

Minutes to the executive meeting held at Dickinson on June 5, 2015

9:42 Call to order. Those in attendance were Elizabeth Young Miller, Maureen O'Brien Dermott, Denise Shorey, Janelle Wertzberger, Eric Delozier, Nicole Staron, Ben Hoover, Michelle Forman, Alan Mays, Barb Syvertson

Approval of 3/30/15 minutes . This was a phone meeting. Denise asked that we take out the personal compliments of both her and Ben. It was agreed upon to do that and revise the minutes and repost on the website. (I believe Eric did it while we were in the meeting)

Committee Reports:

Pa Forward: (Michelle Forman)

The Information Literacy Summit will be held July 29 from 8-4 at the Paterno Library at Penn State. There is a good response. To learn more about it you can go to Palibrary.org/event/2015PAFILS They will be addressing common core standards at the Summit. Janelle inquired as to whether they have considered open repository. Michelle thought that could be a good idea to consider.

Networked Resources Committee (Eric Delozier and Alan Mays)

They handed out their report which included the following:

1. It was decided to add the IRS Form 990 N information to the tip sheet
2. They requested guidance on a time frame for re-incorporating information about Franklin and Marshall into the mailing lists and web pages. Because they are becoming re-instated members on July 1, 2015, that date was motioned and voted on as the best date
3. From June 1, 2014 to May 31. 2015 the web pages were visited 8,111 times by 4768 unique visitors. It was discussed that the unique visitors is determined by the IP address used to visit. Some libraries use floating IP addresses so it may not be totally accurate as to the unique-ness but it was agreed that it is getting many looks. Total pages viewed were 30,887 and total hits were 58,474. For comparison, from June 1, 2013 to May 31, 2014, our web pages were visited 11,629 times by 6,486 unique visitors Total pages viewed were 43, 654 and total hits were 79,444. It declines each year but that is partly because we are using Google to register for meetings now.
4. Web site updates:
 - a. Updated the Board of Directors, Bylaws, Executive Committee, and home pages
 - b. Meeting minutes and other documents were added to respective Web pages
 - c. After the spring conference, created a separate 2015 Spring Conference page and uploaded presentation slides provided by two of the presenters.
 - d. HostGator account is due for renewal by August 21, 2015. The cost is approximately \$119.40. They are also using Google for non-profits which is free and is going well
5. E-mail updates:
 - a. Executive Committee, Board of Directors, and other group mailing lists were updated

- b. Updated several email account forwarders
- c. Responded to seven messages submitted via our "Contact Us" online form

Program Committee (Denise Shorey and Ben Hoover)

1. Denise will be taking an early retirement so she won't be on the program committee for the fall
2. Spent time discussing the feedback from the Spring Program survey. Some of the things noted:
 - a. Desire for more networking time to get acquainted with library staff members. Discussion ensued about possible ways to achieve this. Focused discussions, moving tables or table leaders, speed dating type arrangement of quickly meeting people etc were all brought up for consideration in the future.
 - b. Some of the suggested topics for the future were copyright, collaboration between libraries and IT Departments, not topics that are too specific to one group.
 - c. Hotel staff did well and were accomodating
 - d. Overall the speakers were very well received and the program was considered excellent
3. Upcoming Fall Conference was discussed
 - a. 2 spring committee members will not be on board for the fall conference so Ben was taking suggestions for people to bring on board the planning committee
 - b. Date was chosen and voted on for the fall: Friday October 23
 - c. Since it is the 50th anniversary of ACLCP, it will be an important one to publicize and generate enthusiasm
 - d. Should we be looking back or looking forward? Future focus is good to show that we are still relevant. Shippensburg holds the archives for ACLCP if any past information is needed. The idea of looking back at how we've progressed over the years was deemed a good idea as well. Poster sessions were suggested to see what libraries are doing.
 - e. The suggestion was made to give some attention to the ACLCP grant program. To make it known at the fall conference and possibly have grant receivers give a short presentation of how their grant money was used. Could there be a special grant for the 50th anniversary?
 - f. It is too late to get a big name speaker and the consensus is that it is best to use speakers who understand libraries anyway. Ben will work on looking for appropriate speakers.
 - g. The question was raised as to whether we should make it a longer conference with a happy hour or additional time to celebrate later in the day. It seems like a good idea but not to make it longer than the one day.

Treasurer's Report: (Nicole Staron)

1. Expenses incurred during this reporting period: \$305.60 for Central Pa Resource Sharing Meeting, \$47.00 for business supplies, \$143.00 for administrative wages, \$8736.93 for conference expenses and \$1245.60 for SIG workshop expenses. Nicole noted that after members turn in their expenses for the day of the meeting, she will update the figures and send out a revised statement.

