

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

Meeting virtual via Zoom

Tuesday, February 20, 2024

10:00 am – 10:42 am

Attendance: Maya Banks, Daniel DuPont, Laurie Gaillard, Michael Holt, Megan Lowe, Jeanne Pavy, Zack Stein, Johannah White, Janelle Zetty

Absent: n/a

Minutes:

1. Welcome

- a. Mike called the meeting to order at 10:02 a.m.

2. Approve minutes from January 26, 2024 meeting

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

3. LLA Academic Section / LLA Conference

- a. Mike asked for clarification on how we send the honorarium fee to LLA. Danny noted that it can be paid out of the checking account directly. Hannah asked for a specific name and confirmed that the amount is \$300. Janelle will ask whether we should send the amount directly to the speaker or to LLA.

4. Reports/Debriefs

- a. Treasurer (Hannah White)
 - i. Bank balance is the same: \$6,918.18.
 - ii. Paypal has had 14 transactions (membership dues)
 - iii. We still have not been invoiced for domain registration.
 - iv. Planning to file tax statement next month.
 - v. Hannah asked if the speaker should be paid out of Paypal or checking account. Danny clarified that we try to keep all debits coming directly from the checking account.
- b. Membership (Jeanne Pavy)
 - i. Membership sign-ups have continued to trickle in, including 14 sign-ups after our final email push in mid-January. We are now at 100 members, which represents a net loss of two people from last year.
 - ii. Jeanne asked LOUIS to update the ACRL-LA discussion list for 2024. A total of 28 people were removed and 26 names were added.
 - iii. The Membership Committee will be meeting later today to continue discussions about offering a small item for new members who sign up at the 2024 LUC meeting.
- c. By-laws (Daniel Dupont)

- i. Committee agreed to changes forwarded to them from last month's Exec Board meeting:
 - 1. change the membership year to Jan 1- Dec 31
 - 2. reduce terms for President and Vice-President
 - 3. rename Summer Research Forum Committee to Research Forum Committee to give us more flexibility in scheduling
 - 4. change business meeting to "before the end of the membership year" with the suggestion that we consider having it early in the membership year
 - ii. They also suggested changing committee terms to two years with the option to extend.
 - iii. The Board approved all these changes, and Danny will bring the revised by-laws back for approval for the Board, and then submit them to the membership for approval.
- d. Awards (Zack Stein)
- i. The Awards Committee like to do National Library Week Awards again including one for librarians and for library support staff/paraprofessionals. They plan to use the same form as last year with updated dates.
 - ii. This year National Library Week is April 7-13. The call for nominations will be sent out soon, with a deadline for nominations by April 8th. The Committee will meet April 9th, and winners announced April 10th. Prize is a one-year membership in ACRL-LA and cash prize of \$100.
 - iii. They also want to offer Research Forum awards for best presentation and best *Codex* article, with the same prizes as last year (\$100). If there is more than one author, the prize is still \$100 and they can split as they see fit. If a person chooses not to accept they can donate but not in our name. They can also just decline to accept.
 - iv. Total needed: \$400.
 - v. Daniel volunteered to create nice certificates for all the winners.
- e. Website (Laurie Gaillard) – no report
- f. *Codex* (Megan Lowe) – no report

5. Summer Forum planning

- a. Dates were identified: July 24-25, 2024
- b. Theme: "Challenges in the Library Workplace"
- c. Mike will draft an email asking for volunteers for this committee, and letting them know that we have the basic plan for the Forum in place along with rubrics for evaluating presentations, etc. Mike will offer to be *ex officio* to provide support for this committee this year.
- d. We could consider publishing the proceedings of this year's Forum in *Codex*.

- e. Mike suggested and the group agreed that we should promote the Forum to include participants from public and school libraries, since many issues are important to them as well.
- f. Janelle noted that someone would have to volunteer to host the zoom for the Forum. Mike indicated that LSU can probably serve as host.

6. Deliverables for next meeting

- a. LLA: Janelle will find out to whom we should send the \$300 honorarium (directly to speaker or to LLA), and when it should be sent.
- b. By-laws: Danny will work with the By-laws Committee implement the agreed upon changes, which will then be shared for approval by the Executive Board and then the Membership.
- c. Awards: Mike will send out the call for nominations
- d. Summer Forum: Mike will draft and share with the Board an email soliciting volunteers to serve on the Research Forum Committee.

7. Adjournment

- a. Jeanne motioned to adjourn and Megan seconded. Meeting adjourned at 10:42 am.

Respectfully submitted by:

Jeanne Pavy

2/23/2024