

ACRL-LA EXECUTIVE BOARD MEETING

August 27, 2014: via Skype

Minutes

Executive Board Members Present: President Karen Niemi, Vice President/President-Elect Paul Kelsey, Treasurer Lindsey Reno, Secretary Gena Chattin

Incoming Officers Present: (Will take office September 1, 2014) Vice President-Elect Marty Miller, Treasurer-Elect John Bourgeois, Secretary-Elect Courtney Stortz

DISCUSSION

- I. Meeting called to order by Karen Niemi at 3:06pm.**
- II. Introduction (President, Officers, and Meeting Attendees) and Membership News**
 - a. Newly elected officers were introduced. They will take office September 1, 2014.
 - i. President: Paul Kelsey
 - ii. Vice President/President-Elect: Marty Miller
 - iii. Treasurer: John Bourgeois
 - iv. Secretary: Courtney Stortz
 - b. Karen briefly discussed changes in and to membership:
 - i. Karen mentioned that some have selected state-only membership. The count is not as many as she was expecting. She has not gotten the ACRL national member list for the state yet.
 - ii. Karen reminded new officers that they have to check off that it's ok to get communication from state chapters, etc. when joining or renewing ACRL national membership. Otherwise, ACRL-LA will not put their names on the list we get. ACRL-LA gets \$1 per member from ACRL-LA, and that comes in the form of money that the group can put toward events. Last year the money was put toward the Academic Meet and Greet at LLA. The only other money that ACRL-LA gets is from direct membership fees and from paid events (if any).
 - iii. Karen recommended doing another membership drive before or after September 1.
 - iv. President and VP/President-Elect are currently the only ACRL-LA offices that require ACRL national membership.

II. Treasurer Business

- A. Account status?
 - o Iberia Bank: \$3,649.37.
 - o PayPal: \$365.86
 - o Costs From the Past Year: Academic Meet and Greet, Web Hosting
 - o Lindsey was reimbursed \$15 for paying the fee for the Secretary of State charter annual renewal.
 - o Lindsey offered to send a spreadsheet around with what we've been spending.
 - o Bank account:
 - The group needs to take Karen and Lindsey off the account and add John and Paul. Lindsey or Karen needs to add John and Paul before taking themselves off the account.
 - Karen reminded everyone that ACRL-LA previously had Campus Federal which had only a very few locations in the state, but Iberia Bank was more likely to be close to future treasurers. Iberia has the most locations of any bank in the state. It is based in Lafayette and has no fees for small business banking account.

B. Instructions for New treasurer

- John needs to get his name on the account.
 - Karen: John will need to go to bank physically and “fill out a bunch of forms.”
 - Lindsey volunteered to go to Iberia bank and find out exactly what needs to be done.
- Login for PayPal account
 - John should change the password when he gets it and probably make sure that one other officer has access to it (due to the “hit by a bus” scenario).
- Karen needs to add John to the Google spreadsheet.
- Karen reminded the group that the tax problem is still an issue. She still has forms that need to be turned in.

C. ACRL-LA Tax Recap from Karen:

- a. The IRS thinks we should be paying taxes.
- b. ACRL-LA never properly applied for tax exempt status.
- c. We don't know if ACRL-LA ever had tax exempt status.
- d. It costs \$400 plus requires a long form to be filled out to apply for tax-exempt status.
- e. Otherwise, ACRL-LA has to file taxes every year as a business.
- f. ACRL-LA is not actually classified as part of ACRL national. It is separate and independent from them. Apart from tax-related issues, Karen says there is no benefit to being an official part of ACRL national.

D. Secretary of State fee

- a. This fee has to be paid with a credit card. ACRL-LA does not have a credit or debit card.
- b. Lindsey has paid herself and been reimbursed.
- c. Iberia gives account holders the option to have a debit card. The group might want to request one.

III. Secretary Business

A. Location and amount of ACRL-LA paper files

- a. Gena said she has three small boxes (about 1' x 1.5' in size) full of old ACRL-LA records from long-retired UNO librarian Janette Griffin who was once involved with ACRL-LA. These were given to Gena by recently-retired UNO librarian Sybil Boudreaux who had had them in her office for years. The boxes contain folders and some audio and video cassettes. It looks like the contents are mostly documents pertaining to old member directories and a few recordings of meetings.
- b. Gena will do a very brief inventory of the materials to identify what they are and send to officers to help them determine what should be kept, discarded, or kept-but-restricted.
- c. Gena will then take the boxes to incoming secretary Courtney Rimes-Stortz so that she can send them on where they need to go.
- d. Gena also contacted McNeese archivist Pati Threatt (pthreatt@mcneese.edu) in regards to the ACRL-LA collection in their archives. Pati is willing to take on the new materials if we weed out anything she may already have in the collection in advance. A finding aid for the collection can be found at <http://ereserves.mcneese.edu/depts/archive/pdfs/ACRL269.pdf>.

B. Instructions for New Secretary

- a. Gena described the minute-taking process including submitting a draft to

the executive board for verification before submitting the final version to the webmaster to be posted on the website. The secretary will also work with the president to announce their availability. Past venues for this have included the LALINC mailing list and Facebook.

V. Other upcoming Event & Project Ideas

A. LUC 2014

- a. Karen currently has no plans for LUC 2014.

B. LLA 2015 and New plans from new President?

- a. Paul said that ACRL-LA hasn't had a speaker from ACRL national since 2008 and that ACRL national can put \$750 toward it.
- b. They've sent us a list. Paul will send the list out to officers so they can recommend who they would like to invite.
- c. Paul would like to schedule it / have it in the main schedule so it would be well attended.
- d. Karen expressed some concern that putting it in the main schedule would give more of the credit to LLA than ACRL-LA and said that when ACRL-LA had hosted their last speaker in 2008, it was done as a panel discussion at its own separate ACRL-LA conference (<http://www.acrlla.org/events/panel2008>) and took up an afternoon. Others worried that the extra day plus dwindling travel funds would keep attendees from coming and thought inclusion in the regular LLA schedule would be better-attended if we could get a decent time slot in an appropriate space.
- e. Paul gave the following details about the potential speaker:
 - i. ACRL national funds can pay for flight, lodging, transportation and food for the speaker but will not support catering an event.
 - ii. Paul has received an e-mail and a form asking the group to submit some preferred dates. Paul will address this in next two or three weeks.
 - iii. Paul offered to get in touch with whoever is planning the conference.
 1. Desiree Alexander is the person who sent the proposal e-mail.
 - a. The new LLA Academic Section Vice Chair/Chair-Elect will be Sonnet Ireland at UNO.
 - b. Melinda Matthews will be LLA Academic Section Secretary.

VI. Other things of note

A. Codex

- a. Megan was unable to attend due to illness, but all agreed that Codex was a positive group project and should be continued.
- b. Karen reminded Paul that he would need to write a president's column every issue.

B. Membership and ACRL National membership list

- a. Karen will talk to John about this

C. Any Reports?

- a. Committees need to be reviewed by the new officers and new chairs may need appointed.

D. New ideas?

- a. Paul spoke about the ACRL national mentorship program. He said that he asked for a mentor and was given Les Kong at California State University, San Bernardino.

- b. Karen reminded the group that ACRL-LA once had a mentorship program but changed its name to “peer-support network.” It’s on the website, and Karen thought Megan put it together. It is basically a list of contacts on how to get help on different topics. She didn’t think it had been updated in a while.

VII. Meeting adjourned at 4:15 pm.