



**ACLCP Executive Committee Meeting**  
**05/19/2016 - HACC**

<b>Agenda topics</b>	<b>Notes</b>
11:00 a.m.	Call to order. ATTENDEES: Maureen O’Brien Dermott, Beth Evitts, Ben Hoover, Alan Mays, Sharon Neal, Lindsay Sakmann, Robin Wagner, Eric Delozier, Barb Syverston, Sara Pike, Nicole Staron
Review of Agenda	Nothing to add
Approval of Minutes	Minutes of previous meeting were approved via email.
Treasurer's Report	<p>N. Staron discussed handouts of the current budget and the 2016-2017 budget proposal.</p> <p>Our money is not making much interest. Options related to this were discussed in Fall 2013 and other account options/investments/stocks/etc were decided against. Annual audit was also discussed, it is no longer required by the bylaws.</p> <p>Budget 2015-2016: about half of what was budgeted has been spent.</p> <p>Budget 2016-2017: N. Staron plans to move all but \$10,000 from checking to savings. R. Wagner moves to approve 2016-2017 budget proposal. E. Delozier second. Motion passed.</p> <p><b>ACTION ITEM:</b> Governing Board will vote on budget approval via email. Nicole will send a final budget to share with the Governing Board.</p>
Past Chair’s Report	No Past Chair’s Report.
Vice-Chair’s Report	<ul style="list-style-type: none"> <li>• Interlibrary Loan               <ul style="list-style-type: none"> <li>○ This is different from the PA Resource Sharing group. Members of ACLCP participate in PA Resource Sharing, but it is larger than ACLCP – they did a joint meeting once and PA Resource Sharing receives funding support from ACLCP.</li> </ul> </li> <li>• SirsiDynix – is this group active? Is there an Administrative Assistant SIG?  <b>ACTION ITEM:</b> B. Evitts will investigate. Digital humanities SIG started. Rob Sieczkiewicz from Susquehanna has agreed to serve as acting chair/coordinator until this group meets and selects a chair.</li> </ul>

	<p>Proposed SIGS</p> <ul style="list-style-type: none"> <li>• Administrative support SIG</li> </ul> <p>Most of the SIG pages on the website do not have current reports/meeting information posted.  ACTION ITEM: B. Evitts will contact SIG chairs to get current information posted and will make sure that each SIG has a current chair who will be made aware of funding for meetings outside the usual 2 meeting per year structure, if there is an interest in a special topics meeting or workshop.</p> <p>The Deans and Director’s SIG is an informal discussion group and currently does not have a chair. R. Wagner agreed to chair this group and suggested that it be the responsibility of the past chair to coordinate a discussion meeting of the Deans and Directors at least once a year (spring) since the Governing Board meets in at the fall meeting.</p>
<p>PA Forward Report</p>	<p>M. Foreman sent a report to the committee via email but it arrived too late for members of the executive committee to read and discuss it. The report will be distributed and discussed at a later date.</p>
<p>Committee Reports</p> <ul style="list-style-type: none"> <li>○ Networked Resources Committee</li> <li>○ Programs Committee</li> </ul>	<p>Networked Resources Committee – E. Delozier and A. Mays presented a report of tasks completed by the committee this year. E. Delozier will be stepping down from this committee at the end of June. A. Mays has agreed to remain on the committee until the end of December. Replacements for their positions need to be found. R. Wagner will contact the Deans and Directors and ask them to nominate someone from their staff.</p> <p>B. Syvertson suggested that website maintenance/design could be part of the administrative assistant’s job. There was some discussion about whether or not web design should be separated out from website maintenance. This discussion was moved to the New Business portion of the meeting.</p> <p>ACTION ITEM: R. Wagner will include this need in her work on a volunteer list for committees.</p> <p>Programs – B. Hoover/L. Sakmann presented survey responses to Spring meeting. Very few complaints. Technical issues remain, some negative comments re: food. The committee was asked if we wanted to consider a different venue. After discussion it was decided that we would continue with the current venue and address our concerns to them. The program committee chairs noted problems with technical support (microphones) and set up for</p>

