

## LIBRAS Transition Meeting

July 6, 2010

Benedictine University

Attendees: Terry Cottrell, Treasurer (St. Francis); Jack Fritts, Past President/Continuing Education Coordinator (Benedictine); Marie Hay (Trinity International); April Levy, Secretary (Columbia); Ken Orenic, President (Dominican); John Small, Vice-President/President-Elect (North Central); Amy Weidner, Communications Director (Benedictine).

The meeting began at 11:45 a.m.

Jack welcomed everyone, made introductions, and reported the results of the Election for new LIBRAS officers. John Small was elected Vice-President/President-Elect, Terry Cottrell was elected Treasurer, and April Levy was elected Secretary. Jack passed the two gavels to Ken as the new President.

**Special Interest Groups (SIGs):** Ken thanked Jack for his wonderful job as President. Ken circulated an agenda listing the SIG chairs that are in place for the coming year. The Vice President is normally responsible for nominating SIG Chairs, but Ken got this started already for next year and has contacted several people. David Malone of Wheaton College will be the new Archives SIG chair. It is unclear whether Mark Kroll of Benedictine will continue as Technical Services SIG chair. Ken created a new SIG for Instruction which Molly Beestrum from Columbia College will chair.

The Circulation SIG was discussed; ideas included changing its name to Access Services, so it includes ILL and reserves, or just adding ILL to the existing name. It was not clear whether the SIG met this past year. Carol Warner of Judson U. was last year's chair; we do not know whether she is interested in continuing. The question was posed if there is still a need for this SIG, or do people get this kind of information and training from CARLI groups? Or if upcoming technology changes to the OPAC could be addressed by the Emerging Technologies SIG. It was noted that there are also non-technology-related responsibilities related to Circulation, like staffing, workflow, customer service, training, etc. It was decided not to eliminate the SIG at this point, and to see if Carol still wants to chair it.

The Staff Development SIG never got off the ground, so it was decided not to start it. Staff Development is the purpose of all SIGs. General staff development activities can always be planned by the Executive Committee. The Archives and Emerging Technologies SIGs are the most active. The Reference/Collection Development SIG's recent event featuring St. Xavier's implementation of WorldCat Local was well attended.

**Open Houses:** The idea of planning Open Houses was brought up again. One library would host, and staff from the other libraries would visit. There would be presentations by the host library. John Small and Jan Chindlund (Columbia) have showed interest in hosting and/or participating. They could be scheduled in early and late Fall. The Open House might include Best Practices in one department, plus the regular activities of each department. LIBRAS libraries' staff could then visit 2-3 LIBRAS libraries per year. The libraries could be divided geographically for visits.

In the past, Judson hosted an event because they had opened a LEED new building. Visits might be based around a SIG, so that people with particular interests know they will want to attend. The Public Services Working Group in CARLI has sponsored library open houses during the past two years for CARLI libraries, and we can use some of their ideas as a model. The Open Houses could focus on information about an institution. This could all be done ad hoc, based on need. The purpose is to see how viable LIBRAS is as an organization, to increase information sharing, tap into the dynamic of greater numbers communicating in one location, getting to know other people in the member libraries. We don't want to waste time and money on events no one will attend. It was decided to solicit ideas from Directors on listserv, and to make sure they can send 2-3 staff per library. Ken and John will meet to discuss further planning for the Open Houses when Ken returns from vacation.

**Website redevelopment:** Wade Stewart (Elmhurst), Ken, and Amy met recently for an update on the status of the LIBRAS website redesign. Wade is further implementing changes using Drupal and will host the site on his own server until it goes live; a link to the site will be sent to the Directors for their feedback. Some questions include whether we want to put all of the old content on the new site, or link back to the old site for old content? Amy is very busy this summer implementing a new CMS for Benedictine before Fall, so will be able to work on the LIBRAS site after that is completed. Wade should be around for the full deployment of the new website. The goal is to launch the site in late December or early January. Feedback from attendees at the Annual Meeting indicated that many were in favor of reinstating the Calendar on the new site. Liaisons and SIG chairs will be able to make updates to the new site. It may be necessary to revitalize the Liaisons group to ensure that liaisons are technically able to use a CMS to add content. There could be an Open House around the time of the new website launch that would include training for SIG chairs and liaisons.

