

ACRL Chapters Council Meeting Minutes

ALA Annual Conference

Sunday, June 30, 2013

8:30-10am

Hyatt Chicago Skywalk 272

In attendance:

Officers:

Danielle Whren Johnson, Chair (Maryland)

Les Kong, Vice Chair/Chair Elect (California)

Caroline Fuchs, Secretary (Greater New York Metropolitan Area)

Ryan Gjerde, Listserv Manager (Iowa)

Regina Beard, Newsletter Editor (Kansas)

Chapter Representatives/Delegates (* indicates "new" to Chapters Council)

Stephen Stillwell (Arizona)

Tasha Cooper (Eastern New York)

Deb Raffus* (Washington)

Gwen Gregory* (Illinois)

Leslie Button (New England)

Uta Hussong-Christian* (Oregon)

Rhonda Huisman (Indiana)

Beth Lander (Delaware Valley)

Katie Blocksidge (Ohio)

Nancy Weiner* (New Jersey)

Sheila Stoeckel (Wisconsin)

Danielle Theiss (Missouri)

Pattie Piotrowski (Illinois)

Sarah Steiner (Georgia Library Association)

Scotte Reinke (Florida Library Association)

Ellen Wilson* (Alabama)

Tim Dodge (Alabama)

Scott Garrison* (Michigan)

Stephanie Mathson* (Michigan)

Welcome and introductions

Chair Danielle Whren Johnson introduced herself and then asked attendees to introduce themselves (see above).

Corrected minutes of the Chapters Council Meeting at midwinter 2013 were approved.

Les Kong introduced the candidates for ACRL Chapters Council 2013-2014 offices: Caroline Fuchs for Vice Chair/Chair Elect and Tasha Cooper for Secretary. Caroline noted that she strongly believes in the importance of Chapters Council, particularly as a vehicle to foster better collaboration, communication and cooperation between the various Chapters. Her intention as Vice Chair/Chair Elect would be to foster greater communication among the Chapters, and to continue to build on the good foundation of work already in place under the leadership of Danielle and Les. Tasha voiced the same sentiment, adding that because of her involvement in other organizations, she has found the need to track and record organizational information and data is crucial to sustaining the vitality of an organization.

There were no additional nominations from the floor. Ballot elections were held. Caroline Fuchs was elected the 2013-2014 Vice Chair/Chair Elect. Tasha Cooper was elected the 2013-2014 Secretary.

Danielle noted that Laura Heinz would take over as the newsletter editor, replacing Regina Beard. Regina had held the position for many years, and Danielle thanked her for her dedicated service.

Update on Chapters Council Online Orientation Sessions: Danielle noted that these sessions have not been formalized as yet, but that they were “in the works” since they have been handed off to Casey Kinson, who is working on development of the sessions. The original goal was to run these online sessions twice a year. Originally it was suggested that the best time would be in August, but this may not happen by August 2013 as many ACRL staff are unavailable at that time due to vacation schedules.

Danielle, noting that Chapters Council has been trying to create an online orientation for new Chapters leaders to help explain the relationship between the Chapters, Chapters Council and ACRL, gave some background relating to these sessions. Chapters Council has access to ACRL tools, so if we wanted to host a virtual meeting it would be possible so long as our group adheres to ACRL rules and guidelines. We could make use of ACRL’s Adobe Connect software. We would need to announce the meeting ahead of time, it would have to be an open meeting, etc. We could do this in the meantime while we are waiting the formalization of our online orientation sessions.

It was suggested that, via the Chapters Council listserv, newly elected Chapters officers might receive a welcome message that could include some of this information as well.

