

## LIBRAS Executive Committee Transition Meeting

Thursday, July 23, 2009

10:00 a.m.

A.C. Buehler Library, Elmhurst College

Attendees: Jack Fritts (President), Benedictine; Jennifer Paliatka (Past President), Elmhurst College; Ken Orenic (Vice President/President-Elect), Dominican; Marie Hay (Treasurer), Trinity International; Amy Weidner (Communications Director), Benedictine; April Levy (Secretary), Columbia

1. The gavels were passed from Jennifer to Jack to begin the meeting. Marie brought up the topic of next year's budget and provided a handout with the budget summary on it. The budget is current and the only remaining expenses for the previous year are claims for reimbursement for ALA Conference attendance. A line will be added to the budget summary indicating the amount of money that will be rolled into the new budget to cover these expenses.

There was discussion of whether to decrease annual LIBRAS dues for libraries since times are hard. It is the view of the LIBRAS Library Directors that continuing education should be funded at the same level if possible in the coming year. Also, it would be possible to decrease the budget for conference attendance, since the ALA Conference will not be held locally, and it is an off-year for the ACRL Conference. It was decided not to reduce dues at this time.

The form used to apply for the Research Grant has an error on it indicating that the grant is for \$575, when it is actually for \$500. This error needs to be corrected to avoid problems next year.

The Certificate of Deposit held at the Credit Union will reach maturity on November 24, 2009. At that point the money will be available to invest or use in a different way if the membership feels it necessary.

One of the chief costs incurred at LIBRAS events is hospitality, especially because many campuses are required to use their campus catering service for events in their buildings, and catering is often quite expensive. It was noted that going out to lunch is often cheaper than having a catered box lunch. There was discussion of encouraging SIG chairs to reduce hospitality costs by only having food and beverages at events that lasted longer than 4 hours. The gourmet lunch held at Kendall College for LIBRAS Directors is also costly. There was discussion of possibly not funding the lunch this year, or funding only a portion of the costs and asking Directors to contribute the remainder. This change would need to go to the Directors for a vote.

Other lines in the budget were discussed, including communications technology, an expense that needs to be paid every two years to renew the IP, host and domain names for the website. The money in the Public Relations line is often used for gifts, awards, and donations in memoriam rather than for promoting programs or the organization. It was decided to move the money in the Public Relations line into the Miscellaneous line to be more in keeping with what the money has been used for. There is a budget line for Audit, but no outside audit is done anymore. The line will be kept in the budget, but no money will be put into the line.

It was proposed and approved to submit a balanced budget for \$8500 to the LIBRAS Directors for their approval at the Fall meeting.

2. Amy posed the question of whether there is a limit on how many times an individual from a LIBRAS member library can be funded to participate in a professional development event,

conference, etc., in one year. The answer is that everyone who applies can be funded at least once, and if money remains after that, more applications may be funded. Usually, one person cannot be funded to attend three things, however.

3. Communications issues were discussed, including the need to update the electronic lists and website. Ken thinks he may be able to have an MLS student from Dominican take on the project of reorganizing the website. Starting an Information Literacy wiki was proposed, as there is already a wiki for the Emerging Technologies SIG. There is also a long-unused blog for Continuing Education.

Current SIGs are: Archives/Special Collections, Emerging Technologies, Collection Development/Reference, Technical Services, New Staff (which never got off the ground, and may be renamed Staff Development). It was brought up that there is a need for written guidelines for SIG chairs.

4. Programming for the next year: Introduction to LIBRAS for all staff (to build on the success of last year's Intro to LIBRAS for Directors). Fall Directors Meeting, Spring Directors Meeting, Annual Meeting (it was noted that the Bylaws were revised to indicate that the Annual Meeting must occur after the Spring Directors Meeting so that the budget could be presented, but this did not happen this past year). The election of new officers can happen at the Annual Meeting or earlier electronically.
5. The proposed change in the term of the Treasurer from one to two years will need to be an amendment to the Bylaws. It would have to be brought to the Directors and then the full membership for a vote. There was discussion of having the Treasurer's second year of service be as the Continuing Education Director so that the new Treasurer can be mentored by the outgoing Treasurer. Also, there have been problems with a different person becoming the Treasurer each year because the Credit Union does not make the name change in a timely fashion. It was decided to discuss the Treasurer term length issue with the Directors, as well as the possibility of moving the LIBRAS bank account to a regular bank with more branches to accommodate the membership that is spread throughout Chicagoland.

Jennifer noted that a 3-year commitment to the Vice President/President Elect, President, Past President posts may be daunting to people considering running for the office.

6. There will be a meeting in August for the Executive Committee plus the SIG chairs to create a tentative calendar for the year. It was suggested that there be mini-programming at the Directors Meetings as well as the Fall and Spring programs. There were some programming ideas generated at the Fall Directors meeting last year that would be worth looking over again. Another idea is to have a presentation from Dominican's Library Director about her research into a scale of difficulty for reference questions.
7. Jack reported on a Staff Exchanges initiative at Benedictine. Staff at St. Francis, Dominican, and two other institutions have expressed interest in participating. People from each institution visit their equivalent departments at another LIBRAS institution for knowledge and best practices sharing. This could become a LIBRAS program that two libraries participate in per semester.

The meeting adjourned at 12:05 p.m.