**NJLA-CUS/ACRL-NJ Meeting of Executive Board & Committee Chairs**

**Summer Transition Meeting**

**Agenda/Meeting Notes**  
Tuesday July 9, 2019  
Berkeley College, 435 Rahway Avenue, Woodbridge, NJ

**In Attendance:** Bonnie Lafazan, Alyssa Valenti, Linda Salvesen, Katie Cohen, Amanda Piekart, Karen Venturella, Hilary Westgate, Leslin Charles, Janelle Bitter, Rommel Espinel, Christina O’Connor, Adriana Mamay, Joe Lounderback, Gary Marks, and Cara Berg

**Excused:**  Joan Dalrymple, Amanda Cowell, Shan An, Lynn Schott, Heather Dalal

**Agenda**

1. Welcome and Introductions
   1. Went around the table with introductions, library accomplishments and looking forward to future year.
2. Approval of Minutes from last meeting
3. **President’s Report (Bonnie):** 
   1. Created Pres/VP Duties document
   2. NJLA Conference Lunch : great turnout!; attended NJLA Business Meeting-they announced new slate
   3. ACRL-NJ Chapter report: due Friday July 12 Form for each committee to fill out: <https://docs.google.com/forms/d/e/1FAIpQLSfJ5Q7FqNkh7O3YUVr-5OGSbD0TDyn3VRhVWKcWCJ8hxYtMjg/viewform>
   4. Attended Vale Members Council meeting at NJIT. They voted in their new Exec Board: <https://vale.njedge.net/about-us/commitees/vale-executive-committee/>
4. **Vice President’s Report (Cara):**
5. **Past President’s Report (Lesin):** none

**Brief Annual Reports**

1. NJLA Executive Board Liaison Report (Lynn Schott) - (Excused)
2. **Legislative Report** (Gary Marks)
3. Job Shadowing/Library Link NJ Mentor NJ (Zara)
4. Website (Romel)
5. Honors & Awards Liaison (Adriana Mamay)
   1. The 4 CUS awards were distributed to the award winners at the NJLA Conference in May. Congratulations to all!
6. Committee Reports :
   1. Archives & Special Collections
   2. **Assessment** 
      1. Assisting in the organization and planning of the Summer Workshop to be held on August 1, 2019.
      2. Planning for Fall semester and soliciting from committee members topics for discussion at monthly meetings.
   3. BCMC (Sharon excused)

The Bibliographic and Metadata Committee had three committee meetings in the past year: Summer 2018, Fall 2018 and Spring 2019. Most of the committee members attended the meetings in person and some attended the meetings virtually. We shared and explored common bibliographic control and other technical issues faced by the cataloging librarians. We discussed quality control issues in order to provide quality education resources to support teaching and research in the higher education. To expand professional development opportunities, we conducted and attended workshops in the field of bibliographic control and metadata including RDA Toolkit Training, NACO training, also provided NACO and cataloging issues updates at every committee meeting. The committee members have been keeping on top of the most updated national standards in the field of bibliographic control and metadata.

Our next meeting will be July 18, 2019. We have full day agenda including cataloging issues discussion, Round Robin reports from each institution, Authority Tool Kit Workshop in the afternoon.

* 1. **Marketing & Outreach (Hilary and Linda)**
     1. Kate Hossain stepped down as Co-Chair after several years. Linda Salvesen is our incoming Co-Chair. Many thanks to both Kate and Linda!
     2. We offered a well-attended Marketing and Outreach Program Showcase at the 2019 VALE Conference. We will continue to look for opportunities to support librarians in sharing their marketing and outreach work. We also offered poster sessions and an outreach table at VALE.
     3. Coordinated NJLA CUS/ACRL-NJ outreach table at the 2019 NJLA Conference over both days of the conference, which went well. We reach out to prospective new members after these events. Several of our committee members presented posters and sessions at the NJLA Conference.
     4. We continue to help with our social media ([Facebook](https://www.facebook.com/ACRLNJ/) and [Twitter](https://twitter.com/acrl_nj)). Please reach out to us if you’d like something shared there. Our members/co-chairs wrote articles for the NJLA CUS Newsletter for each semester. We continue to update the Member Spotlight.
     5. We had four online/phone meetings this year and hope to have more next year.
  2. **Newsletter** (Joan excused)
     1. Joan will be the sole newsletter editor in the fall due to Katie’s leave. Please contribute articles, and do so early if possible so that Joan has time to compile and format them on Drupal. Newsletter dates will be announced soon.
  3. Nominations (excused)
  4. **Reference Services** (Katie/incoming Joe)
     1. Katie and Dina are both stepping down as co-chairs. Joe Louderback is taking over as chair.
     2. Reference Services Committee members are in favor of merging with the User Education Committee.
     3. Continuing to work on the NJLA CUS Summer workshop w/ Assessment & User Ed.
  5. Research (Heather excused)
  6. Technology (Amanda, excused)
     1. Amanda will be continuing as chair of the committee.
     2. We will be meeting in early fall to discuss next year’s plans and goals
  7. **User Education**
* The User Ed committee had a meeting on June 13 via Zoom with a low attendance of only 5 participants.
* We have 3 new members
* Continuing to work on the NJLA CUS Summer workshop w/ Assessment & Reference
* Next meeting all in person on 8/1 after workshop

***Bylaws Task Force:*** Gary will continue to lead this task force.

Re: Secretary to send out minutes to all membership. Take look in general at the secretary’s role, i.e. Manage the minutes

***Motion passes*** to merge Reference Services Committee with User Ed Committee as the new “Reference and User Education Committee’ (name still can be subject to be revised). New name and mission to be updated on website.

***Board approved Appointments***: Romel Espinel as Web Services Liaison, Adriana Mamay as Honors and Awards Liaison and Gary Marks as Legislative Representative

--need to reach out to Zara regarding Job Shadowing liaison

Good of the Order: Promotion and Tenure: Alyssa Valenti and Leslin Charles.

Katie Cohen-Expecting a baby