

**ACRL-LA Executive Board Meeting  
February 10, 2014: via Skype  
Minutes**

**Executive Board Members Present:** President Karen Niemla, Vice President Paul Kelsey, Treasurer Lindsey Reno, Secretary Gena Chattin

**Committee Chairs and Members Present:** Angela Dunnington, Megan Lowe, Mike Matthews

**Discussion**

- I. Meeting called to order by ACRL-LA President Karen Niemla at 9:10 am
- II. **Introduction (President, Officers, and Meeting Attendees)**
- III. **IBERIABANK move**
- IV. All involved approved of the service thus far despite initial difficulty and expense due to lack of documentation and getting the appropriate incorporation documents.
- V. ACRL-LA's old account with Campus Federal is now closed.
- VI. Account totals:
  - a. Iberia Bank account: \$3691.29
  - b. Paypal account: \$458.58
- VII. Karen asked Lindsey for a printed treasurer report. In the past, these were posted on the website, but Karen worried about the safety of doing such a thing now.
- VIII. **ACRL-LA's Taxes: filing for 2013**
  - a. Lindsey reminds us that our EIN expired since the organization didn't file for three years, so we will have to get another.
  - b. Karen said we do not have enough historical records to know whether or not ACRL-LA has ever been properly tax-exempt. It was agreed that we would like to apply for some sort of tax exemption in the future as opposed to applying as a normal business entity. Karen noted that, if the group did choose to file as a normal business entity, there could be penalties for having failed to file over those three years even if the group didn't owe a lot in taxes.
  - c. All agreed that 501c6 was the best form to take as a tax-exempt entity because that is the form that would allow the group to lobby legislators. Additionally, an EIN is necessary to have a bank account and conduct official business. In order to do this, the group will need to:
    - i. Fill out and file a Form 1024 (the "Application for Recognition of Exemption Under Section 501(a).")
    - ii. Pay a \$400 fee to do so (and fill out and file Form 8718 along with this).
  - d. Responsibilities:
    - i. Karen offered to fill out forms 1024 and 8718 and file them, although she may ask other members for help.
    - ii. Lindsey will write the check from the ACRL-LA bank account and give it to Karen for the filing.
  - e. Karen said that she had spoken with ACRL National about this. They were not able to offer much help or advice because we are a separate entity from them entirely.
- IX. **LLA 2014, ACRLLA/Academic Section Meet & Greet**
  - a. Karen asked for and received permission from the group to send a contract to LLA offering to pay for half (maximum) of the LLA Annual Academic Meet and Greet costs.
  - b. This is to clarify responsibilities and avoid a repeat of last year when ACRL-LA was unexpectedly asked to foot the entire bill (but ultimately did end up splitting the cost with LLA).
- X. **Other upcoming Event & Project Ideas**

- a. Survey to Gauge Interest
  - i. A possible survey was discussed. Paul said he may be able to take this on later in the summer (about the same time that he will be taking over as president).
  - ii. Angela told the group that we could potentially use her library's SurveyMonkey account for this.
  - iii. Angela reminded all that deadlines for LUC were sometime in July and proposals would need to be put together before then.
  - iv. Potential survey questions, objectives were discussed:
    - A. Event content suggestions and interest in different types of events
    - B. "How much are you willing to pay?"
    - C. Standalone events or attached to a conference?
    - D. Pre-/Post-Conference or In-Conference Sessions?
- b. Possible workshop or other event featuring ACRL national board members
  - i. ACRL National does send a person for free every so often.
  - ii. The last time this was done for Louisiana was 2008. The last such event: [2008, ACRL President at panel discussion](#), was a stand-alone event and was not connected to another conference or event.
  - iii. This topic was postponed for a discussion over e-mail.
- c. Librarian Retreat: ACRL-LA could possibly in the future host a retreat with professional/scholarly activities one day and possibly a second day in someplace appealing like Six Flags or a similar location. We could partner with another state such as Texas for this. There was some discussion, but it was ultimately tabled for the time being.
- d. Online Events:  
We have Moodle, but these are still hobbled by no one having the time to put something together.
- e. Journal Club post mortem:  
There was initial interest in this project via e-mail, but it did not succeed for several reasons. Facebook turned out to not be a terribly conducive format for this project. Additionally, one potential participant actively opposed participating if Facebook was used. In the end, no one volunteered to be facilitators for future months, and it was not something Gena could commit to leading every month, so it was shelved until such a time as there is more interest and a better tool to conduct it.
- f. Library Research and Writing Group:  
Gena learned about how these are done at other libraries while at ALA Midwinter and brought up the topic for discussion. Megan mentioned that one such group exists at LSU and that a member, Kelly Blessinger, published an article on it in Codex. Megan also said there were a lot of new librarians at her LUC library publishing presentation with Walt Fontaine that would likely be interested. Gena said she would look into it more and see ACRL-LA could offer something similar.

