

Minnesota Library Association
ARLD Board Meeting
MLA/MELSA Conference Room
11 April 2008, 1:00 p.m. -3:30 p.m.

Minutes

1. Additions to the agenda-none
2. Welcome
3. Review and approve minutes from 21 March 2008 meeting. Will be approved at May meeting.
4. MLA Conference: No news. Deadline for proposals will be extended (to end of April, tentatively) due to MLA website and listservs being down.
5. Letter to library schools: E-mail sent to Wendy noting that ARLD would like to just add a sentence about PLD being an option. No word from her. **No update at this time.**
6. ARLD Day Planning
 - a. Update: Kristen provided number of registrants (27 so far). Jim will get tally from her to finalize food arrangements. Also needs to know how many are picking each session to determine room assignments.
 - b. What is each person doing?
 - i. Carla is collecting registration fees coming into MINITEX and will attend conference to handle on-site registrations. Linda & Kristen will distribute name tags & handouts (DUE to Kristen by April 22: agenda-Jim, evaluation form-Jim, table talk questions-Jim, MN Librarian of the Year –Ruth – Kristen will copy all handouts and compile in folders). Ruth will handle book sales (incl. flyer/handout about author) at registration and morning break. New schedule distributed by Jim (Arboretum needs 20 mins for changing room setup).
 - ii. Robin will email Wendy & Carla about getting check for the speaker
 - iii. Set up sponsorship sign and get speaker set up - Jim
 - iv. Introduce board and welcome to group, announce MN Librarian of the Year Award, and ARLD Board openings (incl volunteer opportunities), then introduce Jim – Robin
 - v. Jim will introduce Erin and will mention book availability
 - vi. Robin will wrap up after Erin's talk and move us to morning break
 - vii. Erin will ? moderate Q&A at 11:00 (Jim will check)
 - viii. Jim will introduce table talks. Erin may want to move around among tables and be available for questions. We will develop some sample questions and suggest others that come to mind during Erin's talk. At 11:45 tables will report out (15 minutes, 1 point or observation/table).
 - ix. Jim will move group into lunch (speaker has been invited to lunch)

- x. Sessions, moderators handle timing. Moderators ensure timelines, wrap-up, and collect evaluations.
 - c. Vendor sponsorships: Jim sent out five solicitations: Ovid, EBSCO, LN, ProQuest /CSA, Thomson Gale. One yes (LexisNexis-am break), one no, three non-responses
 - d. Business meeting agenda
 - i. By-laws – Robin will send out in advance and will bring a few copies. She will talk about why we did the revision, point out the major changes, ask for questions, board makes a motion for vote approve.
 - ii. New librarians will have stars on their nametags (Kristen)
 - e. Other: Equipment - Jim needs to know equipment needs by 1 week in advance. Each moderator will check with session presenters to ask for anything required other than what is provided: projector, wireless, and microphones there (2 will be provided per room). Indemnity insurance now required by Arboretum: Jim purchased online (\$97 for one day) from their insurance company. He will be reimbursed by MLA.
- 7. 2009 ARLD Day Planning (place holder for May meeting)
 - a. Solicit ideas for keynote/topic at ARLD Day
- 8. Update on ARLD website: Deb Bergeron resigned as web person. Robin will solicit for web volunteer at ARLD Day. Ben is currently handling the site updates so send minutes, etc. to him. If you have any problems with his email bouncing, send to Kristen and she will forward to his personal email address. Robin can post to the blog. The MLA board is thinking about outsourcing website maintenance.
- 9. Records Retention Policy (place holder for May meeting)
- 10. Update on the 2008 Academic Librarian of the Year Award
 - a. Merging elections and awards into one subcommittee – board approved formation of a new committee. Robin will add a sentence to the bylaws reflecting this change.
 - b. This committee this year consists of Ruth Z (chair), Jim Newsome, and Linda Eells. Call for nominations should go out later (Sept? We will discuss at May meeting).
- 11. 2008 Election (see also 10b above)
 - a. Next step is to mention at ARLD Day.
 - i. Elected positions: Chair, Member-at-large, Member Communication
 - ii. Volunteer positions (web person?, MLA session moderators, assisting at events...)
- 12. Update to ARLD Procedures Manual (place holder for August meeting)
- 13. Meeting Schedule
 - a. April 11 1:00 pm to 3:30 pm
 - 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 pm to 3:30 pm
- h. November 21 **at conference**
- i. December 19 1:00 – 3:30 Room 320

Present: Robin Ewing, Jim Newsome, Ruth Zeitlow, Kate McCready, Linda Eells,
Kristen Mastel