

**ACLCP Executive Committee  
Minutes  
June 4, 2010**

President Bohdan Kohutiak called the meeting to order at 9:47 a.m. at the Ezra Lehman Library at Shippensburg University. He gave a special welcome to the new Executive Committee members who will assume their offices officially on July 1: Jonathan Lauer, Vice President/President-elect; Jenny Maurer, secretary, Rebecca Rishar, chair of Programs Committee and Tracey Amey, chair of Networked Resources Committee. He thanked everyone for the work they have done/will do for ACLCP especially in recognition that they are all volunteers and he thanked their home institutions for supporting their participation.

**Review of the Agenda**

There were no additions or changes to the agenda.

**Treasurer's Report**

Lynne Koskie presented the Treasurer's report. It showed expenses of \$12,908.55, receipts of \$4,259.62, and a current balance of \$6,523.79 for the period January 16, 2010 to date. Lynne noted that the Fidelity account was closed and that balance was transferred into the checking account. Dues invoices were just sent out this week. She noted that the TIAA-CREF account's value is slowly coming back.

Lynne also reviewed the budget year-to-date report and commented that there will be no need to transfer funds from savings this year. She also reported that the fee for the ACLCP domain name is actually paid up until March 2012, not expired as reflected in the budget document.

Lynne reported that after investigation, the Investment Committee recommends moving the TIAA-CREF funds to PNC Bank, with \$20,000 placed in a money market fund at .35% and \$25,000 in a 13 month CD at .75%. There was concern raised about making the move now. Since the Investment Committee reports to the Governing Board, they must act to approve the recommendation. Jonathan Lauer shared an historical perspective that ACLCP chose to place funds with TIAA-CREF during the 1990s when financial times were different and good stewardship indicated investing in a vehicle that gave a better return than a bank account. He agreed the time has come to make a change. A motion (Mols/Darden) to recommend to the Governing Board that they approve the change passed unanimously.

Lynne reported that IRS Form 990N has been filed. This is required to maintain our tax-exempt status. It had not been filed since 2004. She has added this to the Tip Sheet for the treasurer.

In following up on the Lyrasis account, Lynn discovered that last year's member fee was still outstanding. After some negotiations, that fee was waived and ACLCP is no longer a member of Lyrasis.

**Vice-President's Report**

Frank Mols reported the following tentative calendar for meetings in the 2010-2011 year:

October 8, 2010 – Fall Conference and Governing Board  
April 8 or 15, 2011 – Spring Conference and Governing Board

July 30, 2010 – Executive Committee – Penn College  
September 24, 2010 – Executive Committee – Lebanon Valley  
January 14, 2011 – Messiah  
June 10, 2011 – U.S. Army War College?

Not yet available is the date for the Support Staff Workshop. Please let Frank know of any major conflicts with these proposed meeting dates.

Bohdan discussed the task force (Alice Lubrecht, chair, Jessame Ferguson, Janet Hurlbert, and Sharon Neal) that grew out of the last Governing Board meeting. They are to report to the Fall Governing Board meeting and the Executive Committee needs to be flexible to respond to their recommendations.

### **Past President's Report**

BethAnn Zambella had no specific report. She reminded the committee that if the task force recommends moving to one conference per year that it be scheduled in the spring since a new Programs Committee takes office July 1 every other year.

### **President's Report**

Bohdan Kohutiak read a thank you note from Cat Hintze's family for the memorial contribution. He announced that Mt. Aloysius is not renewing its membership in ACLCP. He received a note from Brandi Porter notifying him of the decision.

Bohdan announced that there are two at-large vacancies on the Executive Committee, a one-year appointment to replace Cinda Gibbons who has retired and a three-year appointment to replace Lisette Ormsbee whose term is expiring. Janet Hurlbert, Sharon Neal, and Greg Crawford have all volunteered to serve. To clarify the differences, Bohdan reviewed Governing Board and Executive Committee memberships.

Bohdan also announced that Karen Daniels, archivist at Shippensburg, is retiring at the end of the year. Her impending retirement raises the question of whether the ACLCP archives will continue to reside at Shippensburg.

He will prepare an annual report and send it to the Governing Board by the end of June. Bohdan recommended that all members of the Executive Committee read the tip sheet for their position, and review the bylaws and policies of the organization.

Susan Walker suggested a "call for" retirements announcements and new appointments so they can be acknowledged on the ACLCP Web site.

### **Committee Reports**

- **Programs Committee** – Louise Hyder-Darlington reported that the spring conference featuring Laura Gasaway was a big hit with a record number of attendees. For the year's

programs, the committee came in under budget. They are getting better results with the online evaluation/survey. There were 98 responses with 5 incompletes – a much better response rate than the paper forms elicited in the past. The results of the survey were sent to the Executive Committee and the Governing Board.

Louise noted that ACLCP may want to consider a different food cost structure for the conferences. Our current choice is the most complete option at the highest cost per person. Through the subsequent discussion there was general feeling towards scaling back or eliminating the afternoon break, but continuing drinks throughout the day. Jonathan Lauer wondered whether there was any impetus for looking at alternative sites for the conference. Louise observed that dissatisfaction with the program content seems to be reflected in complaints about the venue and satisfaction with the content reflects positively on the accommodations. A question about looking at other sites was included in a recent program evaluation survey with a majority of responses favoring remaining at Grantville. The Executive Committee felt it was too soon to ask again. Bohdan observed that ACLCP should consider sending invitations to future conferences to non-member institutions.