	<p>lunch.ACTION ITEM: B. Hoover will draft a letter to the hotel regarding concerns. R. Wagner to assist.</p> <p>Possible topic for Fall Meeting: member presentations. *Introductory presentation from executive committee member on what ACLCP did this year. Poster sessions could be of interest. The Executive Committee will send other ideas to Ben and Lindsay.</p> <p>Terms for Programs Chairs expire: after Fall, 2016 (B. Hoover) and after Spring, 2017 (L. Sakmann). Both expressed desire to remain on the committee. Discussion about the make-up of the committee and administrative tasks related to conferences. B. Syvertson will handle administrative tasks. Committee members will be encouraged to focus on idea generation and program design and implementation.</p> <p>ACTION ITEM: R. Wagner will work with program chairs on the make-up of the committee and will work on a volunteer list.</p> <p>Discussion of the amount of conference time devoted to SIGs. Variety of survey responses ie., “there is too much” “there is too little”</p> <p>ACTION ITEM: B. Evitts and B. Syvertson will collaborate on a survey for SIG members regarding their involvement level, satisfaction and the usefulness of their SIG.</p>
<p>Old Business:</p> <ul style="list-style-type: none"> <li>○ Grant Opportunities</li> </ul>	<p>“Ad hoc working group established at Board of Directors meeting 10/23/15 to draft suggestions for grant soliciting, fund limits, and expectations for grantees. Members: Robin Wagner, Greta Andrusyszyn, Katherine Furlong, Alison Gregory, Scott Vine.”</p> <p>R. Wagner reports not much apparent interest/feedback from this group. Changes have been made to the website in this section to reduce extreme wordiness and increase clarity.</p> <p>Questions raised:</p> <ul style="list-style-type: none"> <li>○ Submitting and review dates for grant applications are needed.</li> <li>○ Clear criteria for receiving a grant should be provided.</li> <li>○ Should we require proof of benefit to ACLCP?</li> <li>○ Should the grant amounts be changed?</li> <li>○ Should the grant recipients be required to commit to a year of service to ACLCP?</li> </ul>

	<ul style="list-style-type: none"> <li>○ Should the grant recipients be only those who are presenting at a conference/Should they be required to present at ACLCP? The fact that this discourages and excludes support staff was discussed.</li> <li>○ Does a new working group need to be formed?</li> </ul> <p>ACTION ITEM: R. Wagner will draft new descriptions for the grants with criteria and bring it back to the Executive Committee for discussion.</p> <p>Other ideas discussed:</p> <ul style="list-style-type: none"> <li>○ A scholarship for MLS students working at member institutions (support staff)</li> <li>○ A budget line to financially support shadowing/mentoring opportunities.</li> <li>○ “Pick a partner for a year” initiative. Have libraries share their top 5 current initiatives and match schools up who are doing similar things.</li> </ul>
<p>New Business:</p> <ul style="list-style-type: none"> <li>○ Fill vacancies</li>    <li>○ ACLCP Website</li> </ul>	<p>Networked Resources co-chairs, June and December 2016</p> <p>Programs Committee co-chairs, Fall 2016, Spring 2017</p> <p>ACTION ITEM: B. Evitts will spearhead the evaluation and re-design of the website by leading an ad-hoc group. R. Wagner will include a call for members of this group in her request for a volunteers list. A. Mays and E. Delozier will make a list of their website related tasks to append to these minutes.</p> <p>Ad Hoc group will make a list of what we want/need from a website ie., a site that is mobile friendly, will the site have a members-only section? Consider hiring professional design services for website.</p>
<p>Dates for upcoming meetings</p>	<p>September – HACC in person.  Fall Program is set for October 7, 2016.  November 17, 2016 ; 9:30AM – phone meeting  February 16, 2017 ; 9:30AM – phone meeting  May – HACC in person</p> <p>ACTION ITEM: B. Evitts will explore dates for HACC meeting room availability in September and May.</p>
<p>Other</p>	<p>N. Staron proposed that members of the Program Committee do not pay registration fees. R. Wagner moves that Program Committee registration be waived. L. Sakmann second. Approved.</p>

	The group thanked Sharon Neal for her exemplary and meticulous service on the Executive Committee as secretary.
Adjournment at 1:53 PM	
Minutes	Respectfully submitted by Sara Pike.