: Stephanie is still looking at Kelly's document. It was suggested by Hesper and Liz that the secretary get key

comments and record the discussion. Stephanie approved and added that a template of the discussion will be sent in advance of the September meeting.

d) IG Business: (Dominique) CALM-IG has enough signatures for a motion to be made to reinstate them. (29 signatures required for approval.) Allie approves of the motion and is seconded by Pam. Motion to reinstate was approved.

#### Discussion Points

- Dominique sent insurance info to the numbers 1 and 2 of each interest group.
- Dominique reported that SCIL-IG requested funding for accommodation for disabilities such as sign language. Allie observed that this request required discussion because it also came up at the conference. UCI paid half the expense for a sign language interpreter. Stephanie noted that this is a major expense and that there needs to be a conversation about Budget item 5013C and the ADA requirements that need to be fulfilled. The ACRL rules need to be checked as well.
- Pam suggested checking the policies of other organizations. Les suggested inquiring into ACRL chapters. Action item: Les sends this information by mid-July to CARLex listserve. This issue will be an agenda item for September.
- Pam observed that programming for disabilities should be standardized and that conference registration would have to be raised to fund this. The choice between closed caption or interpreters needs to be discussed.
- Dominique relayed a request from SCIL for a speakerphone because there are often no facilities at the meetings. Stephanie noted that this is a broader issue of expenses for IGs and whether the speakerphone goes with the chair of the IG group. Dominique noted that meetings where members used only i-phones were difficult.
- Allie suggested having meetings only at places with appropriate equipment. Pam noted that currently the only physical objects bought for conferences are name badges and bookmarks.
- Dominique observed that interest groups give programming money to CARL and it's not clear what is expected for IGs. Pam stated that IGs made \$3000 and spent \$2500. It was noted that SCIL has a luncheon and other programs none of which are paid for by CARL.
- Allie noted that CARL expects IGs to build members and if they are not supported by CARL they cannot be expected to support CARL in return. Monetary support should be considered.

- It was suggested that the SCIL speaker phone could be lent to other IGs, but the transportation problems would be complex.
- Kathleen observed that CCI-North did not become a CARL IG because they wanted control of their finances. Stephanie stated that IGs should not be punished.
- It was observed that there needs to be a larger discussion of support for IGs that includes survey data and criteria for support. What are the guiding questions in determining support? There was a question about the basic purpose of the IGs which was answered as expanding the CARL membership.
- Action item: A small group will consider the issue of IG support. The group will consist of Dominique, Billy, Stephanie, Allie, and Liz.

e) Recording of CARL Exec Business between quarterly meetings: Matt asked for guidelines for including email correspondence between meetings into the minutes. He made a connection with the 12/9/12 meeting where there was a discussion on how the CARL president would have too much power if he or she were to decide on their own which items would be brought forward for discussion or vote. By the same token, it seemed questionable for a secretary to decide what information should be included in the minutes between meetings.

#### 7. New Business

a) CARL Meeting Minutes Template: Stephanie and Matt will work on a template for the minutes which will provide guidelines for including information between meetings.

8. Next Meeting, September 14, 2012 In-person: There was discussion about whether to hold the next meeting at Dominguez Hills or Long Beach. Stephanie mentioned using a Doodle poll to help decide.

9. Adjournment. Les moved to adjourn. Shana seconded. Meeting adjourned at 12:45pm.

## Quarterly Reports

### Past President Report Summer 2012

1. Consulted with Finance council, other officers.
2. Maintained Mentor program, assigned new mentors.
3. Attended ALA in Anaheim (visited CARL member poster presenters, attended variety of panels/talks including Library History Roundtable and Philosophical, Religious, and Theological Studies Discussion Group.) Attended UC Berkeley "Library" School gathering/reunion.

Ned

### Secretary's Report Summer 2012

I revised and submitted minutes for the 3/26 meeting, took minutes for 6/15, sent them out for revision, and monitored email discussion for the minutes of the next meeting.

Matt

### Treasurer's Report Summer 2012

I wrote checks, made deposits

Finished filing the 2011 taxes

Started working on the financial standing rules with the CARL finance Committee

this table is the balances in the bank account on the first of the quarters.

