

Minnesota Library Association
ARLD Board Meeting
MLA/MELSA Conference Room
15 February 2008, 1:00 p.m. – 3:30 p.m.

Minutes

1. Additions to the agenda: none, agenda adopted.
2. Welcome.
3. Reviewed and approved minutes from 18 January 2008 meeting.
4. Update from MLA Board Meeting: PLA conference registration is over 500 for full conference, Legislative Day is 22 February 2008.
5. MLA Conference
 - a. Timeline: Annual Conference will be 6-8 October (Monday-Friday) at the Sheraton Bloomington, Minneapolis South Hotel; no Internet available for free at the conference, we will need to make sure potential presenters know this; ARLD Business Meeting will most likely be during breakfast; Linda will attend first Program Committee meeting on 14 March; Multitype libraries are thinking of sponsoring a speaker at Annual Conference but will need a co-sponsor (likely ARLD).
 - b. Annual Conference 2009 will be either 21-23 or 28-30 October at the same Sheraton location.
6. Letter to library schools: Robin brought the letter to the MLA Board today, the MLA Board was enthusiastic about the idea but wants to add PLD as an option, Robin will send a note to Wendy Wendt indicating that we recommend adding a sentence that discusses PLD as an alternative option for new registrants.
7. ARLD Day Planning: Discussed the timeline for ARLD Day, reviewed a draft agenda for the day, reviewed a cost analysis of the conference.
 - a. Food selection: Reviewed the Arboretum menu and made selections.
 - b. Registration fees: Same as last year.
 - i. MLA/ARLD members: \$60.00
 - ii. Non-MLA members: \$75.00
 - iii. Students: \$30.00
 - iv. On-site: \$80.00
 - c. Other: Earlier this month a reminder letter was sent to members announcing ARLD Day and asking for proposal submissions, a second reminder will be sent out on or around 28 February; at the March meeting the Board will look at the draft registration form that Jim will prepare in advance, discuss materials to include in the participant packets, and discuss the evaluations from last year.

8. 2009 ARLD Day Planning: Need to start thinking about a theme and keynoter for next year, need to reserve the Arboretum again sometime toward the end of April (Arboretum takes registrations up to one year in advance).
9. Update ARLD website: Robin will send list to Deb Bergeron.
 - a. Chair: Robin Ewing
 - b. Chair Elect: Linda Eells
 - c. Past Chair: Jim Newsome
 - d. Secretary: Melissa Prescott
 - e. Member Communication: Kristen Mastel
 - f. Legislative Liaison: Gretchen Pyle
 - g. Event Planner: Do we want to list this? Leave off for now.
 - h. Member-at-Large: Kate McCready
 - i. Member-at-Large: Ruth Zietlow
 - j. Web Communication: Deb Bergeron
 - k. Library School and Student Liaison: Lynne Weber
 - l. Vendor Liaison: Stephanie McConnell
10. ARLD website revision: What needs to be done?: Robin will talk with Deb after today's meeting and clarify roles.
11. ARLD Bylaws: Robin will work with Kristen to send them out to the membership.
12. Records Retention Policy: MLA Board was extremely happy with policy. ARLD Board will discuss at a future meeting.
13. Update to ARLD Procedures Manual
 - a. Conference Planning: Robin sent information to Linda and will continue to work on timeline.
 - b. ARLD Day: Robin is putting together the procedure and timeline as we go along this year.
14. Meeting Schedule
 - a. March 14 1:00 – 3:30: **March 21 9:30-noon**
 - b. April 18 1:00 – 3:30
 - c. May 16 1:00 – 3:30
 - d. June 20 1:00 – 3:30
 - e. July 18 1:00 – 3:30
 - f. August 15 1:00 – 3:30
 - g. September 19 1:00 – 3:30
 - h. October at conference
 - i. November 21 1:00 – 3:30
 - j. December 19 1:00 – 3:30

15. 2008 Election procedures and timeline draft
 - a. Committee members for 2008: Jim (chair), Kate, and Melissa with Kristen as liaison. Ruth is also willing to serve if needed.
 - b. Timeline: Solicit candidates via email in early July, solicit candidate statements in early August, distribute ballot in early September.

16. 2008 Academic Librarian of the Year Award
 - a. Review timeline: Melissa or Linda will check for latest draft.
 - b. Committee members: Linda and Ruth.
 - c. Other: Need to explore idea of creating Academic Librarian of the Year Web page.

Present: Robin Ewing (chair), Kate McCready, Linda Eells, Jim Newsome, Melissa Prescott, Ruth Zietlow