

ACLCP Executive Committee Meeting Minutes

Oct. 6, 2023, at 9 a.m. via Zoom

In attendance: Eric Delozier, Scott Denlinger, Sarah Myers, Sarah Penniman, Linda Poston, Jennifer Strain, Stephanie Thompson, Andrew Welaish

Approval of Aug. 3 Minutes (approved)

Transitions

- Many thanks to Linda for her leadership and service! She will retire from Messiah in November.
- Many thanks to Andy for assuming the role of Chair in November.
- Many thanks to Scott for continuing to serve as Treasurer during Pennsylvania College of Health Sciences' merger with St. Joseph's University.

Listserv/ Email Activity

- The general listserv and the Deans and Directors listserv are still active in Google Groups.
- Eric can provide access to the archives of the SIG listservs (now inactive) as needed.
- The Chair will update Eric with any changes to the Deans and Directors listserv membership.
- Eric currently maintains 15 ACLCP "aliases" or forwarding addresses (e.g., chair@aclcp.org, grants@aclcp.org) and will share the list with the Chair.

Budget Update

- Scott reviewed the current account balances.
- Scott will contact the few libraries that still need to submit payments for membership dues.
- Pennsylvania College of Technology decided not to renew their membership.

Fall Conference Update

- Sarah M. and Jen convened three recent meetings to finalize all plans.
- The speaker and panelist confirmations are nearly complete. What a wonderful AI lineup!
- Please continue to remind members to [register for the conference at Messiah on Oct. 20](#).
- The tentative schedule is as follows:
 - o 8:30-9 a.m. – Registration
 - o 9-9:15 a.m. – Welcome
 - o 9:15-10:15 a.m. – Keynote
 - o 10:15-10:30 a.m. – Break with Snacks
 - o 10:30 a.m.-Noon – Presentations with Panel Conversation
 - o Noon-1:30 p.m. – Lunch
 - o 1:30-2:30 p.m. – Round Tables / Deans and Directors Meeting
 - o 2:30-3 p.m. – Tours of Murray Library

Speaker Fee Structure

- Should the Executive Committee establish overarching guidelines for a more formal booking process for future conference speakers and panelists? Could the Committee establish equitable amounts for honorarium awards while still allowing for flexibility? Could an agreement form include a permissions section for capturing/posting session recordings?
- The Chair will broach the topic at the Deans and Directors meeting and then take any identified next steps.

Grants Update

- The Committee reviewed the policy drafts that Maureen had prepared and recommended the following changes:
 - o Revise the language describing the spring and fall submission deadlines to be more inclusive to grant applicants who may receive acceptance notifications from professional organizations with only a few weeks' notice before the scheduled events.
 - o Add the grants@aclcp.org email address in the submission instructions for applicants.
- Maureen will share the revised policies with the membership in tandem with a call for applications before the Nov. 1 deadline for fall submissions.
- The Committee is open to making additional revisions as needed. Member feedback is welcome!

Tentative Agenda for Deans and Directors Meeting (Linda to check on Zoom availability)

- Formalizing speaker bookings/fees
- Promoting grant opportunities
- Accepting additional forms of payment (e.g., credit card) for annual membership dues

Upcoming Executive Committee Meetings

- Feb. 2, 2024
- Apr. 5, 2024

Respectfully submitted, Sarah Penniman, Secretary