Month	Checking Balance	Savings balance
January 1 <sup>st</sup>	\$12,937.49	\$21,612.12
March 1 <sup>st</sup>	\$35,013.47	\$21,619.21
June 1 <sup>st</sup>	\$14,730.83	\$21,630.07
September 1 <sup>st</sup>	\$13,073.36	\$21,640.21

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### **Southern IG Coordinator Report Summer 2012**

This quarter I spent lots of time revising the IG Manual and Program Planning manual. I'm still working out a strategy with Stephanie for gathering feedback so stay tuned!

Dominique Turnbow, MLIS

Undergraduate Services Librarian | [UCSD Biomedical Library](#)

### **ACRL Chapters Delegate Report Summer 2012**

\*Attended ACRL Chapters Council at ALA Annual in Anaheim. Elected as incoming Vice-Chair/Chair-Elect of Chapters Council. Attended working group meeting of Chapters Council to work on ideas/strategies to promote increased participation by chapters.

\*Worked with Long Range Planning Committee (Schaeffer & Aubele) and ConferenceDirect rep to plan for 2016 CARL Conference venue selection. Determined that seven (7) hotels in Southern California met our criteria. Made site visits to each of the hotels in early August. Eliminated two of the hotels from immediate consideration.

\*Continued discussion and review of proposals from remaining hotel sites. ConferenceDirect rep is continuing the negotiation process with each of the hotels, seeking further concessions. Hotels under consideration are located in Orange County and San Diego.

Les

## **Email Discussion and Business 3/26/12 – 6/15/12**

### **Viewability of the Conference Link (3/29 – 4/2)**

Some Board members were not able to see the link to the conference from the CARL homepage. It was viewable for some people on some browsers but not others.

### **Possible Mentors (4/1 – 4/2)**

Ned sent out a request for more mentors for his recruiting drive and a separate request to the Board for suggestions.

### **Community College IG Luncheon (4/3)**

Allison sent out an announcement about a Community College IG Luncheon at the annual conference.

### **CARL Interest Group Documents (4/11)**

Dominique sent out a request for copies of Interest Group documents in MS Word for her to update.

### **SCIL Request for Speakerphone (4/13)**

Dominique passed on a request from SCIL for \$100 to purchase a speaker phone. Pam noted that this raises a larger question of how to process requests like this. Stephanie observed that this request is categorically similar to another one and needs discussion at the next meeting. Pam pulled documents from Google Docs suggesting that CARL is bound by guidelines as an ACRL chapter.

### **Minutes Approval (4/18-4/20)**

Minutes of 12/11/11 meeting moved for approval, seconded, and approved.

### **ACRL Chapters Council Survey (4/23-5/2)**

Dominique asked whether the Board should circulate a survey from the ACRL Chapters Council to CARL members and encourage them to complete it. Five votes for approval recorded from Board Members. Kelly sent the announcement .

### **Question about ACRL Blog (6/6-6/11)**

Pam asked whether the Board participates in the ACRL blog. Les answered that we do and asked for material to share at the April conference. Stephanie mentioned that she had already sent in a summary of CARL activities to ACRL. Stephanie forwarded a link to the ACRL Chapter Topics newsletter.

### **Conference Proceedings (6/8)**

Kathlene announced that the CARL Proceedings are online.

### **CARL Newsletter (6/8)**

Nicole announced that the CARL Newsletter for June 2012 is posted.

### **ACRL Annual Reports (6/12-6/13)**

Stephanie announced that the ACRL Chapter annual report is due 7/20 and asked where previous reports can be found. Ned responded that the reports were never posted online and that he was required to fill out an online form. He promised to send Stephanie a hard copy of the previous year's report.

### **CALM IG Documentation (6/14)**

Stephanie forwarded to Matt documentation related to CALM IG agenda item for posting with minutes (attached).

### **Electronic Discussion in Minutes (6/14)**

There was discussion about recording the Board's email discussion between meetings. Kelly forwarded to Matt a relevant section of the by-laws.