Tasha updated Chapters Council on the progress she and Stephanie have made on the Chapters Council Toolkit. They have been sorting through currently available documents. One of the pieces of this is the PDF manual for new Chapters leaders and new Chapters Council members. The current version of this document is confusing, and it is difficult to tell when it is referring to new Chapters leaders or Council members. They are not only planning to update the links, but also to re-think the document. The toolkit will provide information for newly elected leaders and members. The plan is to link to documents rather than to reproduce them. The toolkit will also provide links to pertinent pages such as bylaws and guidelines. It will contain a table of contents and key documents. It will also include key contacts, and point people in the right direction as to whom to approach with specific questions. They intend to try to separate information regarding Chapters Council leaders from Chapters leaders in the document. Some

of the questions that have arisen include: Who can attend the Chapters Council meetings? Is there more flexibility than what the current guidelines dictate? Could a Chapters representative be someone who is not on a Chapters executive board but is an active member who is willing to report back? Can Chapters hold virtual meetings as well or in addition to the physical meetings at ALA midwinter and annual. Les noted that there is some confusion about the expectation of attendance at Council, and that not all Chapters are aware that they should be sending reps to the Chapters Council meeting. Another challenge is the various governance structures of the Chapters.

Tasha reported that also in development would be an FAQ document. Tasha asked the Council members to let her know if they have any suggestions for the FAQ. What questions did they have when they were new? What sort of information would they have found useful? Please send your suggestions to Tasha Cooper (nacoop01@syr.edu). She also reported that the toolkit is not ready to be shared, but that she and Stephanie hop to send out a draft soon. They would welcome any suggestions or feedback.

It was suggested from the floor that the toolkit might also look at the varying governance structures, and perhaps include some of the different models. This information might be difficult to add, because this specific information has not been captured before. Minimally, some of the key models might be listed.

A brief discussion ensued regarding the responsibilities of Chapter representatives/attendees at Council to report and communicate back to their Chapters. Some Chapter reps summarize and share the salient discussions or items in development with their Chapter boards. Some report at the next board meetings, others disseminate through email or Chapter listservs, some send out the minutes once they have been approved.

It was suggested that it would be really helpful for Chapters to have access to sample ACRL Annual Chapters reports. These could be made available through the Chapters' listserv or perhaps through an internal archive.

Representatives were reminded that their Chapters must submit the annual report in order to get reimbursement from ACRL. The 2013 report is due in mid July. Can we share some reports before that deadline?

In order to help facilitate the report-writing, ACRL/NY has created an "after event" form that reflects the current ACRL strategic plan. Caroline agreed to share that document with both the members of the Chapters Council listserv, as well as those who were in attendance at this meeting. It is not always the case that meeting attendees are on the listserv. It is the responsibility of the Chapters to contact ACRL staff liaison Casey Kinson to apprise her of newly elected and appointed board members. Much of the Chapters contact information on the ACRL Chapters Council webpage is outdated.

It was noted that the bylaws/guidelines for Chapters Council states that our annual reports are to be shared with both ACRL and Chapters Council. To the best of everyone's recollection, the latter has not taken place. Danielle will contact ACRL to see if those reports could be shared with us.

Les and Caroline updated the Council on the development of the mentoring program. Les noted that an outline of the proposed mentoring program had been distributed. Some of the issues that might account for some Chapters not sending reps to Council might include: funding not always available for travel to midwinter or Annual; many scheduling conflicts, including other committee work; folks are confused – or unaware – of the role of Council.

One of the primary purposes of the mentoring program is to improve attendance at Council.

An online survey was distributed to Chapters via the Chapters listserv (see <https://docs.google.com/spreadsheet/cc?key=0AmSvGKjEox0rdEtldlhza0I3M1RCX3dXc3JDRmZHMUE&usp=sharing>). About 18 responses were received so far.

Other potential results of this program might be to develop discussion items, to help improve local Chapter programming, to provide feedback, to determine un-met needs, to develop new initiatives. Most importantly, the hope is to be able to develop a sustained leadership model with Chapters Council, with the goal of growing and sustaining the leadership within this body.

Chapters need to alert Casey of any changes to their executive boards, and must request that the new officers be added to the Chapters listserv. This does not happen automatically.

Caroline will re-send the online survey by the end of July, both to the Chapters listserv as well as to the email addresses of meeting attendees. The new Chapter officers will be added to the Chapters Council listserv but only if Casey is contacted. The listserv also includes some past leaders, unless they have requested to be removed.

