

LIBRAS Fall Director's Meeting

October 16, 2015

1-3pm

University of St. Francis

Present:

Jan Chindlund, Columbia College; Luann DeGreve, Benedictine University; TJ Urbanski, Lewis University; Felice Maciejewski via phone, Dominican University; Katie Maier-O'Shea, North Park University; Andy Meyer (Treasurer), North Park University; Rebecca Miller (President) Trinity International University; Michelle Oh (Secretary), Lake Forest College; Shannon Wenzel (Vice-President/President-Elect), University of St. Francis; Larry Wild via phone, Judson University

1:01 meeting comes to order following lunch

Introductions of Executive Committee

Non-profit status

- Cost for account to file back taxes
 - Andy Meyer (Treasurer) shared the proposed budget for the year including the request of up to \$10,000 to resolve the non-profit issue
 - This amount includes lawyer, CPA, and associated fees such as digitization of LIBRAS accounting paperwork
 - The amount projected to cover these costs is \$8,400
 - This will reduce LIBRAS's savings to approximately \$6,000
 - There were not enough voters present to make a quorum (minimum 12 LIBRAS directors), so Rebecca Miller (President) will send out all items in need of a vote through an online form
- Cost for pursuing non-profit status
 - The 501(c)(3) application costs \$400
 - Felice Maciejewski asked if our non-profit status will be renewed if LIBRAS submits an application
 - The status is not guaranteed, but the Executive Board believes that the status should be given
 - Even if LIBRAS does not become a non-profit entity, the organization still needs to address the legal situation and pay any back taxes
 - Discussion about other ways for LIBRAS to continue were offered
 - Katie Maier-O'Shea offered an alternate idea that LIBRAS could proceed as an organization that does not share funds and cease to exist as a legal entity, but still proceed with professional development events, etc.
 - TJ Urbanski was not comfortable weighing in on this option because of he hasn't been involved with LIBRAS for long enough

- Jan Chindlund would rather we do not disband as a formal organization, stating there may be benefits we may not even know of yet
 - What advantages does LIBRAS get as a non-profit organization?
 - Non-profit status would be preferable for tax purposes, for applying for grants, and for receipt of gifts
 - Plan to complete the resolution on status will be continued with David Malone, Andy Meyer, and LIBRAS Executive Board
 - Ultimately liability might fall on LIBRAS Directors for legal issues, rather than the position of Treasurer
 - Andy is happy to support the process, but is not an expert on tax issues for non-profit organizations
 - Andy has records for banking and there is a plan in place for digitization of the materials, these will be placed in a shared site for storage
 - TJ Urbanski offered to assist with digitization if needed
 - A vote on whether to approve the move to file again as a non-profit will be in the online form
 - Addition to Bylaws regarding conflicts of interest
 - Finding a way to reimburse funds without legal conflict of interest issues
 - Currently the Treasurer issues reimbursements to individuals, for example, Rebecca Miller paid for food for the 2015 Annual Meeting while acting as Vice-President and it's not clear whether reimbursing to individuals looks like a conflict of interest (paying a member of the board)
 - Can we go reimburse institutions as payees, to avoid paying individuals?
 - TJ Urbanski expressed concern as this would not work at Lewis
 - Another question regarding conflicts of interest is whether Executive Board members or directors can apply for Continuing Education funds through LIBRAS
 - The directors present felt that they do not need this benefit and would rather their staff receive these funds
 - Katie Maier O'Shea mentioned limiting the funds could be a barrier to getting people to serve on the Executive Board
 - Rebecca Miller and Andy Meyer will coordinate to ask lawyer about how to deal with this topic and how to craft language for bylaws to limit directors from applying for Continuing Education Funds
 - Jan Chindlund suggested using term "director or equivalent title" in documentation as heads of LIBRAS libraries go by different titles
 - Andy Meyer also reminded the group that there is a LIBRAS debit card which can be obtained from him, using the card can help avoid having to do reimbursements at all
 - Brief discussion about how to prevent a lapse in status again

