

ACRL-LA Executive Board, Committee Chairs, & Liaisons
Meeting (Virtual through Zoom)
October 19, 2021 at 12:00 p.m.

Attendance:

Rebecca Kelly, Marty Miller, Daniel Dupont, Megan Lowe, Brittany O' Neill, Brandon Adler Wright, Laurie Gaillard, Sarah Simms, Rynn Hamilton
Absent: Lucy Rosenbloom

Minutes

1. Rebecca called the meeting to order at 12:03 p.m.
2. Welcome to incoming members of the Executive Board: Danny Dupont & Laurie Gaillard
3. Announcements (Rebecca):
 - a. Marcus Spann has taken another job and left Louisiana (he will be missed!)
 - i. Currently we are running a special election that will close on October 31, 2021.
 - ii. The new Vice President/President Elect will have been elected by our next meeting and will hopefully have a chance to join us!
 - b. New ACRL-LA listserv through LOUIS is up and running
 - i. You should have seen some communication come through in the past few weeks.
 - ii. Thank you, Megan, for your help in facilitating this!!
 - c. Documentation Project:
 - i. Rebecca reminded us to please finish up our parts of the documentation project for officers and appointed officials that is on our shared Google Drive.
 - ii. Rebecca will begin work on a new (brief) document for the Vice President (so that the incoming VP has something to reference)
 - iii. Brandon will help Danny with documentation for Treasurer.
 - d. Chapters Council
 - i. Call for submissions to newsletter (example:
<https://www.ala.org/acrl/aboutacrl/directoryofleadership/chapters/topics/chaptertopics>)
 - ii. Rebecca will forward email with call.
 - e. Chapter Directory Project: https://docs.google.com/spreadsheets/d/1iOui-OYDKNMG1eTWiBk3okGi_duXHWI5MA6dFeaW9Ok/edit#gid=0
 - i. Major takeaway is that there are chapters who make their members pay additional fees to join the chapter (even if ACRL national member)
 - ii. **ACTION ITEM:** Rebecca will check to make sure that Danny and Laurie are added to the Chapter Council ALA Connect Space so they receive communication.
 - f. Membership Drive completed
 - i. As of Oct 19, 2021, we have 94 members in our chapter (this number could still grow). For reference, at the end of our fiscal year we had 107 members.
 - ii. Will be requested ACRL National member list quarterly to ensure we have the most up-to-date membership list (and listserv).
 1. This \$22 comes from our ACRL budget allotted to each chapter that is based on membership numbers and not our ACRL-LA budget.
 2. As of Sept 1 we have 93 ACRL members that live in Louisiana that are ACRL National Members, but only 60 of these members had opted for

chapter-level communication. This is an issue Rebecca and Sarah will continue to work on.

4. Amended minutes from August 4, 2021 meeting approved unanimously (shared via email). Rebecca moved to approve, members present approved unanimously in Zoom chat.
 - a. **ACTION ITEM:** Sarah to share approved minutes with Laurie & Lucy to put on website.
5. Treasurer's Report (Danny)
 - a. IBERIA:
 - i. Beginning Balance (Nov 2020): \$5796.59
 - ii. Ending Balance (Oct 2021): #5572.64
 1. Debits include: reimbursements to Brandon for 2020 and 2019 federal tax filing fees (\$80) & payment for the state annual report filing fee (\$10).
 2. No credits, but Megan has mailed Danny a *Codex* royalty check.
 - b. PAYPAL:
 - i. Current Balance: \$292.25
 - ii. Issue with login has been resolved (thank you Danny!!)
 1. Currently Danny's phone number is associated with the account; going forward will switch to incoming treasurer's phone number
 2. Also as an FYI – our Paypal account is a *personal* account
 - c. RECURRING CREDITS/DEBITS:
 - i. Credits = royalty checks (amount varies), received quarterly
 - ii. Debits:
 1. GoDaddy website fee (\$63.51) - every three years, pd 04/2021
 2. State annual report filing (\$10) - annually, pd 09/2021
 3. Federal tax filing fee (\$40) - annually, pd 09/2021
6. Website Update (Laurie)
 - a. New site may be ready to deploy by November!! (Have been catching up since Ida happened). Laurie is updating the new site, and Lucy has been dealing with the old site because that is the site that is currently live.
 - i. **New Site:** <https://forum.acrla.org/>
 1. **ACTION ITEM FOR ALL BOARD MEMBERS:** Please look over the website and email any feedback, comments, suggestions, and typos to Laurie and copy Lucy.
 - ii. Photos needed for carousel on new website.
 1. Can use images from previous meetings, ACRL-LA breakfasts, and even headshots of board members? Will continue to discuss.
7. Passwords Update
 - a. All chapter passwords need to be updated.
 - b. Rebecca will reach out to us individually to update passwords under our purview.
 - c. Document to be updated once they are changed.
 - d. Update process of when/how often the passwords need to be changed.
8. Discuss existing collaborative partnerships with state & regional organizations
 - a. Existing collaborations =

- i. LLA Award
- ii. LLA Annual Breakfast
- iii. Virtual Conference
 - 1. When originated it was unique in that it was online.
 - 2. Paused 2020/2021, however, we may want to revisit in the future as things begin to shift back to in-person making this virtual conference stand out.
 - 3. Megan suggested reconsidering the time of year when it is held as well
 - 4. Rebecca would like to consider a continuing committee that would work on this conference to help with continuity and moving it forward --> will continue this discussion.
- b. Discussed possible directions the chapter may want to take
- c. *Tabled for now - will continue discussion at next meeting*

9. Chapter Historian/Archivist: *tabled until next meeting*

10. Discussion of Chapter Events 2021-2022 (Rebecca)

- a. ACRL Webcasts:
 - i. Chapter receives 2 free webcasts from ACRL National. We have already shared one in October.
- b. Annual Chapter Meeting:
 - i. Rebecca would like to host this separate from LLA Annual again (like we did in 2020-2021).
 - ii. Held in spring as separate virtual meeting with invited speakers followed by business meeting and raffle drawing.
 - 1. **ACTION ITEM:** Rebecca will send out possible dates keeping in mind that LLA is March 9-11 2022.
 - iii. Invited Speaker:
 - 1. Rebecca would like to invite a speaker again.
 - 2. Possible speaker = Kaetrena Davis Kendrick on morale and academic libraries: <https://kaetrenadaviskendrick.wordpress.com/>
 - 3. Please share any additional topics or speakers with Rebecca.
 - iv. Honorarium: last year donated \$300 to a foodbank at our speakers' request. Will need to find out how much Kaetrena charges as keynote speaker.
- c. Summer Research Forum:
 - i. Rebecca would like to create a formal planning committee for the Summer Research Forum
 - 1. Committee can/will be comprised of Chapter members (outside of Board)
 - 2. Will ask for nominations
 - 3. Rebecca and new VP will serve on this committee

11. Other Business: None

Meeting adjourned at 1:01 p.m.

Respectfully submitted by:

Sarah Simms

10/25/2021