

Executive Board Meeting Minutes
LIBRAS
Nov. 8, 2002
Elmhurst College

Present: Ursula Zyzik, President; Luann DeGreve, Vice President; Larry Wild, Treasurer; Anne Jordan-Baker, Secretary.

The meeting was called to order at 11:15 a.m. by President Ursula Zyzik.

The minutes of the September 11, 2002, Executive Board meeting were approved with minor editorial corrections. L. DeGreve moved that the minutes be approved; her motion was seconded by L. Wild. Motion passed.

Three LIBRAS librarians have applied for reimbursement for continuing education. The Board concluded that the requests, which were also for large amounts of money (ranging from \$1575 to \$2644), were for events that are outside the usual scope of LIBRAS reimbursement, e.g. the Harvard Leadership Institute, and a Linux trade show, neither of which are specific to the continuing education of librarians. LIBRAS policy is that continuing education can be reimbursed for up to 50% of expenses, and requests for more than \$250 must be approved by the executive board. One previous request for reimbursement has already been paid for a cataloguing course. The board decided to postpone a decision on the three current requests as they are outside the usual scope of reimbursement, and the requests included no supporting documentation, such as receipts.

L. Wild distributed a balance sheet dated October, 2002. The board then focused on drafting a proposed budget for 2003 that will be recommended to the directors for approval. LIBRAS' total assets were \$24,911.66, but the special assessment of LIBRAS libraries that still need to pay for Serials Solutions for 2001 will add another \$10,000 to that total. Interest on the money market account will add another \$100 or so, for a grand total of approximately \$35,011.66. All LIBRAS institutions have paid dues.

The board decided to split the current Continuing Education budget line into two parts: 1) For ACRL, LOEX, and ALA Annual, LIBRAS will reimburse LIBRAS librarians 100% of the lowest registration fee; 2) For other continuing education, LIBRAS will reimburse up to 50% of the registration fee (criteria for this category need to be developed). Librarians will be limited to one reimbursement request per fiscal year, regardless of which of the two categories that request falls into. By splitting this line, the board hopes that it can allocate enough to the first category that all LIBRAS librarians can depend on that reimbursement. The second category would be distributed based on criteria that the board needs to develop.

The following budget lines were deleted: LIBRAS Lines, the Mel George Award plaque (the funding for this will now be under the Miscellaneous category), Cooperative Collection Development, and Handbooks (the LIBRAS handbook will be made available electronically through the LIBRAS website).

L. DeGreve stated that the proposed bylaws changes need to be distributed to LIBRAS members at the December SIG meetings.

A. Jordan-Baker will ask Ted Schwitzner, former LIBRAS secretary and website coordinator, to place the LIBRAS handbook online at the LIBRAS website.

The meeting was adjourned at 12:50 p.m.

Respectfully Submitted,

Anne Jordan-Baker, LIBRAS secretary