



**ACLCP Board of Directors Meeting
4 October 2013 – Holiday Inn Harrisburg East**

Agenda topics	Notes
<p>Call to Order at 1:30 p.m.</p> <p>Welcome & Introductions</p>	<p>Present: Rosemary Deegan, Albright College Sharon Neal, Alvernia University Jennifer Clarke, Bucknell University Carrie Rampp, Bucknell University Maureen O’Brien Dermott, Dickinson College Sylvia Morra, Elizabethtown College Ronalee Ciocco, Gettysburg College Beth Evitts, Harrisburg Area Community College Frank Mols, Lebanon Valley College Alison Gregory, Lycoming College Jonathan Lauer, Messiah College Cynthia McClellan, Pennsylvania College of Health Sciences Michelle Foreman, Shippensburg University Dennis Mathes, Shippensburg University Alice Lubrecht, State Library of Pennsylvania Kathleen Murphy, Wilson College Denise Shorey, York College</p> <p>Institutions absent/not represented: Franklin & Marshall (note: not renewing membership) Harrisburg University of Science and Technology Juniata College Kutztown University McDaniel College Millersville University Pennsylvania College of Technology Susquehanna University U.S. Army War College</p>
<p>Review of Agenda</p>	
<p>Old Business:</p> <ul style="list-style-type: none"> ○ Transitioning to new bylaws; alphabetical rotation of leadership 	<p>Sharon Neal noted that a difference with new bylaws is fewer face to face meetings. Programs are going well, but there is less connection with directors. Floor was opened to feedback on how things are going and suggestions to remain connected. Discussion concluded that the Directors’ SIG will offer new opportunities for directors to connect.</p> <p>Jonathan Lauer commented that previously ACLCP board was organized by election of officers but moved to automatic volunteerism which rotated leadership by institution. This brought “laser focus” to the mission of the organization: two excellent professional development programs per year along with programming and staff connections via the SIGs. Previous bylaws included joint purchasing, shared collections, etc.</p>
<p>New Business:</p> <ul style="list-style-type: none"> ○ Expand allocation for grants to all full-time staff ○ Approve budget for 2012-2013; Treasurer’s Report 	<p>At a previous meeting, the Executive Committee voted to change the wording of policy 004, policy 005, and the grant application to: “Applicant must be an employee of an ACLCP member institution.”</p> <p>Motion carried to approve change of wording as presented by Executive Committee.</p>

<ul style="list-style-type: none"> ○ Review Strategic Plan and Action Plan ○ Discuss plans for 50th Anniversary celebration ○ Tax-exempt status denied ○ Other discussions 	<p>Noted that budget was approved via email prior to meeting. Discussed institutions that have not paid dues. Some institutions have submitted it for payment.</p> <p>Decided by consensus to send invoices in mid-June instead of April and follow up in the beginning of August instead of September for institutions who can't pay early. All institutions who haven't paid are planning to pay.</p> <p>Treasurer's report reviewed. Action: Account balances don't match up: Jen will talk to Nicole and follow up via email.</p> <p>Regarding the list of member's willing to speak, it was suggested that this might be better updated by directors than by volunteers. The discussion was moved to the Directors' SIG.</p> <p>Volunteers are needed for coordinating grants and scholarships.</p> <p>Major action item for this year is assessment of ACLCP. Tool will be created in 2013-14; Maureen to implement next year in 2014-15.</p> <p>Fiftieth Anniversary Celebration (Fall, 2015) Discussion of previous 40th celebration and the possibility of an <i>ad hoc</i> committee. The 40th anniversary <i>ad hoc</i> committee (chaired by Jonathan Lauer) did the beginning work before passing it to the Programs Committee. 40th anniversary included national speaker (Bob Edwards at a significant fee), poster sessions, archives, retrospective speaker Susan Campbell, and book signing. It took the place of the regular fall meeting.</p> <p>Discussed that an <i>ad hoc</i> committee is probably not needed because of redundancy with Program Committee and the celebration taking the place of fall program in 2015. That is, it will be a special fall program with a larger budget rather than additional responsibilities.</p> <p>Action: Michelle Foreman will check on ACLCP archives housed at Shippensburg.</p> <p>Board of Directors can help create the "institutional memory" to aid the Programs Committee to invite previous members.</p> <p>Action: Executive Committee to follow up with the Programs Committee to discern their needs, concerns, and ability to plan the program. Reminder to add this celebration to the 2015 budget. Jen will also ask Programs Committee about contract expiration with Holiday Inn.</p> <p>Possible ideas discussed: evening program, dinner and speaker, hotel discount on block of rooms, suspend SIG meetings and have a celebration right after lunch, purchase books for everyone, served lunch, poster sessions.</p> <p>Tax exempt status denial discussed.</p> <p>Action: proposed getting logo redesigned for 50th anniversary in light of new by laws and focus. Executive Committee to follow up.</p>
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	<p>Action: Executive Committee to reexamine nonmember costs for programs; target is to break even or small surplus to account for overhead. Example proposed: \$50. Students and retirees still at lower/member rate.</p> <p>Action: Exit interview to be completed with F&M</p> <p>Discussed ACLCP member dues. Dues have not increased in several years, but there have not been complaints from other members about not getting money's worth. Assessment will provide more information and possibly a value statement to reflect value for members.</p> <p>Discussed possibility of if there is enough money available to provide additional training opportunities to pay a trainer to come in hosted at a library. Possibly to add as a budget line item.</p> <p>Discussed an online form to apply for funding for grants for continuing education for not only individuals but also something for an organization. This option could encourage SIGs to sponsor a program/training. A SIG can propose such as a program, for a budget greater than their allotted \$400. Action: Maureen to notify the SIGs that this is a possibility and to make sure programs are work related.</p>
Adjournment at 2:40 p.m.	