- Jan Chindlund suggested that the position of LIBRAS Treasurer should be extended beyond 3 years to keep continuity, if the person in the position is interested
- Elmhurst College is the official address for LIBRAS and on the articles of incorporation
 - State forms go to Elmhurst Director Susan Swords Steffens
 - Rebecca Miller can check with Elmhurst to see if they are still willing to be the main location for LIBRAS business, official address, tracking forms, and forwarding to appropriate locations
- Maintenance of records
 - Andy Meyer will print paper documents of our financial records
 - The Treasurer should be responsible for printing off paper documents and archiving them
 - Executive Board suggested having the Treasurer's Report be a formal part of LIBRAS's Annual Report

Budget report by Treasurer

- 2014-2015 budget review:
 - Went over in some areas (legal), under in others (Professional Development)—in general spent less than anticipated
- 2015-2016 budget review
 - Large legal fees this year
 - Continuing Education Budget is lower to align with what we spent last year in this category and due to larger legal fees this year
 - Combined Hospitality and Programming budget lines from 2014-15 year to single Events and Programming budget line for 2015-16
- Andy Meyer proposed updating bylaws to clarify/combine the categories for Continuing Education Funding to make this simpler
 - Katie Maier O'Shea believes that bylaws were already changed to get rid of categories that are not clear; this may have already been approved
 - Katie explained that in the past Continuing Education budget lines would change from year to year, for example, the budget would be higher for ACRL years
- Katie noted the membership fees have remained static for a long time, so we could consider raising membership fees by \$50 per institution
- Brief discussion about whether to keep the budget for research grants as this category has not been spent often
 - Jan Chindlund was in favor of keeping a budget line for this
 - Luann DeGreve shared that grants were started in the early 2000's because there were lots of surpluses and helped spend this down
 - General agreement was to keep the \$300 for the grant
- Budget for Spring Director's Meeting (falls under Events and Programming)
 - Jan Chindlund asked about the costs of eating lunch at Kendall
 - Currently LIBRAS covers half of the amount of the lunch at Kendall College, but if directors covered the full amount this would save funds

- A vote on this will be in the online form
- Andy pointed out that last year was a surplus that we were trying to spend money and this year we are containing costs because of the legal fees, so we're not really "cutting" but returning to normalcy

50th anniversary celebration

- Discussion on a proposed speaker and honorarium and other costs were discussed
 - The budget for a speaker is \$1000 including all costs associated
 - Felice Maciejewski contacted Joe Janes from the Information School at the University of Washington as a possible speaker
 - His general speaker fees plus travel costs are above the budgeted amount for a speaker for this event
 - Felice will continue communications with Joe to see if this is negotiable
 - Jan Chindlund suggested asking Brian Bannon the current director of the Chicago Public Libraries as a possible speaker
 - There was interest in this speaker and Jan will do follow up and communication
 - Jan will use Columbia College letterhead on behalf of LIBRAS to make the request
 - Both speakers will be contacted in hopes of aligning the right time and costs for the event
- The budget for lunch for the celebration is \$2000
 - Possible solutions to defray the costs of this lunch
 - Charge admission for attendance (like \$10)
 - Collecting fees may be an additional transaction for Treasurer that would be income, which could be challenging
 - The admission fee could be rolled into each LIBRAS institution's membership fees
 - Rebecca Miller expressed concern that might take us over annual \$10000 operating budget, which could affect paying taxes
 - Andy Meyer looked at other budget lines and if some funds from the Events and Programming budget line, which does not traditionally spend very much
 - We could combine the Annual Meeting & 50th Anniversary Celebration
 - If LIBRAS doesn't subsidize the directors' lunch more from that fund to go to Anniversary event.
 - Limiting other social events like Christmas Party
- Dominican is the current proposed location for the event, but this can be open to other LIBRAS institutions if the situation merits
 - Columbia has a non-fee suite for speakers and other institutions may as well
- The proposed date for the celebration is mid to late May to avoid the graduation

