LIBRAS Executive Committee and SIG Chairs Meeting
Tuesday, May 4, 2010
Trinity International University

Attendees: Jack Fritts, Chair (Benedictine); Marie Hay, Treasurer (Trinity International); Mark Kroll, Technical Services SIG Chair (Benedictine); April Levy, Secretary (Columbia); Ken Orenic, Vice-Chair/Chair-Elect (Dominican); Jennifer Paliatka, Past Chair/Continuing Education Coordinator (Elmhurst); Amy Weidner, Communications Director (Benedictine).

 The meeting began at 1:10 p.m.

Budget and Continuing Education: To address the unfunded requests there is $500 remaining in programming. The $328 in hospitality should cover the cost of the Annual Meeting meal, especially because Dominican GSLIS is sponsoring the student lunches. Ken will invite Susan Roman, GSLIS Dean, to make remarks during the meeting. Also, the $200 in the Communications costs which does not have to be used this year may be applied to the unfunded requests.

If we can provide funding for the Lewis and Judson applicants, that will be ideal. Requestors from the two institutions that have already received funding this year will not be funded in this round. We have only said No to three people.

The Mel George Award has been ordered. It will cost $100 and be paid out of Miscellaneous. The website hosting payment will be due August 2010 and will cost $203, plus $20 for domain name.

Next year's budget needs to be in place before the Fall meeting, when Directors will approve it. The new Executive Committee will plan the budget at the transition meeting.

The budget line transfers for this year should be mentioned in the Treasurer's written report, but not zeroed out in the budget table. The Continuing Education line will be made negative to show the true amount that was spent, even though the budget will balance out in the end because of the additional funding in the other lines.

Jack detailed the suggestions Directors had made for altering the Continuing Education application form for Jennifer. Some suggestions will be applied. It is in the rules not to pay for meals. Directors were not receptive to funding registration costs only. This issue will be brought up again next year.

The suggestion to make the application form completely online is problematic because of spam messages. While there are only about 45 continuing education applications per year, having an online form can generate 300 spam messages. The form can be changed to a PDF or editable Word form to make it more usable without putting it completely online.

Planning/Transition Meeting: The suggestion that the Research Grant recipient have their project approved by their institution's IRB needs to be investigated and added to the bylaws. This should be worked on over the summer to develop a policy, which can be taken to the Directors in the Fall. Jan

Chindlund and Bella Karr Gerlich were most interested, and perhaps could be tapped to work on the policy.

Ken asked if the emphasis of LIBRAS should be on continuing education, or staff development? Jack brought up the idea of taking field trips to LIBRAS libraries for information sharing purposes.

Because the liaison model has not been very effective for generating staff interest in LIBRAS, we will try direct emails to LIBRAS staff members using the Google spreadsheet Ken developed. Amy cannot send email to more than 10 people at a time from the LIBRAS web host. Ken had to work with his IT dept to send the message about the annual meeting out to all LIBRAS staff members. We also might need to have meetings at more centrally located libraries.

Mark reported about the Tech Services SIG meeting hosted by St. Francis. There are usually 4-5 attendees. They have productive discussions and good idea sharing as a small group. Their December meeting focused on cataloging and acquisition of electronic resources. Mark would like to get input from other schools about their meeting topic interests.

Ken recommends using Doodle.com when scheduling a meeting. The meeting organizer sets the timeframe and each invitee responds with their availability through the site. We can talk more about these tools at the transition meeting.

Jack offered to hold the transition meeting at Benedictine and have lunch brought in. We will try to hold the transition meeting sometime in June; the date will depend on who is elected. Jennifer will meet with Jack regarding transitioning of duties after she returns from her sabbatical travels.

Annual Meeting: Amy put the Annual Meeting information on the blog already. Ken created a nice flyer. At the meeting, Missy Laytham will give a brief update on her research grant in progress. The GSLIS students will attend starting at 11 a.m. and have lunch.

The Executive Committee must present annual reports at business meeting. If we can get reports to Jack by end of this week, he will put them together in one packet. Instead of going through the detailed reports, each of us will speak for a couple of minutes about what happened this year. Ken will demonstrate how to use the Google Docs spreadsheet. Marie will mention reducing the size of the certificate of deposit by $1000 per year until $5000 remains in reserve.

Mel George Award: We need to make sure recipient attends.

Elections: Jack noted that the Nominating committee has not yet come up with a name for vice-chair/chair-elect. The Directors suggested some names at their last meeting. Jack would rather not hold the election at the Annual Meeting, but at this point we may need to. John Small, John Law, and Mary Hollerich were mentioned as additional potential candidates.

Amy has served two years as Communications Director, and would like to step down if a replacement can be found. Ken may have someone at Dominican who would be interested in the position. No one

communicates information to put on website, which is why the site is "out of date". Amy circulated her annual report showing website statistics.

Ken recommended that we create a clearinghouse of experts within LIBRAS. Sometimes interesting questions come up on the Directors' list.

The meeting adjourned at 3:10 p.m.