

LIBRAS Annual Meeting
St. Xavier University
24 May, 2006

Present: 42 attendees from 15 member institutions and the Executive Committee

- 1) The meeting was called to order at 11:19am and Mark Vargas, Director of St. Xavier University library, delivered introductory remarks.
- 2) President Larry Wild announced the 2006-2007 LIBRAS Executive Committee election results:

Sally Anderson, North Park University, President
Mark Vargas, St. Xavier University, Vice President/President Elect
David Malone, Wheaton College, Treasurer
Rebecca Miller, Lake Forest College, Secretary
Larry Wild, Judson College, Continuing Education Director

- 3) The Mel George Award was presented to Ted Schwitzner of North Central College.
- 4) Changes to the Continuing Education were proposed and approved. The approved version is attached to this document.
- 5) The recent addition of the yearly audit to the by-laws has proven problematic. Several auditors have been contacted and LIBRAS is too small of an institution for most professional auditors. Elmhurst College cannot include LIBRAS in its annual audit. Attempts to have a college class audit LIBRAS have failed. However, members felt that a check and balance should remain in place to ensure budget accountability. With no other viable options for an audit, the following change to the bylaws was proposed and approved:

Article VII, Section 4:

Current: The Treasurer's records will be audited at the end of the membership year.

Proposed: The Treasurer's records may be reviewed upon demand by an Ad Hoc Committee appointed by the Executive Board.

- 6) The following changes to the by-laws regarding minutes approval process were proposed and approved:

- *“Within thirty calendar days of an Executive Meeting or an Annual Meeting, the unapproved draft minutes shall **be distributed via electronic means**. Directors and Executive Committee members shall have a period of **14** calendar days to review the minutes and propose corrections to the Secretary. If corrections are not proposed within the specified time period, the minutes will pass by consent. The Secretary and the Communications Director will have a period of 14 calendar days to make corrections and post approved minutes to the LIBRAS web site.”*
 - *“Within thirty calendar days of an Executive Meeting, the unapproved draft minutes shall **be distributed via electronic means**. Directors and Executive Committee members shall have a period of **14** calendar days to review the minutes and propose corrections to the Secretary. If corrections are not proposed within the specified time period, the minutes will pass by consent. The Secretary and the Communications Director will have a period of 14 calendar days to make corrections and post approved minutes to the LIBRAS web site.”*
- 6) Larry Wild recognized all of those who have contributed to LIBRAS this past year in significant ways.
 - 7) President’s Report
 - 8) Adjournment at 11:50am.

Respectfully submitted,

Jennifer Paliatka
Secretary

LIBRAS CONTINUING EDUCATION PROGRAM GUIDELINES

Purpose:

To provide partial financial support in order to further the professional development of LIBRAS library staff, both full and part-time but excluding student workers, so that benefits will accrue not only to the individual and his/her library but also to LIBRAS.

Types of Activities Covered and Funding Levels:

The program covers, but is not limited to, the following activities (if a particular activity is scheduled for several locations, the nearest location must be chosen):

Category A

Attendance at conferences that cover subjects of relevance to the operations of academic libraries -- specifically ACRL, IACRL, ILA, LOEX and ALA (annual conference only). The Executive Committee and the Past President/Continuing Education Coordinator will consider multiple requests for funding from each member institution.

- LIBRAS will pay the registration, only at the early bird rate, for anyone who is eligible.

Category B

Attendance at pre-conferences, conferences and workshops of specialized interest that are not sponsored by LIBRAS. Ordinarily, only one person per library will be funded for a given event in this category.

- For any conference, or workshop, where the registration is less than \$50.00 and where LIBRAS funded travel, lodging, and meals are not necessary, LIBRAS will fund the entire registration fee.
- For any pre-conference, conference, or workshop where the registration is more than \$50.00 and where travel, meals and/or lodging is necessary, LIBRAS will fund up to half the total to a maximum of \$500.00. (Refer to the Travel and

Reimbursement Policy in the Administrative Handbook for further details regarding travel and lodging.)

Category C

Online continuing education courses that cannot be counted toward a degree.

- LIBRAS will pay up to half of the registration fee to a maximum of \$500.00 for online continuing education courses.

Eligibility:

- All LIBRAS staff members, full and part-time but excluding student workers, are eligible to apply. The applicant must have direct job responsibility for the subject area covered by the activity.
- Each year, a LIBRAS staff member may apply for funding for more than one continuing education activity; however, the requests may or may not be funded depending on the availability of funds.
- The LIBRAS Executive Committee will attempt to distribute continuing education funds in an equitable manner among the member institutions.

Accountability:**Category A**

- The recipient is required to submit final receipts and a one-two page written report on the content of his/her continuing education experience to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.
- Failure to submit this report within the 30 day period will mean forfeiture of reimbursement funds from LIBRAS for this continuing education activity and will prevent any future funding of continuing education requests from LIBRAS to that individual.

Category B

- Proof of conference registration and a one-two page written report on the content of his/her continuing education experience must be submitted to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.
- Failure to submit this report within the 30 day period will mean that the registration fee must be refunded to LIBRAS for this conference and will prevent any future funding of continuing education requests from LIBRAS to that individual.

Category C

- Proof of course completion and a one-two page written report on the content of his/her continuing education experience must be submitted to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.

- Failure to submit this report within the 30 day period will mean that the tuition fee must be refunded to LIBRAS for this online course and will prevent any future funding of continuing education requests from LIBRAS to that individual.

Additionally, for any continuing education activity, the LIBRAS Executive Committee may ask any recipient to share his/her experience with other LIBRAS members if the content of the funded activity would be beneficial to the rest of the membership. This sharing may include, but is not limited to, a presentation at any type of LIBRAS meeting.

Application and Notification:

- Submit a completed application, approved by the applicant's director, together with a brochure or description of the activity to the Past President/Continuing Education Coordinator.
- Members may apply for LIBRAS Continuing Education funds at any time prior to the requested event or activity.
- Members may not apply for LIBRAS Continuing Education funds after an event or activity.
- The LIBRAS Executive Committee will approve or deny the request, determine what constitutes a "reasonable amount" of funding, and notify the applicant via email within 10 business days.