

ACLCP Executive Committee Meeting Minutes

Feb. 2, 2024, at 9 a.m. via Zoom

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

Library Announcements and Updates

- Should Scott submit a formal ACLCP membership application on behalf of Saint Joseph's University in Lancaster (formerly the Pennsylvania College of Health Sciences)? Andy will connect offline with Anne Krakow to discuss.
- Steph Thompson received lots of grant funding to update the items in Millersville's Curriculum Materials Center!
- Elizabethtown's ACLCP grant-funded plant loan program was a great success!
- Messiah hosted a well-attended trivia night in December. Tonight is bingo night!

Approval of Oct. 6 Minutes (approved)

Budget Update

- The checking account has an encumbered balance of \$9,148.62 as of Feb. 1.
- The savings account has a balance of \$45,907.51 as of Jan. 31.
- Scott transferred \$10,000.00 from savings to checking on Dec. 11.
- Several honoraria checks from the fall conference have not yet cleared.
- Scott will reimburse the fall grant cycle's award recipients shortly.

Fall Conference Follow-Up

- Many thanks to Sarah M., Jen, and the Programs Committee for a very successful event!
- Survey respondents found the keynote speakers informative and engaging.
- Future considerations: time allotted for lunch and breaks; addition of pronouns to nametags

Spring Conference Planning

- Virtual conference date: Friday, Apr. 12, 2024
- Theme: I Love My Library
- Call for presentations/participation: by the first week of March
- Approved allotment for printing/shipping expenses for conference swag: \$700.00

Fall Grants Cycle – Feedback

- The Executive Committee awarded a total of \$2,000 in funding to support three applications.
- Scott will draft an acknowledgement form for future grant recipients to sign. The form will include the award purpose and amount; instructions for next steps (e.g., submission of post-event report and photos); details regarding reimbursement, including pre-payments; and a protection clause for ACLCP, should a recipient not be able to fulfill the goals of a respective grant after receiving the funding.

- Andy will add the form as an agenda item for the Deans and Directors meeting in the spring.
- Andy will ask Maureen to share a call for applications for the spring grants cycle.

Action Items from Fall Deans and Directors Meeting

- Scott will meet with an M&T Bank representative to learn more about ACH transactions and other payment possibilities for membership dues.
- A credit card payment option costs \$200 per month and is too expensive for ACLCP's needs.

Executive Committee Rotation and Appointments

- The Vice Chair position is currently open.
- Scott will consider serving a second two-year term as Treasurer.
- Andy will take steps in identifying a Vice Chair (Lycoming? Penn State Harrisburg?) after Scott confirms his plans.

Upcoming Executive Committee Meetings

- Apr. 5, 2024

Respectfully submitted, Sarah Penniman, Secretary