### **Section IV: Board Intermeeting Voting and Business**

- A. Bylaws authorize electronic voting of Board of Directors. When a question comes for vote between Board meetings that needs immediate action the following must be documented at the next regular meeting of the Board:
  - a. a call for an email vote can be made by any Board member;
  - b. the call will set a deadline of 5:00 p.m. seven calendar days after the call for each member of the Board to discuss the item;
  - c. upon the eighth calendar day, the President will ask for an official vote with a deadline of 5:00 p.m. seven calendar day for members of the Board to vote;
  - d. upon the completion of the vote the President will tally the vote, email results to the Board and Secretary to record for the next Board meeting minutes.

California Academic & Research Libraries (CARL) Association  
Standing Rules (2005)  
Draft Revision 6/15/2012

These Standing Rules elaborate and supplement the operating policies of the California Academic & Research Libraries Bylaws. As such, they are intended to represent the current practices and procedures of the organization. These Standing Rules shall be adopted, amended, and/or repealed by the CARL Board of Directors. Any Board member may propose to amend or repeal these Rules. Proposals are adopted by a majority vote of the Board members and the Rules are updated as approved.

Section I: Membership and Dues

Section II: Duties of Appointed Officers

Section III: Board of Directors

Section IV: Board Intermeeting Voting and Business

Section V: Elections

Section VI: Definitions and Duties of Standing Committees

Section VII: Conference Guidelines

Section VIII: Donations

Section I: Membership and Dues

- A. Membership Rights: Every member has the right to hold an elective or appointed office or committee assignment in the Association, including Interest Group offices.
- B. Dues: Annual dues, based on an Academic Year (September to August) are \$40 for members with or without dual membership in ACRL. Annual dues are \$20 for retired members of the Association. Students, who are enrolled in a library school program, annual dues are \$20 with a 2-year limit.

Section II: Duties of Appointed Officers

- A. Interest Group Coordinators for each region shall:
  - a. provide the Membership Director with an up-to-date roster of the ~~chairman, officers and committee members~~ of each interest group;
  - b. regularly inform interest group leaders of CARL activities;
  - c. orient interest group leaders with respect to CARL policies and procedures;
  - d. act as liaison between the interest group leaders and the CARL officers and Board of Directors;
  - e. provide advice and support to regional ~~and state-based~~ recognized active interest groups;
  - f. ~~coordinate with interest group leaders the dates and topics of regional programs;~~
  - g. ~~insure that all interest group programs and meetings include mention of CARL, distribution of membership applications, and introduction of any CARL leaders present at the meeting;~~

- h. insure that interest group programs and other activities are announced and reported in CARL publications, electronic communications and other channels, as appropriate.; and
  - i. if appointed from the membership at large, serve as an ex officio, non-voting member of the Board of Directors.
- B. Campus Liaison Coordinators for each region shall:
- a. serve as a member of the membership committee;
  - b. provide the Membership Director with an up-to-date roster of CARL campus liaisons in the region;
  - c. work to extend the campus liaison network to institutions not represented by CARL members;
  - d. regularly inform campus liaisons of CARL activities;
  - e. orient campus liaisons with respect to CARL policies and procedures;
  - f. act as liaison between the campus liaisons and the CARL officers and Board of Directors;
  - g. ~~communicate with campus liaisons on behalf of the Membership Director in regard to membership renewal and recruitment activities;~~
  - h. insure that news of members and institutions is reported by campus liaisons in CARL publications, electronic communications and other channels, as appropriate; and
  - i. if appointed from the membership at large, serve as an ex officio, non-voting member of the Board of Directors.
- C. Newsletter Editor shall receive a stipend to:
- a. serve as an ex officio, non-voting member of the Board of Directors;
  - b. organize and oversee the production and distribution of the Association's official newsletter;
  - c. develop and administer editorial policies in consultation with the President and Board of Directors;
  - d. work with the President and Board of Directors to plan the content of each issue and solicit materials;
  - e. advise the President and Board of Directors on other matters relating to the publication and communication of information about CARL activities.
- D. Web Site Coordinator shall receive a stipend to:
- a. serve as an ex officio, non-voting member of the Board of Directors;
  - b. ~~organize and oversee the development and maintenance of the Association's presence on the web;~~ maintain the CARL web site;
  - c. develop and administer editorial, design and technical policies for the Association's electronic communication media in consultation with the President and Board of Directors;
  - d. work with Interest Groups to provide space and communications venues via the CARL web site;

- e. maintain and preserve usernames and passwords for google site (or other shared working site for document sharing) and other working areas of the web;
- f. work with the President and Board of Directors to plan the content of all electronic communications and materials; and
- g. advise the President and Board of Directors on other matters relating to the Association's electronic forms of publication and communications.

