

LIBRAS Executive Committee
Meeting Minutes, March 16, 2010
Columbia College Chicago

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

The meeting began at 10:20 a.m.

1. Minutes from the July 23, 2009, Executive Committee and August 19, 2009, Executive Committee and SIG Chairs Meetings were approved.

2. Nominations Committee and Election - There was discussion about potential people to ask to form the Nominations Committee. It was decided to invite Iva Freeman, James Kusik, Caroline Sietmann, Larry Wild, and Yana Serdyuk to be on the committee. Jack will make contacts with each person to invite them. The committee needs to be formed ASAP to select people to run for election. This year the election will be held using Survey Monkey. Amy will set it up once nominations have been received. During the discussion it was noted that library support staff cannot run for elective office in LIBRAS.

Within the existing Executive Committee, April is willing to serve another year as Secretary if needed. Marie will complete her second year as Treasurer and will not run again for that office.

3. SIG Meetings and Events - Ken has contacted each SIG chair to inquire whether the SIG has met during the year. Emerging Technologies has met once and plans another meeting; Archives/Special Collections met back in August; Technical Services may have met twice; Circulation/ILL met last week at Judson; and Ken had not heard from Collection Development/Reference. The Staff Development Committee does not yet have a chair. It was decided to invite SIG Chairs to the next Executive Committee meeting, and demonstrate how to use the Google Groups list so that everyone will learn that they have access to email addresses to better publicize SIG events.

4. Spring Directors' Meeting and Lunch - will be held on Tuesday, April 20, 2010 at Kendall College. The meeting will begin at 10 a.m., and lunch will be served around 11:30 a.m. The agenda will include a review of this year's budget; a discussion of two potential bylaws changes: to allow library support staff to run for elective office, and to require that recipients of the research grant have their research proposal approved by an Institutional Review Board; a Continuing Education report; and Campus updates. The suggestion Jack sent to the Directors that LIBRAS cover \$10 of the cost of the lunch and ask directors to contribute the remainder of the money was met favorably by most Directors. The cost of lunch per person is usually \$18 plus a 17-18% tip. Total costs last year were around \$400.

5. Next Executive Committee / SIG Chairs Meeting - Tuesday, May 4, 10:00 a.m., at Trinity International. The meeting will include a demonstration of the Google Groups spreadsheet of contact names of LIBRAS libraries' staff.

6. Spring Program / Annual Meeting - a date was selected and later amended. The date will be Tuesday, May 11, 2010, from 10 a.m. - 1 p.m., at Dominican University. The agenda will include a 30-minute business meeting, announcement of election results, sharing of the new design for the continuing education funding request forms, a presentation by the research grant recipient, and a program by Larissa Garcia of National-Louis University about their implementation of LibGuides. The meeting will include box lunches, and Dominican library school students will again be invited. A \$5 donation towards the box lunches will again be solicited from all attendees except the library school students.

An additional program idea, Mark Vargas' presentation about his library's replacement of Voyager with WorldCat Local, might be a good fit with the Collection Development / Reference SIG's interests. Ken will contact the SIG chair with this idea.

7. Finance Report & Continuing Education/Professional Development - Several reimbursement requests are still outstanding. Marie will purchase additional checks, as supplies are low. It was decided to stay with the same Credit Union unless a large bank with many branches can be found that also does not charge fees. The certificate of deposit will come up on August 24 and is for \$10,582.00. It will be up to the next Executive Committee to decide what to do with the certificate.

There will be approximately \$500 remaining in the Continuing Education/Professional Development budget line for the April 1 deadline.

Dues levels were discussed. There has been no dues increase in many years. We may want to propose a modest increase for next year, along with a tiered membership structure in which libraries with FTE staff of less than five people would pay a reduced amount. Justification for a dues increase will be that there is increased need for professional development and continuing education funding during these economic times, and that LIBRAS is getting close to the point where it will be spending its entire budget without being able to fund all requestors.

Other possibilities to make better use of the continuing education budget would be to make the funding grants more competitive by asking applicants to explain how getting the grant will help them in their jobs. There was a level of competitiveness in this year's awards, because they were prioritized based on whether the requestor was presenting at the conference. The request form will be amended to include a question about whether the requestor is presenting. Also, LIBRAS could support 50-60% of the registration costs instead of full registration, or the upper limit of the award could be reduced from \$500 to \$350-\$400. In addition, we might want to more strictly enforce the rule that directors need to select the most worthy requestor when more than one request for funding has been received from their institution.

Jennifer and Ken will put together a proposal regarding the dues increase and restructuring, including the ideas listed above, for the Directors' Meeting. A dues increase will require a 2/3 majority vote in order to pass.

8. Mel George Award - Jack convened a committee to select nominees for the Mel George Award. Additional nominees will be solicited through the Directors' listserv. The award is given in May. Jennifer will order the actual award.

The meeting adjourned at 12:20 p.m.