

ACRL-LA Executive Board, Committee Chairs, & Liaisons

Meeting virtual via Zoom

Friday, August 12, 2022

8:00 am – 9:00 am

Attendance: Megan Lowe, Rebecca Kelley, Sarah Simms, Laurie Gaillard, Daniel Dupont, Zack Stein, Michael Holt, Jeanne Pavy

Minutes:

1. Welcome
 - a. Megan called meeting to order at 8:04 a.m.
2. Approve minutes from March 24 meeting
 - a. Minutes were emailed by Sarah in April & resent on July 29.
 - b. Rebecca motioned to approve, Rebecca seconded; minutes approved unanimously
3. Approve minutes from the Annual Business Meeting (July 26, 2022)
 - a. Minutes taken by Danny Dupont and emailed to Board August 3.
 - b. Michael motioned to approve, Rebecca seconded; minutes approved unanimously
4. 2022-2023 Election Results and Appointments
 - a. Incoming President – Megan Lowe (Northwestern University)
 - b. Incoming Vice President/President-Elect – Mike Holt (LSU)
 - c. Incoming Secretary – Jeanne Pavy (University of New Orleans)
5. Onboarding of incoming elected officers
 - a. Board has been working to attempt to rectify continuity issues for the past few years = documentation to help with continuity can be found on our shared Gdrive and includes documentation about the different roles/positions on Exec to help with onboarding
6. Discuss Committee Chair Appointments for 2022-2023
 - a. Standing Committees Chairs – President appoints chair of these committees and Board approves appointment
 - i. Bylaws Committee Chair – Daniel Dupont (Sarah moved, Michael seconded; motion for Danny as Chair of Bylaws Committee approved unanimously)
 - ii. Awards Committee Chair - Zack Stein (Sarah moved, Michael seconded; motion for Zack Stein to continue as Awards Committee Chair approved unanimously for the coming year)
 - iii. Membership Committee - Jeanne Pavy as secretary (motion to appoint Jeanne as chair of membership committee with understanding that we will change the bylaws to reflect the committee from here on out will always be chaired by the Secretary; Rebecca moved, Zack seconded; motion carried unanimously)
 1. Could see a potential campaign (LOUIS, deans/directors, table at LUC, LLA, Archives-related groups, etc.) – committee could be group of people who are willing to take word of ACRL-LA to other events; casually refer to the people serving on committee as “ambassadors”; secretary will oversee this committee (Sarah recommend slow roll-out for this year); will need to review Bylaws
7. Treasurer’s Report (Danny): Full annual report for the past year (September 2021-August 2022)

- a. Note: Iberia Bank became First Horizon in 2022
 - b. Beginning balance (Aug 2021): \$5662.64
 - c. Ending balance (August 2022): \$6132.37
 - i. Balance in July was \$6432.37; Debit includes Kaetrena Davis honorarium (\$300)
 - d. Paypal starting balance (2021) \$18.81
 - e. Paypal ending balance (August 2022): \$65.77
 - i. The PayPal balance of \$563.28 was transferred in July 2022
 - ii. Transfer this balance annually and have recently moved into bank account
 - f. Recurring revenue includes royalty checks from Codex received quarterly; come to Megan directly and then she mails to treasurer – annually looking at around \$450-\$500 (Rebecca suggested this could be used for awards)
 - g. Recurring debits
 - i. \$63.51 GoDaddy every 3 years; state annual report filing \$10 paid in June/July; Federal Tax annual filing \$40 September; Summer Research Forum monetary awards (yearly approx. \$440 and may change next year)
8. Committee Reports
- a. Ad Hoc Summer Research Forum Committee
 - i. No formal report
 - ii. Currently Ad Hoc, does Board want to make this a standing committee?
 - 1. If make a standing committee will need to update Bylaws, would give more stability and structure to the Forum if standing committee; Danny recommends that if this is something we are going to do every year then the formation of a standing committee makes sense (would help with planning, etc.)
 - 2. Motion to deliver this issue to Bylaws Committee for investigation and to carry forward the logistics of presenting this to the full membership for approval (Danny motioned, Laurie seconded; unanimously passed)
 - b. Awards Committee
 - i. Monetary Awards, tangible awards, issue with having numerous winners for one category because of collaborative nature of presentations, etc.
 - ii. Because of logistics Zack recommends monetary awards (this past year included free membership to ACRL for one year, one free webcast from ACRL)
 - iii. Consistency moving forward... total amount budgeted – standing budget, leave flexibility on how that gets divvied out (leave that to committee)
 - iv. Awards are for presentation at Summer Research Forum + article in *Codex*
 - v. Could publish the monetary amount of the prize as long as qualify how that gets divvied
 - vi. Stick to monetary award + certificate & recognition in *Codex*
 - vii. Prizes this year totaled \$440
 - viii. Divvy up for prize where you got 2 people who were involved/for one person gets whole kit and caboodle
 - ix. Discussion about forthcoming monetary award
 - 1. Decided that here on out \$200 per prize
 - 2. This will be divvied up between winners

- x. Awards will be posted on website, social media, listservs (ACRL-LA and LOUIS), and *Codex*
 - 1. Megan and Danny will get together to figure out payment and contact info
 - 2. Zack can do brief write up for *Codex* about awards (Due Sept 6)
 - 3. Danny recommends including membership blurb on all communication
9. Other Business
- a. Thanks to Sarah for her service as Secretary
 - b. Thanks to Rebecca for her service as president and the incredible work behind the scenes helping with transition
 - c. Thanks to Elizabeth Batte for stepping into role of President during summer transition and leading Summer Forum
10. Deliverables for Next Meeting
- a. Updating passwords --- Jeanne; needs to know mechanism of sharing out
 - i. Remove access for people that are no longer affiliated with Board
 - b. Committee chairs will reach out to committees to figure out if people still want to continue to serve
 - c. Bylaws committee
 - d. Megan gets contact info of winners and will work with Zack to get text out; will work with Danny to get winners their digital certificates and money
 - e. Investigate the possibility of having an ACRL-LA executive board-only discussion list (Rebecca can look into what process is with LOUIS, but could also look at other possibilities if LOUIS can't do it)

Meeting adjourned at 9:16 a.m.

Respectfully submitted by:

Sarah Simms

08/16/2022