

**ACLCP Executive Committee Meeting
Minutes**

Friday, November 10, 2017 ; Web meeting

In attendance: B. Evitts, A. Gray, S. Penniman, S. Pike, N. Staron, B. Syvertson, S. Vine, R. Wagner

1. Approval of September Meeting Minutes

- a. Approved without correction.

2. Reports and Updates

- a. Chair

S. Penniman provided brief remarks on the Governing Board meeting at Fall Meeting in October. Overall is we well attended and positive.

- b. Vice-Chair

S. Vine was available for SIG groups at the fall meeting and talked to those who didn't have a chair person and asked some individuals to think about volunteering in those roles.

Some of the SIGs names have been updated and need to be changed on the website and other documentation

S. Vine talked to D. Runyon about being next on the rotation to join the leadership of the Executive Committee. He indicated that he is ready to step into the rotation so he is being invited to calls and meetings in preparation for his role as Vice Chair next year.

- c. Treasurer

No report

N. Staron plans to step down as treasurer because of increased responsibilities at work. She knows of someone else at Penn College who is interested in stepping in, perhaps next Spring or Summer. Discussion of opening the opportunity to the membership if there is someone else who is wanting to be involved. N. Staron will need to train a new person so whoever takes the role will have to be able to travel to Penn College of Technology for training. ACLCP can likely pay for travel. N. Staron does not have a set date in mind for her last day as treasurer.

In January the Executive Committee will put out a call for a new treasurer with the hopes that someone will be on board to be trained in the Spring and ready to start July 1.

- d. Past Chair

No report.

Let B. Evitts know of anything she can work on to assist the group.

- e. Grants Liaison

One grant request received in the past quarter from Gettysburg and Millersville to talk about student mentorship. After the visit R. Wagner will remind both parties to submit a report on their experience.

- f. PA Forward

No report.

g. Programs Chair

Fall program went very well. A. Gray has been reviewing the list of possible topics provided by the Governing Board. Comments and questions about transition time between speaker/breaks/lunch at the meeting were voiced by several people. Final call for registrations might be a helpful thing to add before the deadline.

3. Feedback and Impressions of Fall Conference

Consensus that overall it went well and the speaker's agent reported that he had a good time as well.

4. Topics Bank for Future Programs

Accessibility

Burnout

Confidentiality of library/student records (Ann Snowman at Penn State)

Critical librarianship

Diversity and inclusion

Emotional labor

Experiences in libraries (reframing services not through collections but through student and scholar experiences)

First-generation student needs

First-year student needs

Gaming in libraries

High-impact practices in higher education (perhaps in relation to student employment)

I LEAD

Library Integration into Institutional Learning Analytics (LILA – Katherine Furlong)

Mentoring (student employees, paraprofessionals, new librarians, future LIS students)

Open-access initiatives

Print collections ("Print: It's Not Dead, But It Sure Smells Funny")

Space (and its impact on experience)

Teamwork

Textbook affordability (Open Textbook Network and the state grant)

Work-life balance

5. Planning for Spring Conference – Friday, March 9, 2018

A Gray reported hearing interest in First-Year, First/Gen student needs, Gaming in Libraries and High Impact Practices, Open access and textbook affordability

R. Wagner thinks first-year, first-gen could be a good one for speakers from our institutions – also interesting uses and changes in space in libraries.

S. Vine votes for High-impact practices in higher education broadly which could include first-gen experiences and also the textbook affordability/open access. He will send a handout to the group with 8-10 examples of high impact practices

R. Wagner suggests doing a call for poster sessions and letting the membership interpret the topics

Current Programs Committee membership – Aly Gray, HACC (Chair); Ben Hoover, Bucknell; Lindsay Sakmann, Albright; Ellen Shenk, State Library; Josephine Smith, Shippensburg; Jen Strain, Elizabethtown

The Program committee will meet in early December and in early January via phone and also discuss via email to get call for presenters out.

For Spring 2018 and onward, the committee will send an online survey to collect participants' feedback in place of the paper surveys.

6. Website Redesign – Do you have any follow-up questions for either vendor? Do you have sites that you'd like to share with either vendor as examples? Which of the two options should we select?

- a. Open questions:

- What will our options be for those companies that don't offer list serve services?

- Do we want the companies to maintain the updates or should we solicit member volunteers to do updates?

S. Penniman will send some follow-up questions. A. Gray would love to see a new site rolled out before Spring registration. If we stay within budget, we can move forward without further involvement from the Directors.

7. Proposed Changes to Alphabetical Rotation and Length of Leadership Term

At the Governing Board meeting the options of flexibility in this rotation was discussed. Specifically, the option to temporarily opt out of the rotation and the Executive Committee being intentional about reaching out to the incoming vice chair to be sure training and familiarity with the processes and requirements are in place before the first year on the leadership team. Consider documentation and additions to the bylaws related to these discussions? B. Evitts will draft a write up of these discussions and concerns.

8. Audit/Rainy day fund reports

S. Penniman reports directors asked about the annual audit. If we are not seeking donations or applying for a grant, there is no need to do an annual audit. An audit costs about \$400 minimum. Last time this was done there was no new information learned beyond what N. Staron is already providing.

Rainy day fund. This also does not seem needed or necessary.

Next Meeting: Friday, January 26th web meeting
Adjournment. 10:57AM