

ACRL-LA Executive Board, Committee Chairs, & Liaisons  
Meeting (Virtual through Zoom)  
August 4, 2021 at 1:00 p.m.

### Attendance

Rebecca Kelley, Marcus Spann, Brittany O'Neill, Marty Miller, Lucy Rosenbloom, Megan Lowe, Sarah Simms

### Minutes

1. Rebecca called the meeting to order at 1:02 p.m.
2. Amended minutes from May 4, 2021 meeting approved unanimously (previously shared via email). Brittany O'Neill moved to approve, Rebecca Kelley seconded.
  - a. Moving forward: secretary will have 2 weeks to submit minutes to committee via email, committee can approve via email and then will be added to website. Minutes will be officially approved at following meeting.
3. Update on 2021-2022 Election Results and Appointments (Rebecca)
  - a. Treasurer – Daniel DuPont (OER Librarian at Delgado Community College); their term begins September 1, 2021. NOTE: Paula DuPont's name has been legally changed to Daniel DuPont.
  - b. Web Administrator – Laurie Gaillard (Cataloger/Assistant Professor, Southern University at New Orleans); Lucy will help Laurie transition into this position.
  - c. Liaisons – Rynn Hamilton, SLIS Liaison; Marty Miller will continue to serve as our LLA Liaison; Brandon Wright Adler *may* continue to serve as our LLA Legislative Liaison
    - i. **ACTION ITEM:** Rebecca will confirm with Brandon.
4. Treasurer's Report (Rebecca reporting on behalf of Brandon)
  - a. Beginning Balance (Sept 2020) = \$5571.48
  - b. Ending Balance (Aug 2021) = \$5662.64
    - i. Withdrawals include webcast from ACRL (\$295), reimbursement to Rebecca for donation to FoodBank of Alaska for our speakers as well as coffee gift certificate prizes (\$345), GoDaddy Website Fee (\$63.51)\*\*, ACRL Conference prize (\$399), ACRL annual membership dues prize (\$216), and ACRL online course prize (\$135)
      1. **\*\* according to Lucy this is a three-year subscription**
    - ii. Deposits include: two royalty checks from Codex (\$114.34 & \$110.77), Paypal transfer (\$1083.01). Paypal transfer is done once per annum @ end of fiscal year.
      1. **ACTION ITEM: Rebecca would like to get together with Daniel, Brandon, and Lucy for quick recap and overview of running expenses (like website subscription)**
5. Chapter Discussion List via LOUIS
  - a. Would like to roll this out in September with the new membership year (and list).
  - b. Finalize full name: Louisiana Chapter of the Association of College and Research Libraries
  - c. Finalize short name: acrl-la

- i. Going forward with lower case as this is the standard of most listservs; using hyphen as that is how we as a chapter phrase it.
  - d. Type of discussion list: closed list (not open, it will be for members only); non-moderated
  - e. Process for submitting & editing membership list:
    - i. Secretary to be responsible for this since they maintain current membership list.
    - ii. Once have updated annual list send that to Laurie Blandino at LOUIS.
      - 1. Laurie Blandino will have the secretary's email for correspondence – to verify membership, to discuss membership with those interested, membership trouble shooting, etc.
    - iii. Can also add and remove throughout the year (based on the annual list and our running membership list).
    - iv. Membership list on Google drive will remain our official membership list.

## 6. Membership

- a. Membership year = September 1 – August 30
- b. Discuss ways to streamline membership process as there is still confusion with the process. Also, good number of people who responded "I'm not sure" when asked post-Forum.
  - i. Update Membership Page on our Website
    - 1. Columns? Move items to top? Have explanatory how-two paragraph?
  - ii. Example of Florida's ACRL Page: <https://facrl.wildapricot.org/join>
    - 1. Florida's example (above) would be easier for Lucy to replicate than columns
    - 2. Lucy brought up that a lot of chapters use membership software for their website; just putting this out there in case we ever want to move in that direction (not super attached to the new website, especially if this type of software meets our needs)
  - 3. ACTION ITEMS:**
    - a. By August 19 Lucy updates language and website, sends to committee for feedback**
      - i. Remove some of the membership options because of By Laws Update**
      - ii. Add contact person to website (instead of acrl gmail account) for questions about membership**
- c. Discuss membership drive for 2021-22 year
  - i. Rebecca will send membership reminder via email with notice of forthcoming listserv
  - ii. Rebecca will contact ACRL and get national list (after September 1)
  - iii. Will notify membership of the new listserv after this initial membership drive
  - iv. Last push in September/October
  - v. Membership drive via the Deans & Directors listserv
    - 1. Send content & copy to Megan by end of month so she can disseminate for us; will also reiterate at the Deans & Directors meeting in September

