

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

Meeting virtual via Zoom

Friday, January 26, 2024

9:00 am – 10:00 am

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

**Absent:** Maya Banks, Zack Stein

### **Minutes:**

#### **1. Welcome**

- a. Mike called the meeting to order at 9:02 a.m.

#### **2. Approve minutes from November 16, 2023 meeting**

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

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

- a. Janelle contacted LLA and they sent a speaker's contract which she is working on for Piper Hutchinson's talk. She will forward to Mike when done. Will need to offer an honorarium and reimbursement for hotel.
- b. It was discussed and proposed that we offer \$300 for an honorarium.
- c. Danny motioned and Hannah seconded approval of allocating funds for the honorarium.
- d. Janelle noted that the LLA registration is on the website. She is working with conference planning to pin down details of breakfast, with costs:- \$23 for non-members and \$18 for members.

#### **4. Reports/Debriefs**

- a. Treasurer (Hannah White)
  - i. Bank balance now \$6,918.18
  - ii. ACRL-LA mailing address has been changed to Megan's address at the Watson Library.
  - iii. PayPal account updated with new password (added to spreadsheet in Google drive). Paypal physical address has also been switched to Megan's Watson Library address, although the two-factor authentication goes to Hannah's phone.
  - iv. Hannah noted that a scam email came to the Paypal account that tried to use Mike's name.
  - v. Upcoming bills to pay: GoDaddy web services, National Library Week awards, Tax filing fees, possible membership gifts. Laurie noted that our web hosting services is billed every three years.
- b. Membership (Jeanne Pavy)

- i. The Membership Committee met on January 12 to plan for the final push of the Membership Drive. This followed on the emails Mike sent in December and early January inviting people to sign up or renew.
  - ii. The committee (mostly Dustin) developed a spreadsheet of staff at each library in Louisiana and last week we sent one last email to all who had not signed up/renewed. That yielded 8 more people, for a total of 93 members currently. Unfortunately, this is nine less than we had last year.
  - iii. Next week Jeanne will begin removing those who did not renew this year from the ACRL-LA discussion list of.
  - iv. We discussed how the summer research forum can generate interest in membership. We might want to consider giving people a discount for joining at that point.
  - v. Janelle pointed out that a lot of library organizations might be losing members because of the political environment. There are also a lot of retirements and people leaving the profession.
- c. By-laws (Daniel Dupont)
  - i. Need to make the Secretary the Chair of Membership Committee
  - ii. Need to Move membership year to Jan 1- Dec 31.
  - iii. Officer terms: September – August. Should we keep or align with membership year? It was agreed that we should keep new officers starting on September 1 because it's too difficult to immediately launch the membership drive right after coming on board.
  - iv. Summer Research Forum – change to standing committee? There was agreement that this would be a good idea.
  - v. Suggest that President and VP serve just one year, since between the sequential terms of two years and past president terms it means 5 years on the board, which may be a daunting time commitment for some who are considering taking this position. It was agreed that this would be a good change and will be included in the revision of the bylaws.
  - vi. Danny will bring changes to the By-laws Committee, who will write up changes, then it will be brought to the Board for approval, and then finally to the Membership for approval.
- d. Awards (Zack Stein) – no report
- e. Website (Laurie Gaillard) – no report
- f. *Codex* (Megan Lowe) – no report

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

- a. Membership Committee will revisit idea of gifts for promotional material next year to be given out at LUC 2024 (and possibly other venues) for the 2025 drive.

## **6. Summer Forum planning**

- a. Megan explained that the reason we didn't have the forum last year was due to a lot of instability in turnover of the Board and we could not get anyone to serve on the Planning Committee. There was a sense of volunteer burnout.
  - b. Mike suggested that he could make a basic poll to send out to the Membership asking about interest and willingness to volunteer. He could note that that we will only proceed with the Forum if we get volunteers to plan. He will also let members know that we will be designating this as permanent standing committee and this service will be acknowledged with a letter from the ACRL-LA Board President. The letter could be templated and added to the Google Drive moving forward.
  - c. Janelle suggested promoting the Summer Research Forum to LSU MLIS students specifically. It is a good opportunity for them to formally present at a professional conference. Students (who become members of ACRL-LA) could also serve on the Forum Planning Committee.
- 7. Assisting public and school librarians facing book challenges**
- a. Megan still has draft letters of support for public and school libraries.
  - b. Janelle noted Megan's LUC presentation on this topic and asked if it had been broadly shared. Megan stated that she and Lindsey would probably be willing to offer it again as a free webinar. Mike suggested we consider including public and school librarians in the webinar. Megan suggested this could be a theme for the summer forum and could even be broadened to something like "Challenges in the Library Workplace." If the Research Forum doesn't happen we could consider doing a series of webinars.
- 8. Deliverables for next meeting**
- a. Janelle will follow up with Mike once the speaker contract with LLA is completed and will also share plans for LLA breakfast meeting details as they develop.
  - b. Danny will work with the By-laws Committee to draft a set of proposed changes, which will then be shared for approval by the Executive Board and then the Membership.
  - c. Summer Forum: Mike will draft a poll for review by Exec Board that will be sent to the membership list. It will ask about interest in the forum and solicit volunteers to serve on the Planning Committee for the forum.
- 9. Adjournment**
- a. Megan motioned to adjourn and Hannah seconded. Meeting adjourned at 10:00 am.

*Respectfully submitted by:*  
Jeanne Pavy  
2/5/2024