

## **ACLCP Executive Committee Meeting Minutes**

Aug. 3, 2023, at 10 a.m. at Messiah University

In attendance: Maureen Bentz, Scott Denlinger, Sarah Myers, Sarah Penniman, Linda Poston, Martha Stevenson, Jennifer Strain, Andrew Welaish

### **Welcome and Thanks**

- Welcome to Andy Welaish as Vice Chair for the coming year.
- Many thanks to Maureen Bentz for her past year of service as Chair.
- Many thanks to Martha Stevenson for her past year of service as Past Chair.

### **Review of Mission Fulfillment**

- Sharing information and resources as well as the expertise of individuals
  - o Thoughtful and insightful programs
  - o Opportunities for staff to present their knowledge at fall/spring conferences
  - o Opportunities for staff to learn from member colleagues at other institutions
- Setting a standard of leadership and visionary thinking for membership institutions
  - o Exit from pandemic survival mode, as opposed to charting a visionary course
  - o Appreciation for non-library conference presenters with “outside” expertise
- Enhancing the knowledge and expertise of members
  - o SIG gatherings have provided value in past years
  - o SIG listservs have facilitated opportunities for discussion and engagement
- Promoting access to evolving technologies – Occasional opportunities during site visits

### **SIG Discussion**

While the SIGs have long provided meaningful networking and knowledge-sharing opportunities for all ACLCP members, the Executive Committee noted a steady decline in engagement in recent years. Member participation in SIG sessions at ACLCP conferences has decreased. SIG co-chairs have cited difficulty in attracting active members and maintaining momentum while juggling their own responsibilities at their home institutions. Most SIG listservs are rarely used. The Executive Committee brainstormed and considered two potential solutions:

- Option 1: Realign SIG offerings; support only three overarching areas, each with a broad scope
  - o Reference/Instruction
  - o Systems
  - o Technical Services
- Option 2: Dissolve SIG offerings; continue to promote/build connections within the organization via site visits and professional development funding (include increased publicity in action plan); support any organic interest from the membership in the development of future interest groups

The Executive Committee discussed and weighed both options at length and ultimately decided to dissolve the current SIGs and SIG listservs. Linda will provide updates to the Deans and Directors and the membership at large.

## Communication Methods

- The following listservs will remain active:
  - o Main listserv – for general communication, member questions, and program announcements
  - o Executive Committee listserv – for communication/voting purposes
  - o Deans and Directors listserv – for communication/voting purposes
- Should the Executive Committee investigate additional/alternative communication methods for its own work and/or for the membership, other than the listservs?
- Should the Executive Committee create additional emails—treasurer@aclcp.org, chair@aclcp.org--for continuity and succession planning?
- Should the Executive Committee share an annual member directory of staff at all ACLCP institutions to facilitate peer-to-peer connections?
- Should the institutional membership list on the [Membership web page](#) link not to libraries' home pages but to libraries' staff directories?

## Budget Report

- Scott shared the current account balances and reviewed the details of the annual technology charges.
- Scott requested a formal procedure for a defined minimum for the checking account.
  - o Proposed directive: A balance of \$2,000 or less in the checking account will prompt the Treasurer to transfer a minimum of \$5,000 from savings to checking.
  - o Linda motioned. Andy seconded. Approved.

## Preliminary Thoughts on Fall Conference

- Welcome to Sarah Myers as the new Programs Committee Lead Co-Chair.
- Many thanks to Josephine Smith for her years of service as Co-Chair.

The Programs Committee plans to offer an in-person conference with an outside presenter in the fall, and a virtual conference with member presenters in the spring. Members requested a Friday for the in-person conference. The host site will need to accommodate 100+ people, offer hybrid conference capabilities, and arrange catering. Linda and Sarah M. volunteered to host the fall conference at Messiah, tentatively scheduled for Friday, October 20, with a working theme of AI and its implications for teaching, publishing, copyright, philosophy/ethics, etc.

## Administrative Assistant

The Executive Committee has no plans to fill this vacant role.

## Grants Promotion

The Executive Committee reviewed the current grant policies and proposed several changes to encourage competitive participation and to support a more equitable application review.

- Research, Program Design, and Publication (RPDP) Grants
  - o \$4,000 total funding maximum per year (no change)
  - o \$1,000 total funding maximum per individual grant (increase from \$400)

- Continuing Education (CE) Grants
  - o \$4,000 total funding maximum per year (no change)
  - o \$1,000 total funding maximum per person (increase from \$400)
- Shadowing and Peer-to-Peer Site Visits
  - o \$2,000 total funding maximum per year (no change)
  - o No limit to the number of awards made per institution (no change)

Use existing evaluation criteria and establish a formal review process for all RPDP and CE applications received by the deadline for each cycle. Advertise a May deadline for all applications with projects to be completed within the July 1 – December 31 cycle, and a November deadline for all applications with projects to be completed within the January 1 – June 30 cycle. Funds would then be committed and encumbered at those two times, but not released until reimbursements occur. Any uncommitted funds from the first cycle could roll into the second cycle each year.

Members could still submit Shadowing and Peer-to-Peer Site Visit applications as the need arises throughout the year.

### **Meeting Schedule**

Executive Committee – 9-10:30 a.m. via Zoom

- August 3, 2023 (in person at Messiah)
- October 6, 2023 (review bylaws and policies, develop action plan)
- February 2, 2024
- April 5, 2024

Programs Committee

- Sarah M. will invite attendees and schedule meetings as needed
- Executive Committee's Chair, Vice Chair, Incoming Vice Chair, and Past Chair will also attend

### **Action Steps**

- Share SIG updates with Deans and Directors and general membership (Linda)
- Modify SIG details on relevant pages of ACLCP website (?)
- Update calendar invitations with Zoom links for Executive Committee meetings (Linda)
- Schedule Programs Committee meetings (Sarah M.)
- Invite Incoming Vice Chair to future Executive Committee and Programs meetings (Linda)
- Modify Treasurer job description for review at October Executive Committee meeting (Scott)
- Draft proposal with recommended changes to grant policies and application procedures to share with Deans and Directors (Maureen)
- Update grants policies and application forms, pending approval of Deans and Directors (?)
- Promote grant funding opportunities to the membership via the main listserv (Maureen)

Respectfully submitted, Sarah Penniman, Secretary