

## **ACRL-LA Executive Board, Committee Chairs, & Liaisons Meeting**

Meeting virtual via Zoom

Thursday, November 16, 2023

11:00 am – 11:18 am

**Attendance:** Maya Banks, Laurie Gaillard, Michael Holt, Megan Lowe, Jeanne Pavy, Johannah White, Janelle Zetty

**Absent:** Daniel DuPont, Zack Stein

### **Minutes:**

#### **1. Welcome**

- a. Mike called the meeting to order at 11:01 a.m.

#### **2. Approve minutes from September 20, 2023 meeting**

- a. Megan motioned to approve and Hannah seconded; minutes approved unanimously.

#### **3. Approval of agenda**

- a. Laurie motioned to approve the agenda and Hannah seconded; agenda then approved unanimously.

#### **4. LLA Academic Section / LLA Conference**

- a. Piper Hutchinson has agreed to speak at our joint program at LLA.
- b. It will be a breakfast meeting.
- c. Janelle reported that the Academic Section will cover the costs.

#### **5. Reports/Debriefs**

- a. Treasurer (Hannah White)
  - i. Bank balance remains \$6,735.04
  - ii. ACRL-LA permanent mailing address has been changed to Megan's address at the Watson Library.
- b. Secretary/Membership (Jeanne Pavy)
  - i. The Membership Committee met on October 3 and 31
  - ii. We set a goal of 30 new members for 2024.
  - iii. The Committee decided to solicit testimonials from current members to include as part of our 2024 membership drive. Those have been incorporated into a draft email.
  - iv. We are developing a list of contacts at each library and plan to send out individual emails to people who have not joined by mid-January.
  - v. We developed a proposed timeline for the membership drive:
    1. After Thanksgiving: Mike requests list of current national ACRL members in Louisiana
    2. Early December: Jeanne sends email to ACRL national members (and others) who are in good standing and don't need to renew,

letting them know their membership is in place for 2024, but inviting them to complete the form.

3. Early December: Mike sends emails to ACRL-LA membership list (inviting them to renew) and to LALINC list (inviting new members to join)
  4. Early January: Mike sends follow-up reminder to both lists.
  5. Late January: Membership Committee sends individual email solicitations.
  6. End of January/beginning of February: “finalize” list and remove non-renewed members from ACRL-LA discussion list.
- c. By-laws (Daniel Dupont) – no report
  - d. Awards (Zack Stein) – no report
  - e. Website (Laurie Gaillard)
    - i. Membership directory updated in October. It will now be updated in sync with new membership year cycle.
  - f. *Codex* (Megan Lowe) – Megan noted that there is interest from people who want to serve as peer reviewers. Call for submissions for 2024 will probably go out after Thanksgiving.

#### **6. Welcoming New ACRL-LA Members**

- a. Membership Committee recommended against trying to mail out promotional materials due to the expense and complex logistics that would be involved and instead recommended that we purchase promotional materials in 2024 and distribute them as part of an-person membership drive at next year’s LUC meeting.
- b. It was agreed that would work toward obtaining promotional material next year to be given out at LUC 2024 (and possibly other venues) for the 2025 drive.

#### **7. December Meeting**

- a. It was decided that we do not need to meet in December.

#### **8. Summer Forum planning**

- a. We will start planning for the forum at our January meeting. Mike asked everyone to start thinking about this.

#### **9. Deliverables for next meeting**

- a. Jeanne: create 2024 membership registration form; send Mike a copy of last year’s email requesting a list of Louisiana members from the ACRL national organization; update our current member roster once national list received and email everyone in good standing before Mike sends out membership drive emails. Jeanne will also share with Mike the draft membership drive emails (with links to 2024 registration form) from the Membership Committee.
- b. Mike: request national list soon (after Thanksgiving); complete membership drive emails and send in early December.
- c. Everyone: start thinking about Summer Forum to discuss in January

**Meeting adjourned at 11:18 am.**

*Respectfully submitted by:*

Jeanne Pavy

11/17/2023