E. Archivist shall:

- a. serve as an ex officio, non-voting member of the Board of Directors;
- b. organize and maintain the CARL archive;
- c. maintain a list of materials which should be routinely submitted to the archive, and periodically remind those responsible for submitting materials to be the archive, to insure that materials are added consistently according to the established guidelines;
- d. develop guidelines and procedures for requesting information or copies of materials from archives; and
- e. retrieve information from the archives as requested by another officer of CARL or the Board of Directors.

F. Legislative Liaison shall:

- a. serve as an ex officio, non-voting member of the Board of Directors;
- b. inform the CARL membership of federal and state legislation that affects academic and research libraries and librarians;
- c. encourage the CARL membership to be pro-active in contacting their congressional representatives to urge action on key issues;
- d. work with the ALA Washington office to connect the CARL membership with the national library organization legislative initiatives; and
- e. ~~where feasible, work with lobbyist at the national, state and institutional level to promote the goals of libraries and librarians.~~

G. Conference Manager shall receive a stipend to:

- a. serve as an ex officio, non-voting member of the Board of Directors;
- b. inform the CARL Board of Directors about conference location and issues concerning the conference;
- c. work with Finance Council to set conference fees and budget;
- d. work with conference chair(s) on various timelines, themes and logistics;
- e. update the conference planning manual; and
- f. serve as a member of the long-range conference planning committee.

### Section III: Board of Directors

A. Duties of Directors-at-Large shall:

- a. represent generally, through election to the Board one of the following specific constituencies within CARL membership: ~~academic and research librarians at:~~

- i. the University of California;
  - ii. the California State University;
  - iii. the Community College, and
  - iv. private or independent universities, colleges, or other organizations;
- b. advise the President and Board of Directors on other matters relating to the specific constituency group;
  - c. if appointed, serve as an Interest Group or Campus Liaison Coordinator, usually for the northern or southern region; and
  - d. perform other specific responsibilities as may be assigned by the President in order to accomplish the tasks of the Board and fulfill the goals of the organization.

Replace above with what follows below:

### Section III: Duties of Directors-at-Large

Directors-at-Large shall:

- A. Represent generally, through election to the Board of Directors, one of the following constituencies within the CARL membership:
  - i. the University of California;
  - ii. the California State University;
  - iii. the Community College, and
  - iv. private or independent universities, colleges, or other organizations;
- B. Advise the President and the board of directors on other matters relating to the specific constituency group;
- C. If appointed, serve as an Interest group Coordinator or Campus Liaison Coordinator, usually for the northern or southern region;
- D. Perform other specific responsibilities as may be assigned by the President in order to accomplish the tasks of the Board and fulfill the goals of the organization.
- E. Compensation for Travel (CURRENTLY BEING REVIEW BY FINANCES COUNCIL)
  - a. Board members who can obtain reimbursement from their institutions for travel to CARL Board meetings. If this is the case, reimbursement should be sought from the institution.

- b. Otherwise, travel reimbursement will be made for Board members to Board meetings. Reimbursable expenses include airfare, ground transportation to and from the airport, or airport parking.
- c. Automobile mileage to and from the meeting, which will be reimbursed at the standard mileage rate set by the Internal Revenue Service.
- d. Board members may also voluntarily choose to waive travel reimbursement.

Replace above with what follows below:

#### Section IV: Compensation for Travel (CURRENTLY BEING REVIEW BY FINANCES COUNCIL)

- A. Board members that are able to, should seek reimbursement from their institution for travel to CARL Board meetings.
- B. Otherwise, travel reimbursement for Board meetings will be made by CARL. This may include: airfare, ground transportation to and from the airport; airport parking; automobile mileage to and from meetings, at the standard rate set by the IRS.
- C. Board members may choose to waive travel reimbursement.