Ryan noted that the potential challenge here is that the action that sends to this room are dispersed. Some reps are yearly appointed, but it varies from Chapter to Chapter. Les added that this is a similar challenge faced by Leadership Council – the constant turnover. How do you sustain the leadership in this group when there is so much turnover? This underscores the need to develop a sustainable leadership model.

The Arizona Chapter is moving toward a sustainable leadership model by documenting processes, timelines, workflows, etc. This further highlights the need for our toolkit, as it supports the importance of documenting knowledge.

As part of their work on the toolkit, Tasha and Stephanie will look at who is permitted to represent their Chapters at Chapters Council. Caroline noted that part of the problem is that Chapters are not fully

aware that the Council meetings take place at midwinter and at annual. It is common for Chapters to send reps to the ACRL national conference, but less common for them to send reps to ALA conferences.

It was suggested from the floor that ACRL form a task force to organize Chapters reps at ACRL national conferences, even if informally. Danielle added that she has been trying to contact Chapters individually that have not been sending reps to Council. She has not yet gotten a response from any of those Chapters.

Danielle asked for some feedback on the ACRL e-Learning pilot webcast program. Tasha mentioned that the publicized schedule doesn't go far out into the semester, which makes it problematic for planning. She asked if the full schedule might be made available sooner, or if one of the archived sessions could be one of the webcasts chosen by a Chapter. A discussion ensued regarding getting access to the archived versions of the webinars that some of the Chapters had chosen. Some Chapters were having difficulties with this issue, while others were not. Most of the Chapters taking advantage of the pilot program used the webcasts as part of a program, at which attendees discussed the session.

To clarify to reps unfamiliar with the ACRL e-Learning pilot webcast program, Danielle reminded the group that ACRL has offered each Chapter access to two free webinars, with the idea that the Chapters would use this opportunity to build a program around the webcast. Usually about 5 or 6 are offered each semester. Chapters wishing to make use of this pilot program should contact Casey at ACRL and let her know that your Chapter wants a session. These free webinars are meant to be viewed in a group with a program designed around the theme of the webcast. They are meant as a give-back to the Chapters, but at the same time as a vehicle by which to encourage new membership in ACRL national.

From the floor, the question arose regarding the logistics of this in Chapters that are geographically spread out, like Florida. Could a recording of the session be distributed via email or must that be counted as a secondary showing.

It is also possible to collocate the session with other library organizations. There was some uncertainty among the group as to whether or not the pilot program has been built into the ACRL budget for next year.

Some Chapters are using an e-vite to handle the registrations, others are using email or tools such as Wild Apricot.

Tom Dodge gave us a legislative update. He reminded the group that ACRL pays attention to legislation that affects libraries. ACRL crafts a legislative agenda each year, which must be approved by the ACRL Board. This year, a new committee has been formed, and this will change how the group meets and gets the agenda crafted. Legislative liaisons/advocates are asked to contact their Senators and Congress Members regarding these issues. ACRL makes available the general structure of the legislation, some background information, the impact that the legislation will have on academic libraries, links to the legislation, and ACRL's stand on the issue. The website has the legislative agenda and other legislative

resources. Currently the ACRL Legislative Advocates program is in limbo. It is still in existence. At the next government relations committee meeting, a decision needs to be made. Does ACRL want to continue to support this or does it want to pull the plug.

The idea was for ACRL to have a legislative network in which at least one ACRL member would act as an advocate for each U.S. Congressional district. This had worked in the past. Through the legislative network listserv, Kara Malenfant sends updates and alerts. Legislative advocates call or write or email their elected officials, speaking on behalf of academic librarians. Much of the current concern is around funding. Tim encouraged attendees to sign up to become a legislative advocate. All you need to do is fill the form online. The Government Relations Committee reviews the applications, and then appoints the advocates. Tim also asked that those present at the Council provide him with the name and contact information of their Chapter's legislative advocates.