The new Programs Committee includes chair Rebecca Rishar (Alvernia), Stephanie Herfel (York), Louise Kulp (F&M), Jessica Zart (York), Susan Kane (Alvernia), Lenore Garder (War College) and Kathy Hale (State Library). Louise thanked Tracey Amey (Penn College), Joel Burkholder (York), Jeanette Moyer (U.S. Army War College) and her co-chair Chantana Charoenpanitkul who are retiring from the Committee.

The Programs Committee was thanked with a round of applause.

- **Support Staff** – Sheila Fisher reported that 28 evaluations were received on the 2010 Support Staff Workshop held at Susquehanna University. The five negative comments were about the travel distance. The 2011 workshop is planned for the Penn State Harrisburg campus in April. Rhonda Campbell of Jarhon Communications will present the program on dealing with difficult people and dealing with generation gaps among your staff. She has done workshops recently at Bucknell and Susquehanna. Her fee is \$850. Sheila hopes to have arrangements finalized next week.
- **Networked Resources** – no report

#### **Old Business**

- **Cost Avoidance Options** – A report on cost options for the Fall and Spring Conferences that was prepared by the Programs Committee will be referred to the task force. BethAnn Zambella observed that if continuing education is ACLCP's focus, we don't want to cheapen the conferences.
- **Definition of Member Library** – How should institutions with multiple campuses be handled for membership purposes? Criteria may be needed at some future time.

#### **New Business**

- **Mailing Address for ACLCP** – ACLCP mail is currently going to the PO box in Grantham and Sara Pike forwards it to the appropriate person. A motion (Beidler/Zambella) to move the official address to a post office box convenient to the Administrative Assistant passed unanimously.
- **Updating the Annual Action Plan** – The abbreviated action plan, derived from a much longer strategic plan, needs to be updated for next year.
- **Proposed Budget for 2010-2011** – Lynne Koskie presented a proposed budget that is based on expense trends for the last three years and takes a conservative approach to predicted income. Vouchers are no longer a line item in the budget since no money actually changes hands. In the past budget they had been shown as income. Dues income needs to be reduced by one member. Since both Governing Board meetings are scheduled in conjunction with the conferences, those meeting expenses could be eliminated. Under Administrative Expenses the renewal date for the domain name registration needs to be updated to reflect the actual renewal date. A motion (Lauer/Fisher) to recommend the budget as amended to the Governing Board passed unanimously. Bohdan will send the budget to the Governing Board for a vote. (An aside from the discussion about the domain name registration is that currently the authorized contact people are Stan Furmanak and Michael Bowden. Michael needs to request a change in the contact information to the Administrative Assistant, Susan Walker.)
- **ACLCP on Facebook** – Bohdan asked whether ACLCP should have a presence on Facebook. Some feeling was expressed that this may not be an effective communication vehicle for organizations and until there is a groundswell of interest for such a presence no action need be taken.
- **'Free Lunch' Policy** – Following a question about reimbursing expenses for an ACLCP speaker at a workshop or program, the Committee reviewed ACLCP Policy #002 on Honoraria and Reimbursements and found the issue was addressed there.
- **Vendors at ACLCP Conferences** – Bohdan posed the question whether ACLCP should consider vendor exhibits at the Fall and Spring Conferences. Following discussion, it was suggested that seeking sponsorships for breaks, lunch, folders, etc. might be a better avenue to explore.
- **Other** – Jonathan suggested that the possibilities of reducing dues and raising conference registration fees be referred to the task force.

### **Announcements**

Bohdan presented those retiring from the Executive Committee – BethAnn Zambella, Sue Beidler, Chantana Charoenpanitkul, Louise Hyder-Darlington, and Lisette Ormsbee – with small tokens of appreciation. He also presented a small gift to Susan Walker, administrative assistant. Bohdan was thanked for his leadership with a round of applause. The next Executive Committee meeting will be July 30, 2010, at Penn College.

The meeting adjourned at 12:35 p.m.

Respectfully submitted,  
Susan K. Beidler  
ACLCP Secretary

<p><b>Attending</b> Bohdan Kohutiak, President Frank Mols, VP/President-Elect BethAnn Zambella, Immediate Past President Sue Beidler, Secretary Lynne Koskie, Treasurer Chantana Charoenpanitkul, Programs Committee Co-Chair Louise Hyder-Darlington, Programs Committee Co-Chair Sheila Fisher, Support Staff Committee Chair Aaron Dobbs for Cinda Gibbon, Member-at-Large 2008-2011 Barbara Darden, Member-at-Large 2009-2012 Susan Walker, Administrative Assistant</p> <p><b>Incoming members of the Executive Committee</b> Jonathan Lauer, incoming VP/President-Elect Jenny Maurer, Secretary-elect Rebecca Rishar, Programs Committee Chair-elect Tracey Amey, Networked Resources Committee Chair-elect</p>	<p><b>Not Attending</b> Lisette Ormsbee, Member-at-Large 2007-2010 Michael Bowden, Networked Resources Committee Chair</p>
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