#### Section V: Board Intermeeting Voting and Business

- A. Bylaws authorize electronic voting by the Board of Directors. When a question that needs immediate action comes up for a vote between Board meetings that the following must be documented prior to the next regular Board meeting:
  - a. The Call for an email vote, can be made by any Board member;
  - b. The deadline for the vote will be the 7<sup>th</sup> calendar day after the call;
  - c. The call for the official vote, which shall take place by 5:00 p.m., the 8<sup>th</sup> calendar day after the Call
- B. d. The vote tally Reimbursement Procedures [ needs to be written] – move to new Section IV; Compensation for travel

#### Section VI: Elections

- A. General
  - a. Elections timelines will be set by the administrative calendar.
- B. Sequence of election of officers
  - a. In the selection of nominees for elective offices, every effort shall be made to insure fair representation from different academic and research libraries and equal proportions from University of California, California State

University, California Community Colleges, and private academic/research libraries.

- b. The terms of office of the directors-at-large shall overlap, with two directors-at-large to be elected each year.
- ~~c. The ballot shall list all nominees as candidates for “Directors-at-large”.~~
- d. The sequence will be attached to these standing rules and maintained on the CARL web site.

### C. Ballots

- a. Ballots for all elections, approval of bylaws changes and for decisions requiring a vote of the membership shall be distributed to all CARL members in good standing in accordance with the administrative calendar.
- b. The format of the ballot and the means of secure, timely and cost-effective distribution and return of the ballots shall be determined by the Board of Directors, which from time to time, may consider new methods as become available.
- ~~c. If no time limit is explicitly set for the ballot by the administrative calendar, - this is an incomplete sentence. no vote shall be counted unless received within 30 days from the day the text of the matter voted upon was distributed to those entitled to vote. The ballot will be distributed to those entitled to vote, who will have 30 days to vote from the date of distribution.~~
- d. Results shall be tabulated by the Nominating and Elections Committee and shall be published in the CARL Newsletter or other similar means for notifying the full membership.

## Section VII: Definitions and Duties of Standing Committees

### A. Awards Committees

- a. Ilene F. Rockman CARL/ACRL Conference Scholarship – Annual award developed in 2002 and named for Ilene F. Rockman in 2005, subsidizes attendance at CARL/ACRL biennial conference, thus encouraging and supporting library school students in preparing for a career in academic librarianship, with an emphasis on academic librarianship.
  - i. CARL conference biennial year awards two recipients of \$500 each.
  - ii. ACRL conference biennial year awards one recipient of \$1000.
  - iii. The Scholarship Committee shall consist of three at-large members appointed by the President, annually.
  - iv. The Scholarship Committee shall:
    - ~~1. Convene every year;~~
    - 2. communicate scholarship opportunities, including details and deadlines;
    - 3. select and recommend award recipient(s) to the Board of Directors for its approval;

4. notify applicants and recipients of Committee selections; and
5. carry out other duties as assigned by the Board of Directors.

b. Outstanding CARL Member Award – Biennial award developed in 1982 to recognize the long term - achievements and contributions of an outstanding member of the California Academic and Research Libraries organization.

- i. Award includes a \$300 monetary award and a commemorative plaque.
- ii. The awardee will be apprised of winning the Award and that it will be presented at a plenary session of the biennial CARL Conference. The awardee has the option of attending the CARL Conference or not; if the the awardee only attends the ceremony No conference fees will be charged.
- iii. The Award Committee shall consist of the ~~junior~~ senior Vice-President, as chairman, and three at-large members appointed by the President, biennially. including the latest recipient of the Outstanding CARL Member Award.
- iv. The Award 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 approval;
  4. arrange for the design and execution of the award, itself; and
  5. carry out other duties as assigned by the Board of Directors.

c. Research Award – ~~Annual award established to provide seed money to encourage CARL members engaged in research and/or publication efforts.~~ The CARL Research Award was established, in the early 1990s, to provide financial support to encourage CARL members to engage in research and/or publication efforts.

- i. Through a competitive blind, peer review, cash will be awarded to the successful applicant(s). The recipients of the award will be expected to present a summary of their research in a CARL publication or at a CARL conference.
- ii. Individual applicants may apply for awards in the range of \$250 to \$1,500.
- iii. Groups of two or more recipients may apply for awards in the range of \$250 to \$2,000.
- iv. The award amount requested must be justified by a budget.