Some discussion ensued about the legalities of organizations with 501c3 or 501c6 status lobbying for legislative issues. These organizations cannot lobby for legislation, but they can support the legislation. There is a distinction here. In order for the Delaware Valley to regain tax exempt status, board members must dictate the percentage of time dedicated to the task.

Stephen Bell, Trevor Dawes and Mary Ellen Davis, representing the ACRL Leadership, attended the Council meeting for a while to provide updates and share information.

Stephen Bell visited 12 Chapters this year, and expressed his appreciation for the opportunity to make those visits. His most recent visits have been to Kentucky and Eastern New York Chapters. He has also had the opportunity to visit his own Chapter, Delaware Valley, and was pleased that his own institution, Temple University, agreed to act as host. He was impressed with the innovations in his Chapter, including their use of PayPal for program registration and membership renewal. He encouraged all Chapters to consider doing this as well. One of his responsibilities as president is to do the ACRL annual report. The national conference in Indianapolis was exciting, with great activities. Feedback is just beginning to come in, but so far it indicates the highest percentage ever for positive feedback. ACRL will be held in Portland in 2015.

Renewed focus is on the standards for higher education. There will be four traveling workshop leaders available for Chapters to call upon to make visits and for Chapters to design programs around these workshops. A newly initiated task force has been called together to revitalize information literacy standards. The current info lit standards are 13 years old. The revised standards need to reflect the current literacies. The task force is comprised of librarians and non-librarians involved in higher education, including members of accrediting agencies.

2015 marks the 75th anniversary of ACRL. Exciting things are planned, and this anniversary will provide opportunities for Chapters to organize local events. Some successful achievements: the Assessment in Action cohort, an extension of the values initiative, will have 300 participants. Two more cohorts are planned for the future, which is another possibility for programming. There is a free white paper on the

web on the intersection between scholarly communication and information literacy. ACRL just published a book on this topic.

Next, Trevor Dawes spoke as the newly elected president of ACRL. He enjoyed traveling to Chapters. He has made visits to New Jersey and to Michigan. Upcoming visits include North Carolina and South Dakota. He said it is great to hear what is going on at the local level, and how ACRL might help Chapters to achieve their work. He encouraged Council reps to get in touch with Stephen or Mary Ellen or himself with ideas on how to strengthen the relationship between the Chapters and ACRL.

Trevor reminded the group about the opportunity for two free webinars from ACRL. So far, this pilot program has received positive feedback from the Chapters. During his presidency, he will focus on financial literacy. He is working on putting together a program for annual in Las Vegas in 2014.

Mary Ellen Davis announced that the ACRL leadership visits have been increased from 6 to 10 each year, with the hope of improving engagement between ACRL and the Chapters. This needs to be a two-way communications. The two free webinar pilot program has been built into the budget for next year, so it will continue. To date, 12 Chapters have participated in the program, all giving positive feedback. Mary Ellen noted that this program was a great opportunity to engage the Chapters' communities. The ACRL Board is focusing on member engagement. Mary Ellen was asked if a Chapter opts to re-use their archived session, what is the preferred means of distribution to its members? Mary Ellen said she would get back to us with an answer to that question. We don't want to cannibalize them for people in the future. Ryan noted that it was sometimes difficult to have one large group viewing a webinar, when some Chapters were spread over a large geographic area.

Casey Kinson, the ACRL staff liaison to Chapters Council, has moved to the Bay area and is still acting as our liaison, but as a consultant. There is currently a search on for a new program coordinated.

ACRL is excited that Chapters Council is working on an online orientation for new representatives. This will continue to be coordinated through Casey.

Les reminded that group that the Chapters Dine Around would be held at 6 PM on Sunday June 30 at Nia Mediterranean Tapas (803 W. Randolph St., Chicago IL 60607). All were welcome, but please RSVP to Les.

Additional Chapters Council meetings:
ACRL Chapters Council work session
Sunday, June 20, 2013 4:30-5:30pm
Hyatt Regency Chicago Skywalk 260

Meeting adjourned 10:15 AM.

Minutes respectfully submitted by Caroline Fuchs, Chapters Council Secretary, July 5, 2013