

Attendees: Jack Fritts (President), Benedictine; Marie Hay (Treasurer), Trinity International; April Levy (Secretary), Columbia; Sally Anderson, North Park; Jan Chindlund, Columbia; Terry Cottrell, St. Francis; James Cubit, Lake Forest; Marcille Frederick, Trinity Christian; Iva Freeman, Kendall; Lisa Richmond, Wheaton; Yana Serdyuk, Concordia; Susan Swords Steffen, Elmhurst; Mark Vargas, St. Xavier.

The meeting began at 10:07 a.m.

Iva and Jack welcomed everyone.

1. **Continuing Education Report:** The final round of applications has been completed. There were nine applicants; we plan to fund at least one, and possibly three if money can be found in other budget lines. This year there have been 44 applications, 35 approved. There were three application periods this year, October, January, April. Jack distributed a table that Jennifer had prepared showing the number and dollar amount of the grant(s) awarded this year to each LIBRAS institution. Marie noted that one check that she sent in reimbursement for ALA attendance had not been cashed by the recipient. The research grant was funded this year to a librarian at North Park.

New draft of Continuing Education Application was distributed for discussion and informal approval. The funding for common conferences like ALA, ACRL, ILA, etc., is for the cost of registration only. For workshops and continuing education, funding currently may also include lodging and travel in addition to registration. There was a question of why every application was not funded this year. Jack noted that sometimes a school had already received funding, so was not approved again. Also, second applications from the same individual were not always funded. The applications from this round from Lewis and Judson that were noted as not funded on the table still may be funded if there is available money in other budget lines.

Mark recommended that the application process be moved completely online, and that the entire form must be completed in order for an applicant to be considered. Because the form needs to be signed by the Library Director, it has not been moved online. The possibility was discussed that the form could be sent via email to the Library Director and forwarded by the Director to the Continuing Education Coordinator with an indication that they approve. It was noted that sometimes costs of travel and registration are not yet known when an application is made, so the form cannot be fully completed. Sally asked why there are not separate lines requesting registration, lodging, and food costs on the form. Susan asked if registrations are the only things that are funded at this point, and is that why the other lines are missing from the new draft form. Jan suggested adding the words "total cost including lodging, travel, and registration" to clarify that line on the form. There was general consensus that meals should not be funded.

Sally wondered why the question, "What is your library able to contribute?" was important. She recommends removing that question, while adding the questions about travel and lodging costs. Mark would like "Describe how this activity will benefit your library and other LIBRAS members" to be removed; there was general agreement with this suggestion because directors believe they will not approve things that are not worthwhile. Jan suggested adding to the form the fact that a report about the conference or workshop attended has to be submitted by anyone who receives LIBRAS funding. Mark wants to remove the line: "list activities, dates, and

any reports given” because LIBRAS has that information already, as do directors. Jack asked that directors prioritize whom they would fund first if there are many applicants from their institutions. It was also suggested not to repeat the categories from the table at the top of the form in the bottom table since they have already been defined above.

2. **Budget Report:** Marie distributed the Report which includes income and spending through March. Dues have all been paid. Funds for hosting the LIBRAS website are included on the Communications Technology budget line. Iva commented that the website and calendar are not up to date. Amy Weidner posts information to the website, but is not responsible for generating or obtaining the content. Jack will try to get updates to post to the website, but he does not always know about SIG meetings. The issue of the LIBRAS Listservs not being used was discussed. Some recalled that that the plan was to phase out the lists (except for the Directors’ List) and use the newly developed Google Docs spreadsheet to send email messages to staff members. Amy reported a potential problem to Jack about creating a list from the Google Docs spreadsheet: that sending to such a big list would trigger a spam filter. Jack plans to try using the list to send some email messages to see if the messages go to spam. Each library is supposed to keep their staff list updated and put new information into the spreadsheet. Because LIBRAS has a blog and website, SIG chairs should be able to put information about their events on the blog. Terry proposed moving everything from the website to the blog in order to allow people to update information more easily. Several attendees would like events for the calendar to be set further in advance and put on the website. Having the calendar would be easier on everyone, especially new people who are not yet familiar with LIBRAS traditions and practices.
3. **Proposal to Institute a Dues Structure and Increase Dues:** The point of the Dues Structure proposal is to ease the dues burden for smaller schools which often do not have enough staff members to make full use of the continuing education funding; while the point of the Dues Increase is to bring in additional revenue for continuing education and professional development in light of the increase in requests for funding that have been received this year. In looking at the numbers of staff members at each LIBRAS library, it was suggested to make the cutoff for paying lower dues 10 staff members instead of 5, or perhaps 6. Jack noted that if we did that it would add only \$100 to the total money that would be collected for use in continuing education. It was mentioned that it would be easier for the treasurer to expect the same amount of dues from each library.

