* **NJLA CUS/ACRL-NJ Executive Board Meeting**

September 20 2019 10AM

Online via Zoom

**In Attendance:**

Janelle Bitter, Alyssa Valenti, Cara Berg, Steve Hrubes, Adriana Mamay, Bart Everts, Christina Connor, Joan Dalrymple, Bonnie Lafazan, Linda Salvesen, Eric Jeitner, Amanda Cowell, Joe Louderbeck, Heather Dalal, Gary Marks, Steve Shapiro, Karen Venturella, Romel Espinel, Sharon An, Hilary Westgate

**Agenda:**

1- Approve July minutes:

<https://docs.google.com/document/d/1qQ7g8dZmOtTTSIam0to2bCGDgh5FXbRBtbsL-G-PRv0/edit?usp=sharing>

Voted to postpone to online approval by next Friday (9/27)

2- Reports- Exec Board/Committee Chairs

3- Old business

* Diversity committee - Romel is working on this and doing recruiting
* Open membership meeting - see Alyssa’s report below
* Bylaws task force

Last year, Gary sent out a survey for people to review Bylaws and submit suggestions. Gary [compiled and made recommendations](https://docs.google.com/document/d/176k95pVQMJ4RCd_h6yV8r4DraW-bG9mTnC8YphA0f7g/edit) for things that would be easy to fix, like outdated language because ACRL bylaws have changed, or wording-related corrections. We decided we would like these to be approved first, and deal with the bigger changes later. So, he will rewrite them as actual amendments and have them ready by the time the vote on the July minutes happens.

He will send these amendments to the Executive Board for approval by email (E Board is only elected members, not appointed). These will then be sent out to the general membership at least 10 days in advance of our October meeting (Friday, 10/18). General membership will be invited to this meeting; bylaws vote will be the first item on the agenda so members can vote and then leave if desired. We need ⅔ approval of those in attendance.

For bigger issues, it was decided that they should be a charge of a Strategic Planning task force, which will also deal with the name change issue (more on that below). That way, they can be assigned future work by the E Board. This task force will be started at the October meeting once the minor changes have been voted on. A similar task force (bylaws task force) existed last year; [their charges](https://docs.google.com/document/d/1gMPjuml7xtLWaOLHMqmnOvWUyXNbs7VphzFz7MINxR0/edit) will be reviewed and revised, then voted on in October as the charges for this new Strategic Planning task force. A task force can be created with approval from E Board; President appoints chair.

Related conversation about whether we want appointed members/committee chairs, not just elected positions, to be part of the official E Board. Also about whether committee chairs have to have membership in certain organizations.

Name change: Was proposed a year ago at the open membership meeting. A list should exist with the suggested names (not able to find this list, just a [document outlining the procedure](https://drive.google.com/file/d/1r9mNAXujsKQMREynYe4Cyn8zeuT4MZQO/view?usp=sharing)). This was open to all members, but it was primarily E Board at meeting. There was a suggestion to open this to a contest, and discussion that there should be some mention of tying this in with our mission and what we represent to prevent irrelevant suggestions - what does NJLA-CUS/ACRL-NJ mean to you? This ties in with the NJLA - Know Your Why. Could use some of $239 (see President’s report below) for prize. Suggestion to extend it to the 239 members of ACRL who live in NJ. Bodies above us (NJLA, ACRL) do not have to approve this; it is thought it will not mess with tax/gov’t forms since we are part of the larger NJLA. How would this affect websites, letterheads, etc.?