- v. ~~The Research Award Committee shall consist of five at-large members, staggered 2-year terms appointed by the President, annually.~~
- vi. The Research Award Committee shall consist of four at-large members appointed by the President. The President shall appoint a Chair and three members for staggered 2-year terms, annually.
- vii. The Research Award Committee shall:
  1. ~~convene every year;~~
  2. solicit nominations for the Research Award;
  3. recommend an award recipient(s) to the Board of Directors for its approval;
  4. arrange for the design and execution of the award, itself; and
  5. carry out other duties as assigned by the Board of Directors.

## B. Conference Committees

- a. Conference Planning Committee – Conference were changed in 2000 to a biennial opposite of ACRL biennial conference. The Conference alternates locations within the state to accommodate membership.
  - i. The Conference Planning Executive Committee shall consist of Vice-President and Conference Manager. Co-Chairs (a Programming Chair and a Local Arrangements & Publicity Chair) are appointed by the Vice-President. **The executive committee will designate who regularly reports to the Board about the decisions and information about the conference.**
  - ii. The Co-chairs will work with President and Vice-President to appoint at-large members for the remaining Conference Planning Committee members to fill the needed duties to accommodate the conference.
  - iii. The Conference Planning Executive Committee will determine conference timeline/calendar for meeting dates and deadlines, tasks to accomplish, and conference theme and writing the theme description.
  - iv. The Programming Committee will determine and arrange keynote speakers; review and select pre-conferences; review and select breakout sessions; review and select poster sessions; determine technology usage and presentation for conference; and creates, distributes and analyzes conference evaluations.
  - v. Local Arrangements & Publicity Committee will work with Conference Manager on conference rooms; meals (reception, lunches, dinners, food breaks); flowers/table centerpieces; special events/local attractions or tours; create a list of local attractions for attendees; deals with publicity and publications; works with **conference webmaster**; sends conference updates to CARL

Newsletter editor; develop conference signage; work with a **Conference Registrar** to set up registration and name badges; provide tickets for events as needed; work with Conference Planning Executive to determine AV needs including on-site representatives on AV equipment support and troubleshoot.

b. Long-Range Conference Planning Committee was developed in 2006 to plan for future CARL conference venues.

- i. The Long-Range Conference Planning Committee shall consist of the Conference Manager and two at-large members, **from the region where the conference is to take place**, appointed by the President for staggered 2-year terms, annually.
- ii. The Long-Range Conference Planning committee shall:
  1. work with conferencing services to determine conference venues in future years;
  2. negotiate contracts and deposits for the President, the official signature for CARL; and
  3. recommend to Board of Directors venues for future conference locations.

### C. Governance Committees

#### a. Committee on Organization

- i. Shall consist of the junior Vice-President, the Secretary, the Treasurer, and two other members appointed by the President. The chair of the Committee shall be appointed from among its members by the President and shall serve as an ex officio member of the Board of Directors.
- ii. The Committee on Organizations shall:
  1. review the efficiency and effectiveness of the organizational structure in meeting the goals of the organization;
  2. assess the potential impact of proposed changes and new program initiatives on the organization and its finances;
  3. recommend revisions and amendments to the bylaws;
  4. investigate and report on such other organizational issues as may be prescribed or assigned by the Board of Directors; and
  5. carry out other duties as assigned by the Board of Directors.

#### b. Finances Council

- i. Shall consist of the President, the Senior Vice-President, the Junior Vice-President, and the Treasurer. The chair of the Committee will be appointed from among its members by the President.

- ii. **The Finances Council will call on** advisory members that include: Membership Director, Newsletter Editor, Interest Group Coordinators, ACRL Delegate, and Long-Range Conference Planning Committee members.
- iii. The Finances Council shall:
  1. monitor the overall financial health of the organization;
  2. recommend strategies for long-term financial planning;
  3. propose and monitor all budgets including annual budget and conference budgets;
  4. suggest and review recommendations for additional fund-raising efforts; **and**
  5. ~~Understand and review Quickbooks and accounting procedures; and~~
  6. ~~Understand the tax returns, insurance, and banking procedures.~~
  7. **review accounting procedures, tax returns, insurance and banking procedures at the start of new term for Treasurer.**

