



ACLCP Executive Committee Meeting
02/16/17 – Conference Call

Agenda topics	Notes
9:30 a.m.	In attendance, Beth Evitts, Michelle Foreman, Amy Magee, Sara Pike, Lindsay Sakmann, Barb Syvertson, Robin Wagner
Review of Agenda	Nothing to add
Approval of Minutes	Discussion of minutes from 01/30/17. Approval moved by R. Wagner, second by L. Sakmann. Minutes approved.
Treasurer's Report	None
Past Chair's Report	No report, other than Grant task force discussion under old business below.
Vice-Chair's Report	A. Magee contacted the SIG's who had requested money for programs to inform them that they were approved. The ILL group is not sure they can schedule their event this Spring, they asked to defer funding until next Fall to give them time to plan an event. Group agreed to this request. They will not need to re-apply for the funds.
PA Forward Report	<p>Submitted by Michelle on 01/30/17: "The Information Literacy Committee continues to plan toward the 2017 summer information literacy summit and recently put out a "save the date." Information is below:</p> <p>Save the Date!</p> <p>5th Annual PA Forward Information Literacy Summit July 19, 2017 Located at the Penn State University Libraries in State College, PA</p> <p>The PA Forward Information Literacy Summit is back for 2017! This summit will focus around libraries and maker culture, and will be relevant to any librarians interested or involved in teaching and learning, including academic, public, school, and special librarians, and other educators.</p> <p>A detailed call for proposals will be shared at the end of January, and proposals will be due by March 15, 2017. For more information, please contact one of the conference co-chairs: Debbie Malone (debbie.malone@desales.edu) or Rebecca Miller (rkm17@psu.edu). We look forward to reading your proposals and seeing you in State College in July!"</p>
Committee Reports <ul style="list-style-type: none"> • Program Committee <ul style="list-style-type: none"> ○ April 7 meeting 	L. Sakmann reported the Spring meeting title will be: "Misinformation, fake news and click-bait: what you can do about it"

<ul style="list-style-type: none"> ○ Select date for Fall 2017 meeting ○ Fill committee 	<p>Still working out the schedule for the day – ideas are to find a librarian, a faculty member and a speaker from the media. R. Wagner would like to see the SIG’s meet at this meeting in the afternoon so the program committee will work toward that end.</p> <p>Fall meeting date, Barb will ask the hotel for available Fridays in October. The 13th or 27th look like the best possibilities. Beth will continue the conversation with the committee via email.</p> <p>Alice Grey, Librarian at HACC, has joined the Program Committee. R. Wagner reports that Megan Kelly from F&M was interested in joining the committee. We need a procedure for tracking individuals who volunteer for committees. The committee has 7 members but no co-chair for Lindsay, the Spring conference is her last as co-chair.</p> <p>Current committee members: Lindsay Sakmann (chair), Benjamin Hoover, Ellen Shenk, Josefine Smith, Joann Eichenlaub, Tracy Powell, and Alyce J. Gray</p> <p>L. Sakmann reports that there is only one staff member on the current committee and all the others are librarians. In the past there has been an effort to strike a balance of staff/librarian representation. There are no term limits for being on the committee, the chair rotates every 2 years. There is no cap on the number of people on the committee. Does the willingness to take on leadership role need to be a part of recruitment or a requirement for participation on this committee?</p>
<p>Old Business:</p> <ul style="list-style-type: none"> ● Review of grant processes 	<p>R. Wagner is leading a task force working to streamline/update the grant process and all aspects of how we are handling grants. The website has added a space on the website for reports people submit after receiving a grant.</p> <p>The procedures have been divided into four sections: Purpose, Criteria, Application Process, Post award procedures. Robin talked through recommendations of the task force.</p> <p>Budget information in the procedures is un-clear. Grants capped per individual at \$400, with a total budget of \$4,000.</p> <p>The current budget shows some differences with the guidelines. M. Foreman remarked on some possible changes to budgeting that could make more money available for the grants that are being more heavily used.</p> <p>Possible topic for May Executive Committee meeting: What criteria does the Executive Committee use to evaluate these applications?</p> <p>Task force recommendations will go to the Governing Board in April and the Executive Committee will continue discussion on remaining open questions at the May</p>

<ul style="list-style-type: none"> • Web site next steps 	<p>meeting. One question to think about: do we or will we need a grants committee to manage this process?</p> <p>The current Executive Committee is small, do we need more members to share the workload?</p> <p>Eric Delozier, Aaron Dobbs (Ship), and Rob Sieczkiewicz (Susquehanna) will work with Beth Evitts on what our next steps should be for the website/investigate what the needs of ACLCP members are for the website. If any executive committee member has comments or thoughts about the website and what is needed, share with Beth. This will be a topic on our May meeting agenda so members should come prepared to look at the current website and share ideas.</p>
<p>New Business:</p>	<p>None</p>
<p>Dates for upcoming Executive Committee meetings</p>	<ul style="list-style-type: none"> • Potential May meeting dates <ul style="list-style-type: none"> ○ May 18, 22, 25 at HACC? Time 10:30AM – 2PM Executive Committee members, please send Beth Evitts your availability on the above dates. ○ Program committee meet as part of that time to work on next year’s meetings? L. Sakmann will get the ball rolling for Fall Conference ideas after the Spring meeting via email with her committee.
<p>Other</p>	<p>None</p>
<p>Adjournment</p>	<p>10:45AM</p>