

## **LIBRAS Executive Committee and SIG Chair Meeting**

Minutes of Meeting  
December 9, 2011

### **Opening:**

The meeting of the LIBRAS Executive Committee and SIG Chairs was called to order at approximately 1 p.m. on 9 December, 2011 in Naperville by President John Small.

### **Present:**

Jill Bambenek, Dominican University (Chair, Public Services SIG); Terry Cottrell, University of St. Francis (Treasurer); Missy Laytham, North Park University (Co-Chair, Technical Services SIG); Kathryn Maier-O'Shea (Vice-President), North Park University; Andy Meyer, North Park University (Co-Chair, Technical Services SIG); Mary O'Dea (Secretary), Lewis University; Ken Orenic, Dominican University (Past President / Continuing Education Coordinator); Emily Prather-Rodgers, North Central College (Collection Management SIG); John Small, North Central College (President); Aimee Walker, North Central College (Communications Director).

**Absent:** David Malone, Wheaton College (Archives SIG)

### **A. Approval of Minutes**

The minutes of the previous meeting were unanimously approved with minor edits.

### **B. Open Issues**

#### **Treasurer's Report:**

- Invoices for dues are going out. This year they are being printed and mailed, rather than e-mailed.
- Taxes/IRS:
  - LIBRAS 501(c)(3) status has been renewed.
  - LIBRAS' income is still under \$10,000 per annum.
  - LIBRAS maintains a reserve fund. To comport with the 2006 change in the tax law, nonprofits are required to file 990 Form every year, both state & federal.

### **C. New Business**

### **General LIBRAS Business:**

- Ken Orenic observed that there are lacunae in the LIBRAS Handbook; notably a lack of provision for payment of fees for filing of paperwork past deadline. John Small has also observed that some elements of the bylaws are outdated, and others completely missing. For example, the bylaws are clear on the procedure for replacing the President, the Treasurer and/or the Secretary on the Executive Committee, but make no provision for replacement of the Vice-President, should he or she step down prior to the conclusion of his or her appointment. A number of items of a similar, procedural, nature need to be formalized in writing so as not to be forgotten. The formal procedure for amending the bylaws is still unclear.

*Action:* John Small has requested of LIBRAS Library Directors that the bylaws be reviewed for problems. Lisa Richmond, Director, Buswell Memorial Library (Wheaton College) has offered to assist with content review.

### **Reports of the SIG Chairs:**

- Technical Services:
  - Missy and Andy (Tech Services SIG Chairs) are proposing an informal, in-person conference/webinar format for the Technical Services SIG Event to be hosted at North Park University. The list of possible presentation topics, and whether those topics are better-suited to the full-day Event discussed above, or a Spring Half-event is still under consideration.

Some possibilities given for presentations are:

- Use of Macro Express;
  - Batch loading [of bibliographic records?];
  - EDI setup;
  - Exploring online tools;
  - Uses of Shelflister.
- Included in this planning, is an online component to serve as a source of supplemental material to support the in-person event, and as a venue for attendees to interact with the Event's presenters. The intention is that those presenting at the Event make themselves available online subsequently for a to-be-specified period of time, to assist member libraries with local implementation. Google Hangouts was mentioned as one possibility for realizing this.
  - A date for the full event has not yet been finalized, but February 2012 has been preliminarily suggested.
  - A proposal is in the works for an event or half-event in the spring; perhaps a dinner event.

- Public Services:
  - Jill is proposing a spring or summer event. Some possible topics:
    - Ideas for tablet-reference.
    - Rebecca Crown Library staff are active in Dominican's sustainability plan. The University's half-time Sustainability Coordinator is collaborating on the project. Jill is also working with her to raise the profile of Crown Library in the University's sustainability plan.

Two possible sustainability-related topics under consideration:

- Re-purposing of objects and materials
- Recycling of environmentally challenging materials or substances.

- Collection Management:
  - Emily has committed to a full SIG Event in March, topic TBD.

**Other:**

- Update on Electronic Communications from the Communications Director:
  - The LIBRAS website is currently split between the Drupal version 6 Content Management System (CMS), and an old HTML version. The split is an artifact of the migration's in-progress status. The entire platform is being upgraded to the Drupal 7 CMS. When that process is complete, the entire content of the site will be on the Drupal 7 platform.
  - The LIBRAS Listserv is presently being managed by staff at Wheaton College. Management of the listserv – including registrations and posting privileges, spam filters, and moderation as necessary – aligns squarely with the other duties of the Communications Director. The Executive Committee has therefore requested that this responsibility be migrated from Wheaton College into the purview of the LIBRAS Communications Director. This presents a sustainable model, in that management of the listserv may continue to pass from one Communications Director to the next into the future. It should also permit greater agility for making changes in functionality and policy, on account of the Communications Director's formal position within the LIBRAS organizational structure.

**Action:** Aimee will begin migration of the Directors' and the Members' listservs to Google Groups listservs in January. The Directors' list will be migrated first.

- Report of the Vice-President on IACRL conference planning:
  - The next conference will be at Oakbrook in March, 2012. Katie met with the Conference Planning Committee.
    - There is a possibility that CARLI will fund a Thursday preconference, free of additional charge with conference registration.
    - Two sponsorship opportunities that would both increase LIBRAS visibility and serve its members are:
      - Shuttle to event from the nearest Metra station for \$500.
      - Hosting an informal LIBRAS appetizer reception.
- Report of the Continuing Education Coordinator:
  - Twelve applications for funding were received in time for the October 1, 2011 deadline. Of those, 9 were funded. Continuing Education funding requests totaling \$2155 were approved to subsidize conference registration fees.
  - The next request deadline is February 1, 2012; the final April 1, 2012. Continuing Education funds are frequently exhausted prior to the April 1 deadline.

**Adjournment:**

Meeting was adjourned by John Small.

Minutes submitted by:

Mary E. O’Dea, Interim Secretary

Approved by:

Kathryn Maier-O’Shea, Ken Orenic, John Small