

In attendance: B. Evitts, A. Gray (via Zoom), S. Penniman, S. Pike, N. Staron, B. Syvertson, S. Vine

1. Meeting held at Elizabethtown College, President S. Penniman called the meeting to order at approximately 10:00AM
2. Approval of Minutes
 - a. S. Pike forgot to bring print copies. Digital copies were emailed to the group shortly after our last meeting in May and no mistakes or omissions were reported.
3. Reports and Updates
 - Vice-Chair – S. Vine reports:
 - Cataloging SIG – two staff from Gettysburg College will head up this group
 - ILL SIG –Event at F&M on the 15th of September. 35 people signed up.
 - Systems SIG reworked into an Emerging Technology SIG
 - Treasurer – N. Staron submitted a report
 - Past Chair – No report
 - Grants Liaison – Robin Wagner emailed a report
 - PA Forward – Michelle Foreman emailed a report
 - B. Evitts asked if any of the libraries we represent are involved in the PA Forward Star Program. A. Gray talked about its usefulness for branding and continuing education.
 - Programs Chair – A. Gray reported:
 - Critical thinking and society is the topic for Fall. David Leviton raised his price, so other similar persons were explored and Aly is exploring Leonard Pitts.
 - Car service would be the only travel expense, no hotel since he's coming from Baltimore. Normally charges \$10,000 but would cut it in half because he likes libraries.
 - He would talk about using critical thinking in the research and writing that he does and how to apply that pedagogically, he was a college professor for many years.
 - Publicity and marketing campaign. Local radio – WITF – promo on smart talk beforehand? Promo pack from the agent.
 - Possible schedule for the day: 10AM, 45 min talk – Q & A – Book signing – Lunch – SIG's in afternoon
 - Should we incorporate paypal payment options into our new website?
 - What is the capacity at the venue? 1200 in the ballroom.
 - There are currently 3 other members on the program committee with A. Gray.
 - We have other upcoming and out of the ordinary expenses this year, for example the website re-design. SIG's increased activity? SIG costs have been budgeted and never fully spent. Examination and discussion of the budget.

- Nicole crunched numbers to determine how much we have for Spring speaker fees: \$700 would be available with the current budget. We will need to begin marketing for the program next week. Recommendation to change the proposed budget to be approved at the Fall meeting by the Board of Governors.
4. Planning for Fall Program – Friday, October 27
- a. Next steps:
 - i. Sign the contract
 - ii. Get car service estimates
 - iii. Promotional materials
 - 1. A. Gray will send out a “save the date” message to the committee so we can send it to the membership asap.
 - 2. By the end of the week the website should be updated.
 - iv. Phone call will be scheduled in late September to firm up program details. Participants will be A. Gray, S. Penniman, B. Syverston, any other available program committee members.
5. Review of 2017-2018 Action Plan prepared by S. Penniman
- a. Analyze the current structure of the Executive Committee – discussion about the rotation of library directors into leadership and the difficulties of jumping into leadership. Is there flexibility in the rotation? Should there be a longer term so that leaders get more experience before they lead? Ad-hoc members for two years before and after responsibilities take hold?
 - b. Jobs are time consuming and libraries are dealing with fewer staff and lots of technological changes.
 - c. S. Penniman encourages everyone to think about possible changes/recommendations to bring to the Board in the Spring. Should we contact the director of Harrisburg University to invite him to become familiar and gauge whether he can rotate onto the executive committee next year?
 - d. We need to encourage library directors to attend the fall meeting so that there is a quorum.

Motion to approve the 2016-2017 Action Plan. Evitts/Staron. Approved.

6. Design of New Website

- Review of Proposed Website Content document prepared by S. Penniman (including a plan for the landing page)
 - Erik D. agrees to continue updating our current website. He is being paid to update the website on a temporary basis until we determine what we are doing with it.
- Photos and Details for Member Spotlights

- Rotation of schools? A point person will be needed to collect the information and pass it along to website support, Barb was a recommendation or the webmaster.
 - Make sure we incorporate listserv components. Google for non-profits could be a possible listserv provider.
 - We need to make sure the website content remains fresh and updated.
 - A Gray suggests using the institution logos for links to the member institutions.
 - S. Penniman compiled a list of questions to send to the web developers so that we can choose one to recommend hiring to the board.
 - Cost
 - Timing
 - Ongoing maintenance options
 - What content management system will be used?
7. Discussion Topics for Directors SIG Meeting (preparation for October meeting agenda)
- Approval of Budget
 - Proposals for Policy Revisions
 - Membership Requirements for Programs Committee Chair and Co-Chair
 - Recommending an email vote on a bylaws change so a co-chair can be recruited.
 - Reimbursement Policy for SIG Expenses (what is covered and what's not)
 - Increase in Allotment of Free Vouchers for Fall/Spring Programs – we won't bring this to the board in October.
 - Ideas for Future Programs
 - Review of [SIGs](#) (Should we add any new SIGs or rename any existing SIGs to include topics like digital humanities/scholarship and/or scholarly communication for OER and open-access initiatives? Are there any existing SIGs that should end?)
 - 2017-2018 Action Plan
 - Institutions share updates
8. Archives Policies and Procedures
- a. Procedures need to be updated and clarified
 - b. Sara will find out how much space the boxes take up
9. Possible dates for Spring meeting
- a. Fridays: March 2, 9, 30, April 20
 - b. Asking the hotel to note our interest in either March 2 or 9.
 - c. Possibly explore Thursday dates?
 - d. Potential topic for Spring: Inclusive Student Success – panel of local talent
10. Next Meeting on Friday, November 10, at 10:00AM (phone call)
11. Adjournment – 1:40PM