Roosevelt University membership in LIBRAS

- The Director of the library at Roosevelt University expressed interest in joining LIBRAS to Jan Chindlund
 - Roosevelt seems to meet the criteria for inclusion according to LIBRAS bylaws
 - Over the years the criteria has been flexible, Katie Maier O’Shea used Kendall as an example of a LIBRAS member that does not exactly fit the usual LIBRAS institutional profile
- The logistics of applying for membership
 - There is no form for applying, but the Director could write a letter of interest to the LIBRAS President Rebecca Miller to bring for a later vote
 - Jan will contact Roosevelt’s Library Director with this information
- General enthusiasm was expressed about the possibility of adding a new member and it would be desirable timing to celebrate this at the Annual Meeting/50th Anniversary Celebration

Digital repositories

- Constellation
 - TJ Urbanski plans to use Constellation for a campus celebration of scholarship and for ramping up general digitization efforts
- Chicago Collections Consortium (CCC)
 - Would LIBRAS want to be a member of this consortium?
 - Rebecca Miller said, for example, Trinity doesn’t have a lot of material, but with LIBRAS the amount of content might make more sense
 - Jan Chindlund is on the board for the CCC which recently talked about consortiums joining CCC
 - LIBRAS may not be able to become a voting member, but still have membership
 - CCC has 21 members, including LIBRAS institutions Lake Forest and Columbia
 - CCC has tiered membership fees
 - Inaugural exhibit is currently at the Harold Washington Library, in a week two will be announcing the portal that can add digital assets and has gotten good feedback from scholars
 - Executive director and portal manager (CCC employees) just reported to Chicago Metro History Fair with a good turnout
 - CCC is also trying to identify digitization and other capabilities of member institutions, i.e. Brookfield Zoo did not have digital copy of their 60th anniversary publication and Columbia College was able to digitize the item

Special Interest Groups (SIGs) report

- Shannon Wenzel (Vice-President/President-Elect) reported on this year’s SIG chairs and upcoming activities following a meeting of the Executive Board and SIG chairs
 - Archives SIG—Gloria Hendrickson, St. Francis
 - A meet and greet event will be forthcoming

- Public Services SIG—Cynthia Kremer, Benedictine
 - Public Services event on Open Education Resources at North Park on October 19
 - Katie Maier O’Shea said the event should be captured on video for those interested
- Tech Services SIG—Christa Strickler, Wheaton
 - A webinar event is coming up titled “It Takes Two: Technical Services and Public Services Collaborations” will be at Trinity International on October 21
- Web Services—Rich Clegg, Dominican

Directors’ reports on their schools

Benedictine, Luann DeGreve reported as proxy for Director

- New leadership at Benedictine
- New University President wants a librarian for Mesa, AZ campus
- Library is working to incorporate ACRL new Information Literacy Framework
- Began a new technology lending program
- Currently interviewing for a Digital Archivist position

Columbia College Chicago, Jan Chindlund

- Columbia is celebrating its 125 anniversary
 - Archivist pulled information from the starting of the school and created a collage of early documents outside of the President’s office
 - Jan will send photos of this to those who expressed interest in seeing this
- College is in strategic planning process and using “Civic Commons,” an outside contracted organization, to talk with members of the college and library
- 4 retirements in the library: Rollin Hanson, Paula Epstein, Paul Smith, Shirley Bennett (sp? on all)
- Looking to fill the position of Head of Access Services & Assessment
- Weeded 40,000 items this year, but inherited the Harrington’s collection (and some students) which closed, which added about 30,000 items
 - These items are at an off-site storage location due to space issues
- Campus center is being built and library wants an outpost center there with possible MakerLab and Media & Equipment
- Banned Books Week event was a big success and ALA participated
- Library had its third annual De-stress Fest, including therapy dog
- This spring, campus is getting ready for shared reading program on *The Maltese Falcon*