4- New business

* Zoom access and information: Steve Hrubes, [stevedh123@yahoo.com](mailto:stevedh123@yahoo.com)

They have 7 licenses. Steve Hrubes – email him directly if you want to set up a meeting

**Item 2 (expanded) Reports**

**Executive Board:**

1- President (Cara Berg)

* VALE Conference - January 8 2020 at Ocean Place in Long Branch. Proposals are due on October 4: breakouts, lightning talks, posters, and (new this year) roundtables. Conference is scheduled to run with EdgeCon - ours on the PreConference Day

VALE still free, will get discounted rate for EdgeCon

Cara and Amanda hosted webinar for those interested in proposing for VALE – 20 attendees

Talk to your committee about proposals for collaborative presentation

* ACRL budget: $239, 239 ACRL-New Jersey members

How do we use money? ($239 - $1 for each ACRL member who lives in NJ) – Scholarship, did we ever pay for a webinar?

Could it be used for summer workshop? So organizers don’t have to pay for refreshments, etc. Wouldn’t need all of the money for that ($50-75).

Pay for VALE student volunteers’ ACRL membership – but will we get many students this year since not at Rutgers?

* Members Council - September 27
* Thank you to membership for filling out updated committee chair list: <https://docs.google.com/document/d/1B7sRp6IcebtdlS_1s96VnvlsEr30B_TEjHJpmn-Fwv4/edit?usp=sharing>

We believe this is most up-to-date committee chair list – please let us know if there are errors

* Zara no longer serving as Job Shadowing representative

Job Shadowing – not sure where the program is headed at this point, is there someone to take this over? Library Link NJ

2- Vice-President (Alyssa Valenti)

* Open Membership meeting report

Self-care theme, 16-17 people in attendance, non-CUS Librarians there, Rutgers student in attendance.

Introductions, CUS explanation, committee “reports”

Bonnie – goal-setting activity (tie in with “Know Your Why”)

Linda – meditation

Hilary – gentle yoga

Could we do this sort of thing at NJLA meeting?

* NJLA CUS Luncheon update

Old structure – awards, distinguished service award, keynote speaker

Instead of keynote, what about networking/social – currently there is only a very brief amount of time to talk to people at your table, and no time to talk to other tables

Activities, get to know people, still have distinguished service award

Buffet – possibly less expensive, less formal

Icebreaker, facilitator at each table (would be us)

Do we need a task force for this? Alyssa/Cara will send out email to request people to serve

Needs to be submitted as program proposal by November 30 even though we do it every year – if title is going to be different it needs to be submitted in proposal

Cara will hold off on formally submitting proposal until task force meets

3- Past President (Bonnie Lafazan)

No report.

4- Secretary (Janelle Bitter)

No report.

5- Member at Large (Karen Venturella, Bart Everts)

No report.

6- NJLA Executive Board Liaison & Honors and Awards Liasion (Adriana Mamay)

Executive Board

* I attended the NJLA Executive Board meeting on September 17th, 2019
* Zoom is now available for online meetings. The Executive Board is soliciting feedback about issues and ease of use so please let me know if you have any thoughts about it that you would like me to pass along
* Memberclicks, NJLA’s new membership management software, should be live within the next two weeks
* There is an open Member-at-Large position available on the NJLA Executive Board. The elected candidate will serve the remainder of the Member-at-Large’s term through June 30, 2021. The candidate can run for a full three year term in the Spring 2021 NJLA Election. More detail is available [here](https://njla.org/content/application-nomination-special-election). Nominations Deadline: Friday, October 4, 2019
* The American Library Association Mid-Winter Conference will be held in Philadelphia from January 24-28, 2020. Registration is now open. NJ ALA members receive a $50 registration discount by using the code NJLA20!

Memberclicks should give members more agency in reaching out to other members, easier to use

Exec Board – Adriana currently serves on it

Honors and Awards

* If everyone agrees that they are worthwhile, we will again solicit nominations for 4 CUS awards to be distributed at the NJLA Conference in May: Distinguished Service, Research, Technical Services, and Technology Innovation
* If any other group wants to create an award, let me know!
* I will be attending the first NJLA Honors and Awards meeting on October 8th
* Once deadlines are set for nominations, I will pass that information along to everyone
* I plan on submitting a VALE poster proposal highlighting the 4 awards and soliciting nominees since the deadline is typically in March

7- Website Liaison (Romel Espinel)

No report.