**Communication with LIBRAS members:** Ken plans to email people directly to communicate about LIBRAS events, because that has garnered better knowledge sharing than past methods. There are some technical challenges, particularly sending out 270 emails at once. Ken is managing this through special arrangement with his IT dept. now, but we need to look at different ways to communicate with membership. One possibility is using Google groups, another the Newsletter widget in Drupal. We may want to formally cut off use of the listserv technology for all lists except Directors. Maintenance of lists is always a challenge. It may be possible to force populate the lists with names from the Google spreadsheet; Amy is looking into this. A new liaison responsibility can be to maintain the current list of staff contacts for their institution. John will look into the Google Groups capabilities.

**Archivist:** Does LIBRAS have one? Sally Anderson took the archives to be housed at North Park. Jack doesn't think they are doing anything with the materials besides housing them. North Park has an archivist, but there is not a formal relationship between that person and LIBRAS. This could be an opportunity for a Dominican GSLIS student internship. Ken will follow up with Sally. Currently, LIBRAS' electronic content is not being archived, and that needs to happen.

**Shakespeare videos:** The videos were a LIBRAS consortial purchase and are housed at Concordia. The collection consists of 37 videos in VHS. There was a brief discussion of whether to take any actions regarding the format of these resources, like ripping them to DVD or streaming them.

**Budget:** Ken circulated a budget worksheet for planning for this year. \$1000 from the reserve account will be transferred each year for the next five years into the operating budget until the reserve amount is \$5000. It was decided to increase knowledge sharing opportunities through the SIGs, and strongly encourage SIG chairs to have more than one meeting per year if they can. This will entail increasing the hospitality budget line. There could also be a more elaborate annual meeting. It was suggested that knowledge sharing sessions be scheduled where conference attendees who attended the same conference could share what they learned with others.

The general preference was not to ask for money at the membership (annual) meeting. Directors will still be asked for contributions for the Directors lunch meeting at Kendall.

It was decided to add \$200 from the Programming line to Miscellaneous. \$300 from the Programming line will be added to Hospitality. The new total for the Hospitality line will be \$1900. The new total for the Miscellaneous line will be \$350.

**Funding conference attendance:** LIBRAS used to only pay for ALA attendance if the conference met in Chicago. Otherwise, LIBRAS would only pay for other conferences like LOEX, ACRL, LITA, Internet Librarian, etc. Over time this morphed into LIBRAS paying for ALA anywhere the conference was held. Changing the rules to eliminate paying for all ALA conference attendance would have to go to the Directors to decide. The possibility of earmarking money for smaller conferences specifically was discussed. Another alternative would be to focus on funding ALA after the other conferences have been funded. ACRL is this Spring, with early bird registration already open. There will be many applications for that. It was decided to add a list of smaller conferences to the funding application form or website, etc. We will have a conversation about this at the next Executive Committee meeting.

The Research Grant recipient from last year will present her completed research at a Technical Services SIG meeting (or other LIBRAS meeting) next Spring, and there may be new applicant(s) this year for the grant. Last year's recipient presented her work-in-progress at this year's annual meeting.

**Dues increases:** this issue needs to be brought up again with Directors, especially because for the next five years there will be the additional income from reserves that will increase the budget, but after that new revenue will be needed to maintain the budget at that level.

Another way to use some money would be for PR promoting the new website, through note pads, pens, etc. There is half a box of LIBRAS notebooks remaining.

**Soliciting new Members of LIBRAS:** A way to increase revenues would be to invite other area libraries, like National Louis and Olivet, to join LIBRAS.

**Audit:** The Audit line in the budget remains at \$0. Because LIBRAS' income is under \$50,000 we do not have to complete a 990 form. In past years we could not find anyone to do an audit for free. LIBRAS is registered with the state as an organization, and incorporated as a 501c3. The Audit line will be removed.

**Upcoming Meetings:** The next Executive Committee Meeting will include SIG chairs as well, and will be held in early September. Ken will use Doodle to schedule the meeting, and it will be held at Dominican unless someone else wants to host. In time for the meeting, the open SIG Chair positions need to be filled, and a communications checklist created for SIG Chairs of who needs to receive communications regarding meetings, PR, take photos at event, etc.

At this meeting we will make expectations clear to the SIG chairs, and indicate the increased support for hospitality, as well as promising attendance from Executive Committee members.

Ken will try to start scheduling the Fall Directors Meeting once he is back from vacation. The meeting will be in early to mid October. Jack will send the Continuing Education application letter out, and we will discuss continuing education funding at next Executive Committee meeting.

Ken thanked Marie for her two years of service as Treasurer, and recognized Amy for her continued service as Communications Director. Amy has agreed to remain for another year to complete the move to Drupal CMS for the LIBRAS website.

The meeting adjourned at 2:36 p.m. (including lunch break)

Respectfully submitted,

April Levy, LIBRAS Secretary