

ACRL-LA Executive Board, Committee Chairs, & Liaisons
Meeting (virtual via Zoom)
January 20, 2022 at 10 a.m.

Attendance: Rebecca Kelley, Elizabeth Batte, Brittany O’Neill, Marty Miller, Megan Lowe, Daniel Dupont, Laurie Gaillard, Lucy Rosenbloom, Sarah Simms, Zack Stein
Absent: Rynn Hamilton (SLIS Liaison)

Minutes:

1. Rebecca called the meeting to order at 11:03 a.m.
2. Announcements: none
3. Minutes from November 10, 2021, approved unanimously (shared via email). Daniel moved to approve; Marty seconded. Members present approved unanimously.
ACTION ITEM: Sarah to share approved minutes with Laurie & Lucy to put on website.
4. Approve appointments to the Awards Committee
 - a. Zack Stein has been appointed to serve as chair of Awards Committee – welcome Zack!!
 - b. Ellen Jenkins has accepted the request to serve on this committee.
 - i. Executive Board approved Ellen’s appointment through vote; Elizabeth Batte abstained from vote.
 - c. Zack still needs additional members to serve on this committee and is looking for other ways to recruit.
5. Treasurer’s report (Daniel Dupont)
 - a. Iberia Bank November 2021 balance: \$5,572.63
 - b. Iberia Bank January 2022 balance: \$5,683.53
 - i. Received royalty check from *Codex* for \$110.89
 - c. PayPal balance: \$405.11
 - d. Discussion about additional signatories on Iberia Bank account. This would be for accountability and transition issues.
 - i. Executive Board voted unanimously to add an additional person to the Iberia Bank account in addition to the Treasurer. This person will be the President, starting with Elizabeth Batte in summer 2022.
 - e. Discussion about debit card for Iberia Bank account.
 - i. Danny received confirmation from Iberia that we can have a debit card. This will help with expenses that have been normally paid out of pocket, and then reimbursed.
 1. Executive Board agreed that ACRL-LA should get a debit card. Rebecca added that when there is a transfer of Treasurer, we will need to get a

new replacement card and the old debit card will be cut up/destroyed in the presence of the incoming Treasurer.

2. **ACTION ITEM:** Danny to get debit card for Iberia Bank account.

6. Discuss and select ACRL webcast to host for Spring 2022
 - a. Background Info: the Chapter receives 2 complimentary webcasts throughout the year. We have been offering these since 2020. Rebecca sent a survey via email (January 5, 2022) to the membership with three choices of possible ACRL Webinars.
 - b. The choices were:
 - i. **“What it Takes to Become an Informal Leader: Opportunities, Challenges, and Benefits”**
 - ii. “Design Thinking for Change Management and Leadership in Libraries”
 - iii. “Building Community Partnerships Through Online Digital Literacy Workshops”
 - c. Voting results from membership survey = “What it Takes to Become an Informal Leader”
 - i. **ACTION ITEM:** Rebecca will select this webinar to host free for our membership; She will also begin publicizing ASAP (the webinar is taking place on Thursday, February 10, 2022 @ 1 p.m. CST)
7. Website update (Lucy Rosenbloom & Laurie Gaillard)
 - a. New website was planned to be live for this meeting but had an issue with file transfers and the server during the transition from the old website to the new website. This issue has been fixed by HostGator who was able to restore the files from a backup made 12 hours previously.
 - i. Rebecca approved \$25 restoration fee to be paid by Chapter
 - ii. Lucy would like a better backup plan in place. Currently the type of backup HostGator asked to do is only for emergencies. Before we attempt the transition between the old and new site again, we will need to have a secure back up plan in place. Lucy will continue to investigate this and informed the Executive Board that there may be money associated with this plan. Also made clear that this will delay the launch of the new website.
 1. **ACTION ITEM:** Lucy to continue to investigate backup plans; will continue this discussion with Executive Board via email.
 - b. Laurie has been working on the new website, and Lucy has been maintaining the old website simultaneously – thank you both for your hard work!
 - c. As Laurie continues to work on the new site, she has asked the Executive Committee to consider the documentation that we will keep on the website and how far back we would like that documentation to go --- specifically regarding Minutes and Events.
 - i. Discussion points included the following:
 1. How far back to the meeting minutes need to go? All of them? Cap at a certain number of years?