#### XI. Bylaws

- a. Angela reported that all bylaw changes have gone through and been made.

#### XII. Elections

- a. According to the Bylaws, current President, Vice President/President-Elect, Secretary, and Treasurer terms end on August 31, 2014, and elections must be held to fill those offices on September 1, 2014.
  - i. Elections will be held in about May.
  - ii. In the meantime, attendees were asked to solicit candidates.
  - iii. Karen will set up the election on the website.
  - iv. Mike, who is chair of the Membership Committee, can help.

#### XIII. Possibility for having a listserv

- a. The pro's and cons of a listserv were discussed.

- i. Cons:
  - A. We already have a mailing list for emergency announcements – meaning the list of e-mail addresses of the members. The President can send out an announcement to this list at any time.
  - B. A listserv is opt-in and, as such, still will not be guaranteed to reach all the members.
  - C. Announcements can also be sent out to the LALINC list.
- ii. Pros
  - A. A listserv could allow for discussion in ways that a single e-mail from the president will not.
  - B. A listserv is opt-in, and so users who are not interested in its contents can choose not to be a part. Users can also choose digest format so that multiple e-mails are grouped together.
  - C. ACRL-LA may have members that are either not a part of LALINC, self-employed, or unemployed. A listserv would be a way they could participate in the discussion.
- b. Karen has set up a test listserv at <http://acrlla.org/mailman/listinfo/>. She asks that everyone join and test it out.
- c. It was suggested that a question on this be added to the member survey.

**XIV. Codex report - Megan**

- a. Last issue went well
- b. Megan has begun getting questions on acceptance rates, and so she will do the research to get those numbers.
- c. Angela asked about indexing in EDS and Ebscohost since she was unable to find a recent article when doing a search. Megan reported that, because Codex is an OA journal, it may not appear in Ebsco's discipline-specific databases but that it should appear in general searches (i.e. Academic Search, EDS).

XV. Meeting adjourned at 9:56am.

**ACTION ITEMS**

<b>What</b>	<b>Who</b>	<b>When</b>
Printed treasurer report to Karen	Lindsey	ASAP
Fill out and file (tax) form 1024 to establish ACRL-LA as a 501c6 nonprofit.	Karen	ASAP
Fill out and file (tax) form 8718 accompanying IRS fee	Karen	ASAP
Write \$400 check for this IRS fee and give it to Karen.	Lindsey	ASAP
Send contract to LLA clarifying expectations regarding ACRL-LA's part in the LLA Annual Academic Meet and Greet and coverage of its expenses.	Karen	ASAP
Solicit candidates for officer elections.	Everyone	ASAP
Set up election on website.	Karen	Before May
Conduct officer elections	Karen and Mike	May
Begin work on ACRL-LA member survey	Paul	Summer 2014

Discuss potential visit from ACRL national officer	Everyone (over e-mail)	ASAP. LUC proposals are due in July.
Subscribe to test listserv, use it for some conversations, and tell Karen what you think	Everyone	Before next meeting.
Generate acceptance rate figures	Megan	Before next meeting.
Look into LSU library research and writing group	Gena	Before next meeting