**c. Nominating and Elections Committee**

- i. Shall consist of the senior Vice-President, and four other members, including a chairman.
- ii. Three of the five members, including the chairman, shall be from the region from which the next Vice-President/President-Elect is to be elected.
- iii. The Nominating and Elections committee shall:
  1. call for nominations for office from the full membership and obtain from the Membership Director a record of members' past CARL participation and leadership to assist the Committee and other CARL members in nominating candidates for elected and appointed positions;
  2. prepare a slate of candidates for the election of CARL officers;
  3. organize and carry out the balloting process for election of CARL officers and for approval of proposed amendments to the bylaws;
  4. **report results of elections and list of roster of all current elected members with dates of term for web site; and**
  5. carry out other duties as assigned by the Board of Directors.

**D. Members Committees RECOMMEND MERGER OF ALL THESE COMMITTEES TO COMMUNICATIONS AND MEMBERSHIP see recommendation below.**

**a. Communication Committee**

- i. Shall consist of the Newsletter Editor, the Web Site Coordinator and the Secretary.
- ii. The Communications Committee shall:
  - 1. recommend to the CARL Executive Board design and content elements consistent with a CARL identity or template within CARL or Interest Groups;

b. Membership Committee

- i. Shall consist of the Membership Director, as chairman, the Northern and Southern Campus Liaison Coordinators, and two CARL members, one from the southern region and one from the northern region, each recommended by the Vice-President in that region.
- ii. The Membership Committee shall:
  - 1. advise the membership director with regard to membership recruitment and renewal efforts and assist in carrying them out;
  - 2. ~~assist in monthly renewal efforts in the region; and~~
  - 3. carry out other duties as assigned by the Board of Directors.

c. Web Committee

- i. Shall consist of Web Site Coordinator and three at-large members appointed by the President, annually.
- ii. The Web Committee shall:
  - 1. To assist and advise the Web Site Coordinator with organizing and overseeing the development and maintenance of the Association's web presence.

**E. Communication and Membership Committee (substitute committee)**

- a. Shall consist of the Membership Director, Newsletter Editor, Secretary, Web Site Coordinator, Northern and Southern Campus Liaison Coordinators, [Northern and Southern IG Coordinators] and two at-large members, one from the southern region and one from the northern region, each recommended by the Vice-President in that region. Additional at-large members can be appointed by CARL President to help with special projects as needed.
- b. The Communication and Membership Committee shall:
  - i. recommend to the CARL Executive Board design and content elements consistent with a CARL identity or template within CARL or Interest Groups;
  - ii. advise the membership director with regard to membership recruitment and renewal efforts and assist in carrying them out;
  - iii. assist and advise the Web Site Coordinator with organizing and overseeing the development and maintenance of the Association's web presence;
  - iv. carry out other duties as assigned by the Board of Directors.

## Section VII: Conference Guidelines NEEDS WORK

- A. Conference Registration Cancellation policies will be set by the Conference Planning Executive Committee and Conference Registrar.
- B. Pre-Conference and Conference Speaker honoraria
  - a. Sept. 27, 2005 - CARL members (exclusive of keynote speakers) are not eligible for speaker honoraria or expenses. Expenses for non-CARL members' speaker/presenters from out-of-state are negotiable.
- C. Pre-Conference and Conference Registration
  - a. Conference Registration must be purchased by any CARL member or California academic librarian who has been selected to present at the CARL conference.
  - b. Pre-conference registration must be purchased by any CARL member or California academic librarian who has been selected to present at pre-conference only.
  - c. Non-CARL members who are selected for presentation at a CARL conference or pre-conference are encouraged to purchase registration but may be waived upon negotiation of the Conference Planning Executive Committee.
- F. CARL Member of the Year once apprised of winning the Award and acknowledging its presentation at a plenary session of the biennial CARL Conference will have the option to attend the CARL Conference or not, arrangement will be made for an event fee if they are only attending the ceremony part of the conference.

## Section VIII: Donations NEEDS WORK

- A. Money donations from CARL Supporters which is earmarked for either the Ilene F. Rockman CARL/ACRL Scholarship or CARL Research Award will be used for their intended purpose and acknowledged as such.
- B. Money donations from CARL Supporters which has general, CARL Conference Support, Vendor tables or like will be used to off-set Conference expenses.