2. Rebecca suggested using the Chapter's Google Drive to store Chapter documentation (current and historical) such as meeting agendas and meeting minutes, among other things.
 - a. **Discussion tabled** for now, but **consensus for short term decision is that Laurie will put a few years of documentation on the website to start and a firm decision will come at a later date.** Further discussions will include the position of historian as well as how and where to save documentation.
8. *Codex* update (Megan Lowe)
- a. The issue with the website transfer and how it affected *Codex* did not surprise Megan because of the open resource and hosting issues on the *Codex* side of things. Additionally, Megan no longer has access to an institutional repository since leaving ULM.
 - i. Because of this, Megan would like to investigate shifting *Codex* to a Google set up. Currently thinking this through but believes it would be great for backup and future access to things that we don't really have right now. Megan would like the Executive Board to think about this as well – what is the hosting future of the journal?
 - b. Megan recently attended a webinar about anti-racist documents in library publishing. In this webinar they talked about library publishers' policies and practices and ensuring white supremacy is not threaded through these documents.
 - i. Megan will be examining the policies and procedures of *Codex* and then bringing her findings and any concerns to the Executive Board. She would like to ensure diversity and equity in peer reviewing practices, but unsure at the moment how to approach this. Also considering including a land acknowledgment for Louisiana in journal.
 1. Rebecca suggested that we have a *Codex*-specific Board meeting with Megan leading the meeting to continue this discussion. This will happen in/after March.
9. Committee reports and/or discussion with Chairs
- a. Bylaws Committee (Brittany O'Neill)
 - i. Bylaws have passed!! Bylaws were voted on by membership and passed unanimously; received absolutely no feedback on Google document shared.
 - ii. Rebecca suggested reviewing Bylaws every couple of years to check currency; by reviewing often, could make the process of revising easier.
 1. **ACTION ITEM:** Brittany will send the new Bylaws to Laurie to put on the new website as our Bylaws of Record & make announcement to listserv.
 - b. Summer Research Forum Committee (Elizabeth Batte)
 - i. Elizabeth is chairing this committee; planning committee members are Janelle Zetty, Phoebe Poydras, Abigail DeSoto
 - ii. Initial meeting of planning committee:

1. Committee does not want to do a themed Forum as it can be restrictive on presentation topics; like the idea of the Research Forum as a space for everyone and their research
 2. Format of this year's Research Forum will be a 2-day Forum because of Chapter business meeting and keynote speaker (big blocks of time) and want to ensure enough time for presentations; first day will start after lunch and second day will be in the morning (two halves connected)
 3. Presentations: 2 formats – 15-minute lightening talk (session will be comprised of 3 lightening talks for 45 minutes with 15-minute Q&A) and 45-minute round table conversation; how many proposals get for each will determine the Forum schedule
- iii. Committee question to Exec: What to do about keynote and business meeting? Is keynote/business meeting a definite? Does Exec have a person in mind for keynote or will that be decided by committee?
1. Discussion: Kaetrena Davis Kendrick had been identified by Rebecca as possible keynote for this year because of her research with low morale; Elizabeth thinks that the committee would probably be open to Kaetrena, but they are trying to envision the committee's role in the future; if the committee is doing the work of planning the Forum they would also like to choose the keynote speaker; the choice dependent on scope: Brittany shared that if it's part of the business meeting the Executive Board decides and if it's part of the Research Forum itself the planning committee would decide with Executive Board approval (this taken from interpretation of newly approved Bylaws); **Discussion to be continued via email / Google form**
- iv. Committee question to Exec: is this open to all? to Chapter members? only parts of the Research Forum open (like keynote) and the rest open to Chapter members only?
1. Discussion: Rebecca thinks that it should be open to Chapter members and non-members would pay a small/nominal fee to attend; this would help with costs associated with honorarium/stipend for keynote speaker
 2. **ACTION ITEM:** Elizabeth will send out a Google form to Executive Board; **Discussion to be continued via email / Google form**
- c. Awards Committee (Zack Stein)
- i. Zack requested ideas from the Executive Board about types of Chapter award(s) for this year and in the future; currently planning to give award at Research Forum (which means time is of the essence for decisions) – because of this will keep it small this year and then expand when have more time to plan
 - ii. Discussion of award ideas: research award; *Codex* article award/published research award; presentation award for this year's Summer Research Forum (to be given out next year); Zack proposed two awards: grad student (possibly related

to research) and mid-career librarian; Rebecca wants to make sure that we do not compete with LLA's Academic Section award

1. **ACTION ITEM:** Zack will create a Google doc to be shared with Executive Board to brainstorm ideas of types of awards that we may want to pursue.
 - a. Executive Board to consider: specific examples/categories of awards; how many; actual type of award (monetary? plaque? both?)

10. Updates on Outstanding Old Business: none

11. Other Business:

- a. Rebecca will send out an email to the Chapter listserv with reminders of upcoming events and as a reminder about the listserv
- b. Rebecca attended Chapters Council meeting and would like to discuss legislative work that is going on with other libraries; how can academic librarians support librarians in other fields (school, public); example: dealing with censorship in school libraries; how can we as ACRL-LA support our peers in the state that might be facing these challenges; Rebecca will ask Brandon to present on this at a future meeting; consider how we can be both good advocates and allies for our library peers.

Meeting adjourned at 12:11 p.m.

Respectfully submitted by:

Sarah Simms

01/24/2022