

EXECUTIVE BOARD MEETING MINUTES
LIBRAS
approved
Benedictine University
June 26, 2003
2 p.m.

Present: Ann Jordan-Baker (outgoing secretary), Luann DeGreve (incoming president), Ted Schwitzner (incoming vice-president), Colleen Waltman (incoming secretary), Larry Wild (treasurer), Ursula Zyzik (outgoing president).

The meeting was called to order at approximately 2:05 by incoming President DeGreve.

Schwitzner presented a plaque received from Synergistic. It was agreed the plaque would be added to the archives.

Zyzik presented information regarding the audit. In summary, where to go from here regarding a LIBRAS audit is dependent on what kind of audit LIBRAS wants and the cost LIBRAS is willing to pay. Zyzik has been in touch with an accountant and will coordinate with DeGreve and Wild to send the accountant the LIBRAS statements so he can determine the cost for either a certified, review or compilation audit. The books need to be closed first which will take place July 1.

DeGreve suggested appropriate wording regarding the audit type allowable might be added to the Administrative Handbook.

Each outgoing officer met briefly with each incoming officer and discussed pertinent specifics to the duties of that office. Much information is available via the LIBRAS web page.

Potential programs that had been outlined by Schwitzner for the upcoming year were discussed.

It was agreed that a program regarding collection development tying in electronic vs. print and virtual reference would be given highest priority and that something involving leadership would be given next highest priority. A program discussing information literacy was discussed and deemed more appropriate for the Ref./BI Sig group. A program discussing advocacy for academic librarianship was discussed and considered appropriate to tie into the annual meeting. Also, a "synergy" style program was discussed and acknowledged to be a greater undertaking than just one year will allow, but deemed valuable. Schwitzner will work on further fleshing out. It was noted that programs should appeal to all library staff, not just professional or paraprofessional, if possible.

A tentative calendar was discussed. Possible host sites for the September 10 meeting were discussed. DeGreve would follow-up with Trinity Christian College. A fall program should be scheduled for early November and a spring program for early March, keeping in mind the need to avoid conflicting with IACRL, Reaching Forward, Advocacy Day, and National Legislative

Day. The annual meeting will take place in April, perhaps earlier, and the May Director's meeting will more than likely take place at Kendall College. It was pointed out by DeGreve that meeting dates need to be firm by September 1 and that, typically, the 2nd Wednesday of the month has been good for meetings.

Potential projects for the coming year were outlined and include: review of the administrative handbook (last done 10 years ago), creation of an officer's handbook, a PR plan, a new strategic plan, creation of election process security, potential grant program discussion, upgrade of web site, develop policies and assistance for attendance at Director's meetings, potential reorganization (consolidation) of LIBRAS finances, establish groundwork for following year.

Other items mentioned:

- The listserv will remain at Wheaton (LD)
- The nominating committee would like a list of all previous officers on the web site (TS)
- PR for LIBRAS was discussed and the need to publicize who LIBRAS is, what it does and how it is relevant now as well as the possibility of creating an e-mail newsletter was mentioned.

The next Executive Committee meeting will take place Wednesday, July 23 at 2 p.m. at Illinois Benedictine.

Minutes respectfully submitted,

Colleen A. Waltman
LIBRAS Secretary