Marcille noted that small schools like hers do not often send staff to continuing education because they don’t have enough people to cover if someone is out. Mark asked if web trainings would be eligible for funding from LIBRAS. There was general agreement that they should. A counter-proposal was made to reduce dues for schools with fewer than 10 staff, and to keep dues at \$500 for schools with 10 or more staff, or to give smaller schools the option to pay lower dues.

Susan questioned whether LIBRAS should keep \$10,000.00 in reserves money. Jack noted that the reserve was reduced to one year’s expenses a couple years ago after several years where LIBRAS was spending \$2000 more than was budgeted each year. We are now trying not to do that by holding the \$10,000.00 in reserve. Only \$2000 is needed for basic expenses in addition to the continuing education funding. Susan recommended that LIBRAS keep a smaller reserve of \$5000.00 and to add \$500 from the reserve into the budget every year until the \$5000.00 amount is reached. Marie noted that the CD in which the reserve is held will come due in August, and the amount can be reduced at that time. The proposal was altered so that up to \$1000 per year may be spent

from the reserve for the next five years, depending on demand. The motion was made and approved.

4. Tuesday, May 11 is the date of the **Spring Meeting**, which will be held at Dominican. Library school students will again be invited and their lunch paid for. The program will include a report from this year's research grant recipient and a presentation about National Louis' use of LibGuides from Larissa Garcia at NLU. Mark will give a presentation about WorldCat Local at the next meeting of the Reference and Collection Development SIG, date TBD.
5. Jack encouraged directors to provide funding for food if LIBRAS events are held in their libraries.
6. **New Business:** This year's Nominating Committee consists of Iva, Caroline Sietmann, and James Kusik. The open positions are Secretary, Treasurer, and Vice-Chair/Chair-elect. There are two-year limits on terms for Secretary and Treasurer. Vice-Chair/Chair-elect is a three-year commitment: Vice-Chair/Chair-elect, Chair, Past Chair/Continuing Education Director. In order to serve the person must be a Director, or must have held office as Secretary or Treasurer in the past. Yana offered to run for Treasurer. April is willing to serve as Secretary for another year. Please send any additional suggestions to Iva as soon as possible, as there must be a slate before the Annual Meeting. John Small of North Central was suggested as a possible Vice-Chair/Chair-elect.

Mark asked the libraries that serve distance education programs, how many people mail books directly to people's homes? Several libraries do, but it's not commonly used, and most spend less than \$1000 per year on it. Benedictine does not send to China or Viet Nam, but sends to students in all of their other distance programs.

7. **Institutional updates:**

Yana Serdyuk (Concordia): The school has reached on campus enrollment capacity and is becoming more selective. Online programs have been successful. Budget is OK for library, so far so good.

Mary Hollerich (Lewis) in absentia: There will be four retirements from her staff of 15: cataloging assistant, assistant to the director, acquisitions assistant, and interlibrary loan assistant. A new Reference and Instruction Librarian will start in May, a recent Dominican graduate. They are updating their collection, and have weeded duplicate journal subscriptions. They added databases: Web of Science, JSTOR IV and V. They are withdrawing all copies of journals in JSTOR and Sage, and their weeding in Reference is almost complete. They have new carpeting and fresh paint on 1st floor. Mary is now chair of IFLA Document Delivery / Resource Sharing group. Their next conference will be in Chicago in 2011. She hopes to include topics in this conference beyond document delivery.

Iva Freeman (Kendall): Their president has become president of National Louis U. The Provost is acting president, interim. Iva was given permission to hire a halftime person, and HR advertised on Monster and craigslist. The new hire is working out well. Now Iva can attend conferences and meetings. Kendall's enrollment is up to 2300 FTE.

Susan Swords Steffen (Elmhurst): Their Library has won the ACRL award for college libraries, having applied several times in the past. They are very glad to have won; her staff has worked really hard. There will be official recognition of their win at ALA Annual. Elmhurst's new president has hired marketing people who are working

on a global poverty project. Elmhurst's faculty is very happy with library, and the new general education curriculum has information literacy embedded in it.

Lisa Richmond (Wheaton): Wheaton has a new president, who is an alumnus and son of a professor. He will be a big supporter of the library, and is being well received by faculty. They are doing a review of their General Education standards, and Lisa is on the committee. The Library is having its ten year program review. External and internal people form a review team. The Library prepares a package in advance for them. The team assesses library and writes a report. They are doing One College One Book, and have picked the book *Life Together* by Dietrich Bonhoeffer. Book recommendations were solicited from campus, and a committee was formed to select from the recommendations. They will have two librarian openings upcoming in collection development and cataloging. Lisa is starting the PhD program at Simmons College, which includes intensive onsite courses and online. She asked whether anyone has agreements to provide library service to local area students enrolled at other schools, and how much do you charge? None of the attendees had such agreements.

