

**Academic and Research Libraries Division**  
Minnesota Library Association  
Friday, August 24, 2007  
2- 4pm MELSA Conference Room

Executive Board Meeting Minutes

1. Adopted agenda
2. Approved minutes of last two meetings (May and July 2007)
3. Elections- MLA Board affirms that ARLD should handle as we wish. Ballots are being finalized. Completed ballots will go to Robin and one of her students will count them. Ballots will go out next week (week of Aug. 27) and will be due Sept. 14. Robin will send ballot and bios to Deb to post to the web. Next year we should ask for candidates a little closer to the election (e.g. July).
4. Awards - Our nominee accepted. He will be at a conference out-of-state but is returning to receive his award. Jim will be giving the award and speech. Jim will work with the MLA Board on dinner and arrange for making the award plaque.
5. MLA Conference issues and preparations - moderating, business meeting, Julie Kelly's request, other?

F5 has been canceled (Victoria Peters); ARLD Business meeting is on Wednesday at 6 pm.

Moderating assignments:

A1 Wed - Kate (Social Networking);

A7 Wed - Jim

C6 Thurs 8:15 am Robin

D2 Thurs 10:00 Linda - Podcasts - Cody Hansen

E6 Thurs 2:15- Kristen Mastel - Scott Spicer

F1 Jim Newsome - Janet Franzen

G2 Friday 9:30 Kristen - Robin is presenting

G5 Friday 9:30 Linda

F8 Friday

Other moderator assignments for Gretchen, Melissa, Lynne?

Robin will update list and send to board. We will finalize moderator assignments at Sept meeting, after which moderators will work directly with presenters to get bios and finalize equipment needs, etc.

JKelly request: Jim put her in touch with the arrangements person in Mankato and they are providing space for her meeting. Jim will provide time for her to speak about their activities in the ARLD Business mtg.

We need to look at the Business meeting agenda for MLA and finalize the agenda at the Sept board meeting. We need to market the meeting. Robin will draft a call to attend the meeting and send to Kristen for distribution to the list, as part of announcement of ARLD sessions at MLA. Kate will research a place for a post-business meeting dinner for the board and ARLD members.

6. By-laws - ready for final approval and distribution to membership  
Jim will do final cleanup of comments and send to Robin. Jim will draft note to accompany revisions, and Kristen will send them out to the ARLD list for review. He will highlight the substantive changes in the email. Kristin will mention the business meeting when Bylaw revisions are sent, since bylaws revisions have to be approved by a quorum at that meeting. Reminder will

be sent closer to the MLA conference to remind them that these changes will be voted on at the business meeting there.

7. ACRL and the tax status of ARLD- a long and winding road (“brief” report)

ACRL gives grant money to state chapters IF the chapters have tax exempt status. They requested hard copy proof that we are a 501C(3) or a non-profit. MLA was contacted for the documentation. Heidi H. could not find anything, nor could Chris O. We are, it turns out, a 501C(6) because we lobby, so we are NOT the kind of non-profit that is eligible for grant funding from ACRL. That's why there is an MLA Foundation - that is the 501C(3) side of the organization. Kate will check the IRS website and get documentation for Jim, which should be there for all non-profits.

8. MLA Board news- crisis over, but issues remain (brief)

Discussion of records retention policy for MLA. Jim will be on a task force looking at this; Robin will volunteer to help look at the situation and try to come up with a plan. MN Historical Society has MLA and ARLD records through 2000. Current MLA docs are in a closet in the MLA office. Archiving electronic records is now becoming a huge issue.

MLA board will be addressing for the membership what occurred in a general fashion, presenting a plan for ensuring the same thing does not happen again, and soliciting suggestions for how to do a good job moving forward. Opportunity presented to harness any negative energy around this issue and ask these interested folks for positive initiatives to improve the organization. Need a coordinator and specific purpose for the volunteers (e.g. membership drive, stuffing envelopes, data entry...) Jim could suggest to MLA board during strategic planning process that a volunteer coordinator might be a good assignment for a board member. Suggestion for MLA to send out five-bullet point email to membership saying here's where we at, registration for MLA is on track, financials are looking good, etc. etc. - in the interest of open communication and transparency. Good news about the state of the organization.

9. Other?

ARLD Dialogues - probably no money available for lunches at this point, as we had in the past. RE topics and ways of getting folks together: Could we partner with the DuPage MINITEX sponsored teleconferences, have them transmitted to other locations in the state and add a moderated discussion following (latter piece sponsored by ARLD)?

Maybe MINITEX could host live portion and make arrangements and ARLD that could host and arrange the follow-up discussion. Discussion could be recorded, archived and re-used in other parts of the state. Jim will check with MLA to see if any funding is available.

10. Next meeting - new date - Sept. 28

NEW TIME: 9:30 - 11:30

Present: Jim Newsome, Robin Ewing, Deb Bergeron, Kate McCready, Kristen Mastel, Linda Eells