2. Credits received during this reporting period: \$1600 (\$800 dues and \$800 registrations)
3. Our current balances: Checking: \$10,442.90 and Savings: \$55,540.52
4. All dues were paid for the 2014-15 year
5. 2015-16 invoices were sent to 26 institutions. 3 dues checks have already been received including Franklin and Marshall
6. Conference committee went under budget for the spring conference.
7. Some discussion about the treasurer's report included: Do we want to increase the amount of the \$400 grant? Cap it at \$4000 per year? Change to \$800 and grant five instead of ten \$400 grants? Make sure it is clear that these grants are not just for professional librarians. Elizabeth will re-work the wording and bring it to the Board of Directors for their approval.
8. The proposed budget for 2015-2016 was passed out for review:
 - a. Do we want to keep the \$500 standing donation to PA Forward? Yes
 - b. A motion was made to move the balance from the checking account to the savings account and it was approved.
 - c. Should the spring conference proposed expense be increased \$1000 because it is such a big event and just to be safe? They were under budget for the spring conference. Yes.

Vice-Chair's Report: (Elizabeth Young Miller)

1. The SIG updates will be sent to Eric and Alan. Not all have been received yet.
2. The TIP sheets look good
3. Will it work to meet 4 times next year too? Yes
4. Does it work to have 2 in person and 2 on phone? Yes
5. Fridays are good days. Elizabeth will send out the proposed dates for next year's meetings
6. She will analyze the survey data and will share in the future
7. Penn College offered to host a meeting next year

No Past Chair Report: (Sharon on vacation)

Chair Report (Maureen O'Brien Dermott)

1. Annual Report (sent ahead of time to us all) Only changes were the typo in the title should be changed to 2014 from 204, and another L needs to be added to Marshall in first paragraph, page 2 top section "new members were introduces" should be changed to introduced. Maureen will make the corrections and send it to Eric to put on the website.
2. Administrative Assistant, Barb Syvertson was wondering if the committee feels it is necessary to have an Administrative Assistant as a paid position. She wondered whether there was enough work to be done for the conference which was part of the job description. Discussion followed about how the program committee chairs didn't want to have a situation where the committee members don't have anything to do. But also, maybe people would be more likely to volunteer for the committees if there wasn't so many administrative chores. The overall decision was that the position is still necessary and that the job description will be edited to show more support given to the programs committee.

3. Barb Syvertson also announced that she is retiring from Messiah College next week and she asked if it was possible for the position to be done by an ACLCP member library retiree? Retirees are allowed to attend the conferences. She is interested in continuing the position if it is permitted. The motion was made to allow a retired ACLCP member to hold the position and it was voted on and approved.

Old Business: (Maureen)

1. Review and revise the TIPS sheets by June 30
2. Update the SIG Co-Chairs list and contact information (already done by Elizabeth)
3. Update Appointed Officials Chart (This will be done by Maureen and sent around for approval)
4. Add meeting minutes to the website (done)

New Business: (Maureen)

1. Registration Fee for Fall/Spring Conference
 - a. Should we charge more of a fee? We are taking in more than we are spending and some say the college member dues are too high so should be eliminate the fee? There was discussion about the vouchers. Some libraries don't encourage the staff members in their libraries to attend. It was voted on and approved to increase the vouchers to 10 per library per year.
2. The survey that was available to all ACLCP members was discussed. The group was pleased with the results. There were 68 responses but we are unclear of what percentage of membership this represents. The survey was sent to Directors first to share with their staff and then a general ACLCP list email was sent. One recurring theme was about support staff being more included by way of a workshop geared toward them. Many individual responses were discussed and the general thought was that we want the institution and the conferences to be appealing to all and to be intentional about including support staff and para-professionals in the planning. Probably the survey will be sent again in about 3 years. Survey showed that the website is easy to find and use. We need to be careful to work on the things that were mentioned as "problem" areas.
3. SIGS need more time to meet and more listserv traffic. Possibly do two 1-hour meetings instead of one 2-hour meeting so people can participate in multiple SIGS. Also maybe a SIG for administrative staff positions?
4. There was also discussion to revamp the Research, Program Design, and Publication grant to include helping to fund universities who are hosting events that are open to other university libraries. Elizabeth is taking the lead on this.

Announcements:

1. York College is going through a transitioning phase, hiring 2 new positions within the next year
2. At PSU Harrisburg, Greg Crawford will be stepping down on June 30.
3. Bucknell is hiring an Arts & Humanities Librarian

Meeting Adjourned at 1 pm. (Minutes submitted by Barb Syvertson since Sharon was away)