Jan Chindlund (Columbia): The Library's Technical Services Department has moved to a different building because of space challenges. The Library is working through the challenges, and hopes to have Technical Services reunited with the rest of the Library at a later time. They recently hired an Outreach Librarian, who will be working on grant proposal writing, events, donor cultivation, and with the Friends of the Library group. They are currently interviewing for a Digital Collections Librarian. The Library is represented in the Strategic Planning for the college. They are also doing a program review, on a five year cycle. They have applied for a Big Read grant and will hear this month if it has been awarded. The chosen book is *The Things They Carried* by Tim O'Brien, which was selected by librarians and faculty.

Mark Vargas (St. Xavier): They have completed their first year using WorldCat Local, and are very happy. The Library will be featured as a success story on OCLC's website. They will be early adopters of OCLC's website management system to replace Voyager but remain connected to I-Share. They have received two major grants for which Mark is the Manager: a \$750,000 Department of Education Library Technology grant, and a \$7.9 million grant from Illinois for physical library renovation. The federal grant may be used for equipment and wiring, while the state grant may be used for renovation. The Library collaborated with IT department and others on their campus to write the grant proposals. There was interest from attendees in having Mark present about these projects. There is a Harold Lloyd film festival in the works at Xavier for March 2011. The first two phases of library renovation are completed. A new president is coming soon.

Marie Hay (Trinity International): Their campus just finished accreditation, which went well. They have finished carpeting and painting in the library, with lots more renovation left to do. They are still using older furniture. Their FTE is stable.

Jim Cubit (Lake Forest): They are in their 3rd year of level funded budgets. The Library is faring better than IT. They are looking for a reference librarian, and have received 200 applications. Enrollment has been stable for years. The College plans to grow enrollment to 1600 with the possibility of expanding it beyond that in the long term. To house the additional students they will eventually need more residence hall space. In the short term, students who are involved with internships and study programs in Chicago will have the opportunity to live at a downtown hostel. Library and IT went through a review process that is done every 7 years, which was very useful. They used MISO, an alternative to LibQual. A \$7 million gift came to Lake Forest, targeted to study

abroad programs.

Marcille Frederick (Trinity Christian): Their adult studies program has increased its enrollment. A Fall accreditation visit is upcoming for which they are trying to leverage money for the Library. They are looking at having an external review as well. They are rearranging Library space to increase group use, and may move stacks around, have shorter stacks, and get more computers. Next year in Spring Marcille will be teaching an honors course on Truth in the Marketplace of Ideas, which looks at the trustworthiness of information retrieval. It will tie in to a previous course on The Long Tail. Question: Has anyone rented articles? No one has used yet. They are looking at a pilot project of buying articles instead of ILL for faculty so there would be instant access.

Sally Anderson (North Park): Their campus is moving toward creating a faculty senate. General Education curriculum is undergoing revision. They need to hire a new head of access services and have received many good applications. Their acquisitions assistant is leaving soon, and their cataloging assistant will be leaving this summer. It is not certain if the positions will be replaced. They have two upcoming events: an undergraduate research symposium, where gallery space will be used for presentations and reception; and an exhibition of the work of Korean artist Hyung Joo Kim that will be displayed in library. Next fall Sally will be in Sweden as a visiting professor at an institution with which North Park has an exchange program. She will be teaching 15 Swedish young people on composition, American culture. The students will be coming to Chicago for Spring term.

Terry Cottrell (St. Francis): Enrollment is basically stable, with a small increase. They are doing General Education reviews also. They don't have enough staff to do the kind of assessment they would like to do. The person taking over their General Education program has agreed to continue to include Information Literacy. Library budget will get small increase for electronic resources. More faculty have been hired in Social Work for LSSW accreditation. St. Francis also started its first doctoral program in nursing administration. Terry will be on a core team to write the strategic plan. He used Mark Vargas' model to write the plan. St. Francis needs a dorm and will be expanding into downtown Joliet. The university will be featured in *University Business* as a model of efficiency. Their budget has become more transparent.

Jack Fritts (Benedictine): The General Education review process is ongoing. Enrollment is up. There are close to 1000 students in China and Viet Nam. They have a branch library in Springfield, and need to hire someone to run it. Their budget has been OK. Jack is lobbying to get additional funding to cover the Springfield library's needs. They are proposing that an unfinished basement in their building be converted into an Information Commons. There is a pressing need to manage noise in the library.

The Meeting adjourned for lunch at 12:25 p.m.