Dominican, Felice Maciejewski

- Working on Strategic Planning and invited someone from ALA (Cara) to participate in full day retreat as part of process

- One librarian moved on to a new institution and filled with new librarian Molly Mansfield who will begin in October
- Have been experimenting with a 3D printer that is now ready for student use
- Doing a de-stress week of activities before finals and partnering with a student involvement group
 - Hosting events like hot chocolate and coffee at night, “adult coloring books” scattered around the library, massage therapist and therapy dog
 - Partnership will end with late night breakfast on the first day of finals
- Faculty donation of a outdoor labyrinth sculpture
- Patti Smith was on campus on Sunday to talk to her our book, DU made it into Rolling Stone this week!
- LIS program is going through accreditation
- New Provost, new staff in Diversity and Marketing Offices and other roles, lots of turnover

Judson, Larry Wild

- All I have to report is that Lewis is carrying on

Lake Forest, Michelle Oh reported as proxy for Director

- Just finished a successful Homecoming weekend, which included events to celebrate Harvey Cain an 85 year old alumnus who rode his bicycle from California to Lake Forest
- Increasing content into digital repository Digital Commons
- Library instruction program is strong
- Increased network infrastructure and increased bandwidth significantly
- The enrollment goals were not reached for this year and we had to leave one part time Evening/Weekend Circulation Supervisor position unfilled

Lewis, TJ Urbanski

- Tripled number of instruction sessions
- Facebook activity has increased significantly
- Library reorganized and introduced a new evaluation process
- New library leadership team
- Rewrote job descriptions
- Just hired 7th staff member, one of the institutions strategic goals is to “transform library”
- Had retreat for staff, assessing research/reference services
- Two library retirements
- Looking to hire a STEM librarian that could work also with medical/nursing program at Lewis
- Hired new librarian for Public Services
- Enrollment was flat for Lewis this year
- College will be looking for new President

North Park, Katie Maier O'Shea reported as proxy, with comments from Andy Meyer

- College is celebrating its 125 anniversary
- Archivist is doing a great job putting together historical information for Homecoming.
- Matt Ostercamp is the new director of the library since spring
- Other staffing changes include moving a part-timer moved to full-time faculty status
- Library went through a reorganization and restaffing took a lot of our energy
- Along with restaffing, Director did a re-vision of the library, which was a good process

Trinity International, Rebecca Miller reported as proxy

- In process of trying to hire and Access Services Librarian
- Theological Services Librarian has been empty for some years, with upcoming retirement this position may be refilled, as it is important to the institution
- University has a new president
- New materials, John Stott's desk, scroll, study room for PhD students
- This fall the library hosted some book talks, 90 attendees for one of the first ones,
- Library has a goal to become more of a social hub on campus
- Flat enrollment, which was cause for celebration because previous years have enrollment had dropped

University of St. Francis, Shannon Wenzel

- University revamped radio station and program and library was approached by to do monthly program called "Check it Out" and Shannon is the DJ
- Combined reference/circulation desk into the information desk, people seem to like it as a "one stop shop"
- As of August 1st, Shannon became the Director. Former director has taken over VP of IT and other issues
- University President has been here for 3 years, so is starting to make changes around the college, campus improvements to grounds to make things look more welcoming and working on fundraising
- New Science building was built
- Undergraduate enrollment low, graduate enrollment higher, but empty dorm rooms as a result

The meeting participants congratulated Shannon on her promotion to Director.

Other Business

- TJ Urbanski said Lewis is interested in interns from Dominican and Trinity International is also interested
- Jan Chindlund asked if we can move up the Directors' reports on schools to an earlier part of the meeting
- Approval of Annual Minutes were not approved at the current meeting

Adjourned at 3:24.

Draft of minutes respectfully submitted,
Michelle Oh
LIBRAS Secretary