

Minnesota Library Association  
ARLD Board Meeting  
MLA/MELSA Conference Room  
March 21, 2008 – 9:30 a.m.-12:00 p.m.

## Minutes

1. Additions to the agenda: none, agenda adopted.
2. Welcome.
3. Reviewed and approved minutes from February 15, 2008 meeting.
4. Update from MLA Board Meeting
  - a. Released from Sheraton contract for 2009 Annual Conference.
  - b. Website: see (9) below.
  - c. Still no wireless access for MLA Annual Conference, could try to get a vendor to pay for it, need to have something in Conference Program to indicate this.
  - d. 2009 conference, possibly Duluth but still looking for a location.
5. MLA Conference 2008
  - a. Change dates to November 19-21.
  - b. Update on Conference Program Committee meeting from Linda
    - i. Discussion of process and date change took place.
    - ii. Exhibits are at other end of hotel and on a different floor from session rooms – will need to figure out a way to get people to visit them.
    - iii. 4 small rooms and 2 large rooms will be available for concurrent sessions, probably no poster sessions as no good place to display them.
    - iv. Committee members shared session ideas.
    - v. All members will send proposals to Heidi Hoks, not their division.
    - vi. 95 people signed up for PLA preconference. MLA will make money from the registration fee (\$185 per person).
  - c. Timeline
    - i. April 11 is due date for session proposals.
    - ii. Conference Program Committee will meet to discuss all proposals on April 18.
  - d. How to avoid ARLD Day/MLA Conference calls out at the same time
    - i. On Monday, April 25, ARLD will send out a focused call for proposals for the MLA Conference, trying to avoid confusion with ARLD Day call for proposals.
    - ii. We will also send out the registration form for ARLD Day.
6. Letter to library schools: E-mail sent to Wendy noting that ARLD would like to add a sentence about PLD being an option. No word from her.
7. ARLD Day Planning

- a. Select afternoon sessions
  - i. Discussed the proposals and chose four programs for the afternoon sessions:
    1. Capturing the Captive Audience: Utilizing Marketing & Incentives to Increase Participation in Workshops & Programs
    2. Teaching Web 2.0 to Student 1.5: Effective Methods for Introducing New Information Tools
    3. Visioning a Student-Centered Library: Quick and Easy Methods for Listening to Our Students
    4. The Library Uncatalogued: The Making of an Information Literacy Film
  - ii. Chose slots for each of the four sessions.
  - iii. Jim will contact conference presenters and then session moderators will follow up.
- b. Identify moderators
  - i. Ruth: Capturing the Captive Audience  
Linda: Teaching Web 2.0 to Student 1.5  
Kristen: Visioning a Student-Centered Library  
Jim: The Library Uncatalogued
  - ii. Jim will send out the Moderator Checklist
- c. Vendor sponsorships
  - i. Jim shared a draft letter for vendors, the group reviewed it and made suggestions.
  - ii. Discussed vendors who should receive the letter.
- d. Finalize registration form
  - i. Suggested changes: put registration form ahead of the agenda in the email announcement, add ARLD website url, drop off lunchtime video premier since the film will be shown at an afternoon session, change deadline (received by) to Thursday, April 17.
  - ii. Kate will work with Kristen to distribute registration form.
- e. Evaluation form
  - i. Examined questions on draft evaluation form, discussed and made changes.
- f. Other
  - i. Kristen and Linda will handle registration at the conference.
  - ii. Handouts: agendas, evaluations, possibly vendor flyers.
  - iii. Robin will ask Wendy Wendt about the possibility of MLA sponsoring a drawing for one MLA Annual Conference registration.
  - iv. Need to have some money upfront before the Conference, Robin will inquire.

## 8. 2009 ARLD Day Planning

- a. Solicit ideas for keynote/topic at ARLD Day

- i. Evaluation form will ask this specifically.
- ii. Will start discussing right after ARLD Day this year.

9. ARLD website revision: What are our priorities? Current buttons on website:
- a. ARLD blog: How do we want to use it?
    - a. Robin can post, will check if she can add others from the Board.
    - b. Begin using for announcements, news items, and other postings.
  - b. About ARLD: Robin will send this information to Ben Trapskin and Deb for posting.
    - i. Chair: Robin Ewing
    - ii. Chair Elect: Linda Eells
    - iii. Past Chair: Jim Newsome
    - iv. Secretary: Melissa Prescott
    - v. Member Communication: Kristen Mastel
    - vi. Legislative Liaison: Gretchen Pyle
    - vii. Member-at-Large: Kate McCready
    - viii. Member-at-Large: Ruth Zietlow
    - ix. Web Communication: Deb Bergeron
    - x. Lynne Weber: Library school and student liaison
    - xi. Stephanie McConnell: Vendor Relations Liaison
  - c. Dialogues – remove.
  - d. Events – have ARLD Day there now.
  - e. Join
  - f. Calendar – Google calendar? Robin will check. Do we need this?
  - g. Meetings – Robin will send dates to Ben.
  - h. Procedures Manual – Robin will make sure current version is available.
  - i. Resources – what is this for? Links to other websites like ACRL?

10. ARLD Bylaws

- a. Message has gone out to membership, no comments yet.

11. Records Retention Policy

- a. Board accepted the policy for MLA Board and Office.
- b. Still unclear what MLA needs to maintain, we will discuss this in May (after ARLD Day).

12. Update to ARLD Procedures Manual

- a. Review latest version: Linda updated recently.
- b. Identify items for revision before by-laws change
  - i. Discuss at May meeting.
  - ii. Complete changes by August meeting.

13. Meeting Schedule

- a. April 11 1:00 – 3:30 Room 320
- b. May 16 1:00 – 3:30 Room 317

- c. June 20 1:00 – 3:30 Room 320
- d. July 18 1:00 – 3:30 Room 317
- e. August 15 1:00 – 3:30 Room 320
- f. September 19 1:00 – 3:30 Room 320
- g. October 17 1:00 – 3:30 Room TBA
- h. November 21 at conference
- i. December 19 1:00 – 3:30 Room 320

14. Update on the 2008 Academic Librarian of the Year Award

- a. Reviewed timeline, will adjust since MLA Annual is late this year, Linda will discuss with Ruth.
- b. Robin will mention at ARLD Day.

15. 2008 Election

- a. Positions: Chair-elect, Member-at-large, Member Communication, Legislative Liaison.
- b. Next step is to mention at ARLD Day.

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