



ACLCP Executive Committee Meeting
09/19/2016 - HACC

Agenda topics	Notes
11:20 a.m.	Call to order. ATTENDEES: Lindsay Sakmann, Barb Syvertson, Amy Magee, Beth Evits, Robin Wagner, Alan Mays
Review of Agenda	Nothing to add
Approval of Minutes	Minutes of previous meeting (5/19/16) were approved.
Treasurer's Report	No report. Group is uncertain if the budget has been approved by the Governing Board.
Past Chair's Report	Website overhaul and new volunteers needed to maintain it was discussed.
Vice-Chair's Report	<p>SIGs update. It is unclear what SIGs are active, which ones have chairs, which want to disband etc. A. Magee having trouble getting responses back.</p> <p>Archives: No chair. Discussion of whether this group should combine with Digital Scholarship SIG. Committee is not in favor of the idea. ACTION ITEM: B Evitts will ask Mary Sanders from Susquehanna if she will chair.</p> <p>Digital Scholarship: Robert Sieczkiewicz from Susquehanna is chair.</p> <p>Cataloging: No chair. ACTION ITEM: A. Magee will email the group to solicit a chair.</p> <p>Special Collections: No chair.</p> <p>Administrative Assistants: This is an idea for a new SIG that might be started. ACTION ITEM: A. Magee will contact interested parties for status update.</p> <p>SyrsiDynex: Recommendation to disband/morph into Systems SIG. ACTION ITEM: B. Evitts will ask Gloria Shutter from HACC to chair.</p> <p>Copyright: Unknown status. ACTION ITEM: B. Evitts will follow up with Pat Bilbay from Penn College of Technology to ask if she will chair. Jessica Oberlin is no longer at Lycoming.</p>

	<p>program committee will agree to take over as co-chairs. Ben and Lindsay will remain committee members.</p> <p>ACTION ITEM: B. Evitts will ask the two new committee members if they will take over as co-chairs for the Spring conference.</p>
<p>Old Business:</p> <ul style="list-style-type: none"> o Grant Discussion o Program Committee 	<p>Discussion of the need for a more organized, structured process for submission, review, approval of grant requests. R. Wagner will continue to work on this and bring ideas to the next meeting.</p> <p>Discussion regarding the suggestion of a term for program committee members of 2 years. Motion passed to propose a change in the bylaws to the Governing Board:</p> <p>Current wording (Article 6, Section A2)</p> <p>Membership:</p> <ul style="list-style-type: none"> a. The co-chairs, who shall be library staff of member libraries, shall be a librarian and a support staff member. b. The co-chairs will be voting members of the Executive Committee. c. Members (a minimum of four) who will be selected by the co-chairs from the volunteer list. <p>Proposed change:</p> <p>Membership:</p> <ul style="list-style-type: none"> a. The co-chairs, who shall be library staff of member libraries, shall be a librarian and a support staff member. b. The co-chairs will be voting members of the Executive Committee. c. Members (a minimum of four) who will be selected by the co-chairs from the volunteer list for a two year term (renewable for an additional two years) <p>ACTION ITEM: B. Evitts will put together the rationale for this change and bring it to the Governing Board meeting in October.</p> <p>ACTION ITEM. B. Hoover & L. Sakmann will revise the program committee TIP sheet to remove tasks handled by the administrative assistant.</p>

<ul style="list-style-type: none"> ○ Fill vacancies ○ ACLCP Website 	<p>Networked Resources Committee chairs and Program Committee chairs. See comments from previous discussions above.</p> <p>See comments from previous discussions above.</p>
<p>New Business:</p> <ul style="list-style-type: none"> ○ Administrative Assistant Position Description ○ Budget ○ SIGs ○ Governing Board Meeting 10/7 	<p>Discussed updates to the Administrative Assistant Position Description.</p> <p>Agenda items: Budget, Administrative Assistant Position updates, website update, goals for 2016-2017.</p>
<p>Announcements:</p> <ul style="list-style-type: none"> ○ Dates for upcoming meetings 	<p>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 May.</p>
<p>Other</p>	<p>N/A</p>
<p>Adjournment at 2:05 PM</p>	
<p>Minutes</p>	<p>Respectfully submitted by Barb Syvertson (edited by Sara Pike, with much gratitude to Barb for taking minutes in my absence)</p>