8- Legislative Rep (Gary Marks) Summer Digest will be out momentarily. Focus is on Federal Copyright issues. Some NJ topics will be included. National Legislative Day is May 4-5 2020 details will be in the digest. The NLLD Website is live <http://www.ala.org/advocacy/nlld>

**Committee Reports:**

1- Archives (Heather Perez and Brianna LoSardo)

* Currently setting up our fall meeting. We are also considering as a group if we will submit any conference proposals for the VALE conference.

2- Assessment (Eric Jeitner and Christina Connor)

* We will be holding our first Fall online meeting on Friday, 9/27.

3- Bibliographic Control and Metadata (Sharon An)

BCMC had a meeting on July 18 this summer at Rutgers University Technical Services. Most of the committee members attended the meeting. We discussed the ACRL goals and strategic plan and we will add mission statements to reflect those strategic areas. The members got a lot of updates in the area of cataloging and bibliographic control including the new PCC policy for the use of terminal periods in MARC bibliographic records, implementation of the new RDA in a MARC environment, Linked Data phase 2, etc. The committee members also had open discussion on current bibliographic control issues and presented Round Robin Reports.

BCMC Fall meeting will be on Oct. 10 at Rutgers Technical Services Conference Room. We will finalize BCMC Poster for 2020 Vale Conference and discuss a lot of issues related to bibliographic control and metadata issues and update the mission statements to reflect ACRL strategic areas.

4- Marketing and Outreach (Hilary Westgate and Linda Salvesen)

* Will be meeting online on 10/1 at 10am with reading about academic libraries using Instagram to reach students
* Newest Member Spotlight featuring Linda: <https://cus.njla.org/node/918>
* Will ask about VALE panel presentation idea / Promote VALE Conference in general
* We accepted the offer of a potential intern through NJLA - would be great for social media, marketing materials, etc. Waiting on next steps

5- Newsletter (Joan Dalrymple and Katie Cohen)

* Katie is out this semester; requested intern to help. I may need Drupal support.
* The first call for submissions went out last week. Next call is 9/30. The deadline is Monday, 11/4, and the publish date is 11/11. I had trouble sending to some listservs; Bergen recently moved to G Suite and we’ve had some issues. I might need help sending to some lists next time.
* I have received announcements from Caldwell and WPU about new colleagues
* Topics I’d like to include for fall: promote NJLA proposals, VALE meeting, OER update, open membership meeting in September
* Melissa Lena will write a VALE article. I emailed Marie Radford for student contributions.
* I will explore the idea of an award for best feature article.

NJLA proposals promoted since those are due at end of November and this comes out mid-November

Photos from Open membership meeting

Cengage unlimited (Karen Venturella)

Creating new awards – best feature article in newsletter? As liaison to NJLA Honors and Award we just tell them and they say okay! Adriana will send a link about what is required, etc. to see if this is something worth doing

6- Nominations (Steve Shapiro)

Heather has agreed to join the committee

Please contact Steve with interest or ideas

7- Reference and User Education (Amanda Piekart and Joe Louderback)

* The User Ed/Reference committee chairs met to discuss the logistics of merging their committees.
* Joe reached out to the former Reference committee to let them know they would be added to the User ed listserv and asked them if they wanted to be removed from the list please let him know.
* All reference committee members were added to the User Ed Listserv
* The next User ed/Reference committee meeting will be held on 10/4 via zoom.
* At the next meeting the committee will decide on their new name and confirm their new committee description

8- Research (Heather Dalal)

I have yet to call a meeting for the fall semester. We will review our charge and our goals. We’ve always done the Research Award and in the past we’ve expanded into other areas. There has been interest from outside of the committee to provide mentoring or guidance on publishing. I’ll bring that to our committee and see what we can do.

9- Technology (Amanda Cowell)

* We are having our first meeting of the year on September Friday September 27th.
* We are starting the year with several new members so we are looking forward to a good year