

Fall LIBRAS Director's Meeting  
North Park University  
September 20, 2006

Present: Sally Anderson (President, also proxy for Inez Ringland, Dominican and John Law, Aurora), North Park; Mark Vargas (Vice President), St. Xavier; Larry Wild (Past President), Judson; David Malone (Treasurer), Wheaton; Ryan Williams (Communication Director), North Central; Rebecca Miller (Secretary), Trinity Intl.; Carolyn Sheehy, North Central (also proxy for Laura Paterson, Lewis); Yana Serdyuk, Concordia; Iva Freeman, Kendall; Eileen Karsten (proxy for Jim Cubit), Lake Forest; Linda Fratt (proxy for Rob Krapohl), Trinity Intl.; Janet Gale, St. Francis; Kim Hale, Columbia College; Susan Sword Steffen (via telephone), Elmhurst

The meeting was called to order at 9:45 am.

- 1) Minutes are now made available to everyone after the meeting. If there are no corrections, they are assumed to be approved and are posted on the website.
- 2) The Final Recommendations of the Strategic Planning Committee were approved unanimously. The executive committee is focusing strategic planning this year on Goal #2(c) which emphasizes utilizing local experts for programming.
- 3) Mark Vargas presented a revised 2006-07 calendar, which included all meetings. The calendar is now posted on the LIBRAS website and can be modified as needed. With the strategic goal of utilizing local experts, there are several programs planned with presentations by LIBRAS librarians, including a membership meeting on disaster planning, and a collection development SIG on weeding. Sally Anderson asked if libraries have had personal experiences that could be used for the disaster planning program. Iva Freeman agreed to host the spring directors' meeting at Kendall. She will look at a good date, probably Mar. 21. The annual meeting will be held at Aurora University, and David Malone will give a presentation about his grant project on electronic resources.
- 4) At the meeting with SIG chairs, it was brought up that it's not clear who's invited to the SIG meetings. It should be emphasized that *all* staffers are invited to SIG meetings.
- 5) Larry Wild brought up proposed changes to continuing education.
  - a. It was discovered that grants over \$600 must be filed with the IRS and counted as income for the recipient. To avoid that, it was recommended that the research grant be reduced to \$575, and the professional development grants be changed from 2 grants of \$750 each to 3 grants of \$500 each. The recommended change was passed unanimously.
  - b. Larry also recommended that the completion requirement for the research grant be extended to 2 years. The recipient will do a presentation by the

second annual meeting after receiving the grant. It could be presented at a SIG. This motion was passed unanimously. It was decided to keep the grant every year instead of every other year, since it would be simpler for people to remember.

- c. There will be a large number of people applying for money for ACRL. It was recommended to limit applications to 1 person per institution until Jan. 15. After some discussion, it was decided to postpone a decision until hearing the budget report.
- 6) Sally brought up some problems with the liaison program. Several people said they felt the liaisons have helped improve communication about LIBRAS events. It is good to have someone else deal with it than the directors. Sally mentioned that she couldn't send messages to the liaisons because she was not on the listserv. It was recommended to have the executive officers be put on the liaison listserv. There was a vote and all approved. Liaisons should be reminded to send in bi-monthly reports about their libraries to Ryan. Ryan can post information to the LIBRAS news blog. Sally also mentioned that the directors' listserv is not very active. She expected that more people would be using it to ask questions.
- 7) Sally talked about the status of the LIBRAS archives. North Park is currently looking for a new archivist. North Park is the holder for the LIBRAS archives, and the agreement for responsibilities said that material submitted to the archives should be inventoried as to content. It was mentioned that this was to check to see if the archives already had the document before submitting it. Sally mentioned using an intern from Dominican or elsewhere to do an inventory. The archives up to 1990 are organized by subject, and after 1990, they are unprocessed. It was suggested that it be the responsibility of the officers to keep their official documents and submit them to the archives. That way there will not be multiple submissions of the same document. It was also suggested that the new archivist can decide the organization scheme for the archives.
- 8) David Malone presented the proposed budget for the coming year. There is concern that LIBRAS maintain a reserve fund. It was proposed that the reserve fund should equal the average of the budget of the prior 3 years. This proposal was voted on and unanimously approved. It was also decided that because ACRL is every other year, legislation could be funded on the alternate years. Since funds from continuing education and conferences are both used for conferences, it was suggested that these 2 lines be collapsed into one. The recommendation for limiting approval of ACRL applications to one per institution was brought up again, and it was suggested that this policy should be applied to all 5 special conferences. After some discussion the following motion was proposed:

LIBRAS established a deadline of October 1 (October 15 for this year) for all applications for continuing education and conferences. For the following five conferences (ALA in Chicago, ACRL, IACRL, ILA and LOEX) LIBRAS will initially fund one individual per institution if they

Approved    Approved    Approved    Approved

apply by the deadline. Additional applications will be considered as money is available. The directors should prioritize the applications when submitting them.

This motion was unanimously passed. As a procedural note, it was suggested that the treasurer provide updates at the fall program.

- 9) There was no new business. The meeting concluded with library representatives talking about what is new at their libraries.

The meeting was adjourned at 12:25pm.

Respectfully submitted,

Rebecca Miller  
Secretary