## 7. Documentation of Officers & Appointed Officials (Rebecca)

- a. Tabled until next meeting

8. Update from Bylaws Committee (Brittany)
  - a. Changes have been made that we've all agreed upon
  - b. Three points of contention currently:
    - i. Mention of fee-based publications that we have never had but could have in the future (current bylaws mention fee-based publications)
      1. Consensus to remove language regarding fee-based publications at this time and add back if the Chapter ever moves forward with a publication that is fee-based
    - ii. Possibility of co-officers mentioned if there is ever a vacancy because someone has left a position (couldn't agree on whether we want this, and if we did what would the contingency plan be?)
      1. Consensus to remove language regarding co-officers.
    - iii. Who is responsible for appointing committee chairs and who is responsible for appointing committee members?
      1. Consensus to amend language to say president to choose committee chair, then committee chair chooses committee members with final approval by executive board.
  - c. Bylaws committee will amend draft and send to the executive board; will have draft available to membership by end of Sept/beginning of October for comment (have a month to look at them before goes to vote); officially approved before we start doing elections again
9. Update on new website (Lucy)
  - a. Finish date has been pushed
  - b. Was able to get test site onto server (this was hardest part/hurdle) – yay Lucy!
  - c. Currently using basic Drupal theme to show us how website is structured
  - d. Overall, more modern look, looks good on phones
  - e. More options as far as design – that comes later
  - f. By September 1 hope to have completed new website but still have old website up; October 1 is switch over date (replace old website and take old website down); this timeline allows for Lucy and Laurie to work together for a month with both websites existing, this also takes into account the membership year
  - g. Executive Board can help troubleshoot
    - i. **ACTION ITEM: Lucy will start sending links to website for feedback soon 😊**
10. Other Business
  - a. **THANK YOU BRANDON for your two years of awesome service as our Chapter Treasurer!**
  - b. **THANK YOU BRITTANY for all of the hard work you have done these past three years!!! So glad you'll be staying on as Bylaws Committee Chair!**
  - c. Updates from Chapters Council Meeting in July
    - i. Open volunteer position for list administrator available
    - ii. Presentation by new ACRL President Julie Garrison
      1. ACRL has been collaborating with ALA with the Forward Together Initiative (will affect ACRL governance and committee structures); will impact both organizations at all levels – this stems from money and membership issues
      2. Membership numbers have been falling in recent years

3. Pres. Garrison encourages Chapter organizations to provide an experience for membership that is meaningful and inclusive; promote national membership as well as national ACRL events, information, publishing, etc. Our listserv discussion list will help with this.
4. Funding based on membership is available to each chapter – Rebecca would like to look into this year
5. Rebecca will notify ACRL of our Chapter leadership changes
6. Two free webcasts every year that we can share with our membership; there is a potential webcast in October (will share with us via email)
7. LibLearnX Conference upcoming in San Antonio in January; proposals close on August 15 if interested in submitting something
8. Chapter directory project will be shared with us via email; allows us to collaborate with other chapters and share information; Rebecca will make sure our information is included
9. Ohio Chapter gave presentation on “How to Create a Responsible Event Code of Conduct;” numerous chapters shared their code of conduct, encouragement from ACRL Leadership that codes of conduct should be created for online events

11. Further Communication via Email forthcoming:

- a. Discussion List
- b. Membership Drive
- c. By Laws
- d. Website

Meeting adjourned at 2:04 p.m.

*Respectfully submitted by:*  
Sarah Simms  
08/09/2021