

ACRL-LA Executive Board, Committee Chairs, & Liaisons

Meeting (virtual via Zoom)

Thursday, March 24, 2022

1:00 p.m. – 2:00 p.m.

Attendance: Rebecca Kelley, Megan Lowe, Brittany O’Neill, Laurie Gaillard, Zack Stein, Elizabeth Batte, Sarah Simms, Marty Miller

Excused: Brandon Wright Adler, Rinn Hamilton

Minutes:

1. Welcome & Announcements

- a. Rebecca called meeting to order at 1:02 p.m.
- b. Minutes from February 11 Special Meeting were approved via email. Sarah will send these to Laurie for the website.

2. Treasurer’s Report (Rebecca on behalf of Danny)

- Beginning Balance (Jan 2022) = \$5683.53
- Ending Balance (March 2022) = \$5803.11
 - i. There were no debits.
 - ii. Credits include a Codex royalty check (\$119.58)
- PayPal: \$405.11
 - i. Iberia bank has transitioned to First Horizon, as far as Danny can tell nothing has changed for us but the branding – will try to get by the bank as soon as possible to double check, get new card, etc.
 - ii. Danny had a question about the HostGater Code Guard – we have to go out and initiate the payment (\$99 will come out for the whole year) - we can cancel next year if we decide to; we have not seen the \$25 restoration charge – unsure how that comes to us

1. ACTION ITEM: Laurie will ask Lucy about it / look into it

3. Discuss upcoming leadership change and officer elections

- a. Rebecca is changing jobs and will be resigning the position of President as of March 31; Elizabeth will become President April 1 – there might be a transition around this in August (will keep us posted)
 - i. **ACTION ITEM: in the next week will have call for nominations for VP, have immediate election and person would take that role; this person may have to become president around August depending on Elizabeth’s schedule; will be transparent about possibility of becoming president (may need to reach out to people that might be a good fit if don’t get nominations/self-nominations)**

- ii. Consider having nomination/vote on Secretary position at the same time (according to bylaws it has to be at least 90 days before the start of the position)
- iii. Role of Past President: Do we want Rebecca to stay on as Past President in role of advisor? Rebecca may not be able to be super active
 - 1. **Rebecca will stay on as Past President in an advisory role, may not be too active, but because of the make-up and tight-knit community of ACRL-LA we may not need to lean on her too much**
 - 2. Rebecca has saved documentation in the Google Drive for us to use (such as Google forms)

4. Committee reports

a. Summer Research Forum Committee (Elizabeth)

- i. Will still be able to oversee the Forum (with Executive Board's blessing); should be active until August; reached out to Kaetrena and was excited about the opportunity but July 19-21 she already has another engagement – she has offered to do a recorded keynote or we can potentially look at other dates; reached out to research forum committee about recorded keynote (2 of 3 felt that recorded keynote would work but would love to do a Q&A with her whether it's a follow up at a later date or submitting questions in advance)
 - 1. She did ask what honorarium parameters were
 - a. Based on our last meeting we decided to cap the honorarium at \$300; \$300 for live; \$225 for recording
 - b. If she comes back and says that's not enough Elizabeth will come back to the board for us to discuss further

b. Awards Committee (Zack)

- i. New member of committee has been added (Kerri Christopher)
- ii. Committee has decided on awards: Best Presentation at Summer Research Forum + Best Codex article
- iii. Looking at rubrics to adapt – rubrics should be completed by April 12
- iv. Award = Free ACRL online course (max cost \$220)
- v. Award = ACRL Membership (\$69) if member of ALA; if not
- vi. Budget of \$440 --- executive board approved via email

5. Website update (Laurie)

- a. Need to set up Code Guard first, then will start moving files from old site to new site; decided to stop updating both sites and just update new site for now; could link to old site as an archived site; as create page / creating content for summer research

- forum that might be a good time to roll out the new site (link to the new site with the announcement of the summer research forum)
- b. Linking to old site – temporary vs. permanent
 - i. Rebecca thinks temporary; keep everything else in the Google Drive – don't need to have so much history/minutes/etc on the site but transfer the old files (especially minutes) into the shared Google Drive
6. *Codex* update (Megan)
- a. Special *Codex* meeting on the radar
 - b. Possible interest at her campus re: Digital Commons – if that comes to fruition then we can just dump in BePress
 - c. If going forward with Google ecosystem – conversation needs to be had
7. Outline upcoming & future projects (Rebecca) -- sharing as a record to keep on our radar moving forward:
- a. Updating passwords for ACRL-LA accounts
 - i. If you're responsible for those accounts update them
 - ii. Secretary responsible for email account passwords – be careful when you go to change that so that everyone knows how to get into the Gmail account – can communicate the password via email
 - b. Summer Research Forum – set agenda for annual business meeting
 - c. Upcoming joint breakfast at LLA (July 7 – 9) - will focus our budget on our Summer Research Forum because of low attendance to LLA – this will be our last year depending on what board decides here on out
 - d. Photos for website?? Not needed per Laurie, went with different design
 - e. New website: do we want land acknowledgement or EDI statement? May want for new website when it rolls out
 - f. *Codex* - where will it officially live?
 - g. Over the summer add president & vice president to the bank account
 - h. Documentation of duties – have made a lot of progress, RK is finalizing president's document will be done soon; all documentation is living – so monitor once a year and update and share with newly elected officers to help in transition
 - i. Possible update to bylaws? Future exec board to consider (based on what is happening with leadership change now) --- Rebecca's opinion that our terms are too long – national ACRL and a lot of the state chapters terms for VP & P are 1 year each – will need to have conversations about this, if go forward will need to update the bylaws
 - j. Deciding where to save our records (such as minutes) -- how many years to keep on website? How long should events stay on the website?
 - k. Chapter Historian / Archivist / internship with SLIS student

- i. Having student research and locate where our records live
 - ii. Investigate best practices and where to save them
 - I. Issues of censorship that is happening in public and school libraries – may need to issue a statement in support of our colleagues; what is LLA doing on this front?
8. Other business
- a. May need to appoint another SLIS liaison soon as Rinn will be graduating
 - b. Marty: from Angela; new dates for conference were announced (July 7 – 9) still accepting proposals at this time, nominations still open; notes and tracings available online

Meeting adjourned at 1:56 p.m.

Respectfully submitted by:

Sarah Simms

04/13/2022