

**Minnesota Library Association**  
**ARLD Board Meeting**  
**18 January 2008, 2:30-4:30**  
**CLIC Conference Room**

**Minutes**

1. Adopted agenda
2. Welcome and sharing of news
3. Provisionally approved minutes of 30 November meeting; Robin will check on meeting location.
4. Update from MLA Board Meeting
  - a. Annual conference location: Sheraton Bloomington, Minneapolis South Hotel.
  - b. Annual conference dates: Not yet finalized. 2008 conference has been advertised as 8-10 October (Wednesday-Friday) but 9 October is Yom Kippur. MLA Board is trying to move the conference to 6-8 October (Monday-Wednesday).
  - c. Annual conference planning: Chair of program committee is Heidi Hoks. Oversight Committee for conference will meet soon and more information will be available then. Call for programs should be going out next month. Robin requested that the ARLD Business Meeting be scheduled during lunch. Robin will share this information with Linda Eells who will participate on the Oversight Committee.
5. Letter to Library Schools
  - a. Reviewed latest draft of mailer and brochure/application form.
  - b. Will send ten copies of each to library school directors and people who oversee the online component of each program. Schools to include are the University of Illinois, Emporia State University, the University of Wisconsin – Madison, the University of Iowa, the University of Wisconsin – Milwaukee, and the College of St. Catherine. Lynne will compile a mailing list.
  - c. Lynne will send the mailer and brochure/application form to Robin electronically and Robin will send it to Wendy Wendt with details (need her signature).
  - d. Kristen will mail the letters and brochures.
6. ARLD Day Planning
  - a. Jim has a signed contract with Erin Walsh from National Institute on Media and the Family.
  - b. Jim has a signed contract with the Arboretum for the auditorium (both sides) all day until 4:30.
  - c. Jim pulled together evaluations from last year. The Board will review again for next meeting.
  - d. Jim distributed a draft agenda and tentative reverse timeline for ARLD Day.
    - i. Decided on theme: “Riding the Swell: Effectively Reaching Our Students”.
    - ii. Reviewed and discussed timeline and agenda.

- iii. Kristen will send out reminder letter to members with speaker information and theme by 1 February.
  - iv. Jim will edit timeline and agenda as well as create draft of call for proposals by 15 February.
  - v. Ideas for ARLD planning
    - 1. Include “first time attending ARLD” on registration so we can welcome new attendees.
    - 2. Adjust break times (longer break in afternoon and shorter break for room dividing).
    - 3. Logistics of showing St. Kate’s Information Literacy film.
    - 4. Invite Erin to stay for lunch (9:20-1:00).
    - 5. No poster presentations this year.
- 7. 2009 ARLD Day Planning
  - a. In an effort to be able to acquire “big picture” thinkers, we need to schedule keynote speakers much earlier than we have in the past.
  - b. Robin will send message to Board members to start thinking of speaker ideas for 2009.
- 8. Update ARLD website
  - a. Robin will give updated list of Board members to Deb Bergeron for posting.
- 9. Update from Jim on Records Retention
  - a. We’ll hear more about this in the future. Planning is underway.
- 10. ARLD Bylaws
  - a. Will discuss and vote at ARLD Day.
  - b. Will be an agenda item for future ARLD Board meeting.
  - c. Need to be sent out to membership 30 days prior to ARLD Day.
- 11. Update from ACRL Chapters meeting
  - a. Will discuss at a future meeting (if Deb or Linda attended).
- 12. Update to ARLD Procedures Manual
  - a. Conference Planning: Robin will work on this section.
  - b. ARLD Day: Robin will check current information and update according to timeline discussions at today’s meeting.
- 13. Meeting Schedule: 1:00-3:30 on the same day as MLA Board meetings
  - a. February 15
  - b. March 14
  - c. April 18
  - d. May 16
  - e. Summer: TBA
  - f. Future MLA Board meeting dates: June 20, July 18, August 15, September 19, October (at Annual Conference), November 21, December 19.

Present:

Robin Ewing (chair), Jim Newsome, Ruth Zietlow, Lynne Weber, Kristen Mastel, Melissa Prescott