

LIBRAS Executive Committee Meeting  
St. Xavier University  
29 August, 2006

Present: Sally Anderson, president; Mark Vargas, vice president; Rebecca Miller, secretary; Larry Wild, past president (by conference call)

Absent: David Malone, treasurer; Ryan Williams, communications director

The meeting was called to order at 9:39 am.

- 1) The annual budget was examined. There were reductions in several areas. Ask Ryan to edit the reimbursement forms to include a field for the address the check is to be mailed to. For the director's meeting, suggest that the research grant be given every other year. Ask David to collect data for what has been spent over the last 5 years. 2 weeks before the director's meeting, the budget should be emailed to the directors, along with an agenda.

Clarification of travel experiences - ask David what he is intending with travel expenses. Does he want to reduce the amount covered for lodging and meals? We could have a conference call to discuss the budget items before the director's meeting (possibly 1<sup>st</sup> week of September). There was a suggestion that the different categories of conferences (A, B and C) be removed and a standard \$500 limit be used instead. People could then be notified how much LIBRAS can cover. However, this would require quick notification, which may be too much extra work.

- 2) At the director's meeting, ask if we want to move the application date for the professional development and research grants. A later date could make it easier for people to get the applications in. Also, encourage directors to inform people in their library about the grants. Mark will work on the timeline to add the application date and who is in charge of which tasks.
- 3) Sally described the status of the LIBRAS archives. The current archivist is leaving North Park. North Park's role, according to the signed agreement, is to accept and store LIBRAS papers, but not to process them or create an inventory. There are many boxes in the archives that are unprocessed. There was a suggestion that they be organized by office. We could look into getting an intern from a library school archival program to organize these archives (Dominican or University of Madison at Milwaukee).
- 4) Discussion on the push for using internal people for presentations rather than bringing people from outside. There was an idea to encourage younger people to present as professional development. We could make a requirement for the research grant be for new librarians who have been out of graduate school for less

than 5 years.

For the fall program, Sally and Belinda will be doing a program on disaster planning based on what they learned at a CARLI program at Northern Illinois University. The spring program will be on the changing role of periodicals, reference and online collections. David Kohut from St. Xavier can possibly take the lead on this program. The annual meeting will be held in Aurora. It will include poster sessions based on the theme of "service." Mark will call the SIG chairs for dates for their meetings. The spring director's meeting will still be held at Kendall with a nice lunch.

- 5) At the director's meeting, we could get feedback on the liaison system and how it's working. Or Sally can just encourage the libraries to make more use of it. Sally will put together an agenda for the director's meeting and send it to the executive committee.
- 6) The initiative for this year can be to focus on programming and using internal experts. There was mention that the director's listserv doesn't get used much for questions. Mark said next year he can host a party at his house to build community. The strategic planning needs to be approved at the director's meeting. It can be posted on the web and emailed as an attachment. It was decided that there would not be funding for librarians to travel to LIBRAS meetings.

The meeting was adjourned at 11:15am.

Respectfully submitted,

Rebecca Miller  
Secretary