

**ARLD Board Meeting
September 28, 2007
9:30-11:30am
MELSA-MLA Conference Room**

Minutes

Adopted Agenda and approved minutes of August 24th meeting

1. Greetings and sharing of news
2. Elections and new Officers
Robin will notify new officers. Ruth will be new board member and will be invited to ARLD board meeting being held at MLA.
3. Conference planning:
 - a. ARLD sessions: moderators/evaluations/handouts online/other?
Robin distributed list of programs and moderator assignments, and moderator checklist with Information for MLA Conference Speakers. She already sent the checklist to all of the presenters, and they have been forwarding their tech needs to Audrey Betcher, MLA Program Chair. Moderators are responsible for obtaining bios & intro information. Wednesday moderators should mention the business meeting coming up that evening. Robin will ask Audrey about evaluation forms. Robin will send another blurb to Kristen for distribution to the ARLD listserv.
 - b. Restaurant for party
Our business meeting is at 6:00-7:00 on Wednesday. Jim has to be at MLA meeting from 7:00-8:00 so he cannot be at restaurant until 8:00. No dinner after the business meeting this year. Next year we will really try to have the business meeting at lunch time so we can have lunch there.
 - c. Business meeting: agenda/bylaws resolution and also parliamentary procedure/ room logistics/
 - Call for volunteers for ARLD Day - Kate will draft a handout/sheet to send around - combination sign-up sheet with room to volunteer.
 - We don't need to ask for people to approve minutes from last year's board meeting held at MLA.
 - Introduce board members and have folks stand up.
 - Bylaws revisions. Kristen will send out revision email again. We are supposed to have a quorum to get them approved. Jim will bring 10 copies of new bylaws and talk about how we made the changes and what we were trying to achieve, and will highlight major changes. The hope is to approve the changes as bulk, but if someone wants to discuss a particular change we can make a friendly amendment to pull out that piece. Then we can vote to approve the rest of it. Someone needs to make a motion to adopt the changes.
 - Highlight what we did during the past year, including mention of what we did and are doing at MLA. ARLD Day was a financial success - mention that we changed our venue to help with the situation.
 - Inform members that we have a legislative presence. Next year's platform hasn't been finalized yet. Gretchen will present this piece and let folks know she is the contact if folks have issues or concerns.

- Mention that the MN Academic Librarian of the Year award will be announced and presented at the awards banquet, note who received the award last year, and let folks know they should nominate others.
- What is ahead - planning for the future (Robin's piece)? Need feedback on the Dialogues - do people want to continue face-to-face, or is there a way to hold them electronically?

d. Awards ceremony

Jim will present the award and is gathering quotes about the recipient, who is flying in to receive award. Audrey Betcher is working on getting the plaque. Jim will also let folks know more about the award, which can either be for one big thing or long term. Can be for something they did for the profession as a whole, OR can be for something they did in their library that can be a model for other libraries.

e. Other?

M.L.A. Business (there are now 782 MLA members)

f. Need to submit a printed ARLD annual report for the MLA business meeting.

Mary Johnson, head of Public Libraries Division wants reports by Oct. 10th. Kristen will tweak ARLD annual report and send to Mary.

g. Jim suggested that the MLA Board send a letter to membership on improved financial conditions.

h. Records retention policy task force

Jim was asked to chair a task force. Board suggested that the task force sort through the files in MLA office and figure out how to organize and file it. How do you archive emails, webpages, etc. - policies, procedures/workflow, technology? "How to..." and policy are Jim's focus, as opposed to physically sorting and cleaning up office files. Mike Bloomberg wants to work on the electronic piece. Volunteers? Jim will send out a call to the MLA list for volunteers. Sorting and cleaning out the existing files would be a good practicum for library school students.

i. MLA Vision Summit - anyone interested in being on a task force? First task is a survey of what other chapters do about office help. Kristen will work on this with Jim.

j. MLA Board

New MLA policies are being drafted on financial control, information control, and staff oversight

The board is having difficulty locating minutes, etc. from last year's business meeting, awards information, etc. They need to know not only what to retain, but how to know where information is located. They do plan to hire a support person - job description, % time, and salary are under discussion, but they are not planning to hire before the MLA conference - perhaps in January. Right now all MLA support is on a volunteer basis by board members, but this is not a sustainable model.

k. Orientation planned for new MLA board members - Jim

Example of content would be the culture of board meetings. It takes awhile for new members to figure out how they fit in.

l. Other

4. ACRL Business?

Kate will get a copy of the IRA designation for MLAs 501C(6). Meghan from ACRL was contacted and they said they WILL fund 501C(6) chapter activities now. They can fund for charitable or education expenses, but cannot fund travel or speakers fees, or to purchase goods or services prohibited by ALA policy. We should be able to use ACRL monies to fund ARLD Dialogue lunches. Kate is asking how much ACRL will give us. Process - We spend the money and then complete a one-page reimbursement form (online). Kate has the link to the form.

5. Other

ARLD Day 2008. The Landscape Arboretum has been booked (by Jim) for Friday, April 25, 2008. We have both rooms for the whole day to avoid so much moving around. Humanities Commission facility on 35E could be an alternate option, food is great, but we need to check to see if venue is large enough. Kate will check space and cost and availability for April 25 or thereabouts.

Info Lit video being produced at St. Kate's will be great to share and use as model for other videos. They even have a bloopers piece. This would be a good session for next year's ARLD. We need to think about theme and speaker for ARLD Day.

Clarification of board terms - Dec. 1-Nov. 30 (two year terms). Lynne Weber has a conflict and cannot come on Friday mornings for meetings.

6. Next meeting on Friday, Nov. 30 (Nov/Dec meeting combined)
9:30-11:30

Present: Jim Newsome, Robin Ewing, Gretchen Pyle, Kate McCreedy, Kristen Mastel, Linda Eells, Melissa Kalpin Prescott