

NJLA College and University Section/ACRL-NJ Chapter
Executive Board Meeting on Friday, December 4, 2015
Online via Adobe Connect and Phone Call
<http://cus.njla.org/>

In Attendance: Cara Berg, Susan Bucks, Katie Cohen, Cynthia Coulter, Heather Dalal, Joan Dalrymple, Jennifer Hunter, Susan Kurzmann, Mary Mallery, Siobhan McCarthy, Denise O'Shea, Amanda Piekart, Steve Shapiro, Jianrong Wang, Nancy Weiner.

The meeting began at 10:04 AM

Introductions (Elizabeth Leonard).

November's minutes were approved on the condition of an additional change from Mary.

President's Report (Elizabeth Leonard):

- Planning for the VALE Users' Conference is going well. Elizabeth has applied for a giveaway for attendees. She has also reached out to the head of VALE to see if we can extend an invitation to James Keebler (current NJLA President), Chris Carbone (NJLA President-elect), and Pat Tumulty (NJLA Executive Director) so they can see what the conference is all about.
- The Reference Committee still needs a chair and Heather will give an update on that.
- Elizabeth asked when Adriana will be returning. Mary thinks she will be back in January.

Vice President's Report (Heather Dalal):

- Heather has submitted proposals and co-sponsorships for the NJLA Annual Conference. Terry Reese has accepted our invitation to be the luncheon speaker and now we are waiting on NJLA to finalize that choice. She will be putting out the call for the Distinguished Service Award soon.

NJLA Executive Board Liaison Report (Denise O'Shea):

- NJLA has put up the call for honors and awards on its homepage, and it also makes reference to the awards given by CUS. We need to get that information up on our website soon.
- The NJLA Board sent a letter to ALA national expressing concern over the selection of Cory Booker as a speaker at the ALA Midwinter Conference. While Booker was mayor of Newark the libraries in Newark had budget cuts and staffing reductions. There is an overall concern that ALA is not reaching out to local chapters to check and see whether speakers have been a supporter of libraries. ALA has not responded directly to NJLA regarding their letter.

Legislative Report:

- Adriana Mamay was not present.

Committee Reports

Archives and Special Collections Committee (Susan Kurzmann):

- The committee met on 11/20 with 8 members in attendance as well as the chair of the NJLA History and Preservation Section. They are pleased with their new status in CUS.
- The majority of the meeting was dedicated to discussing upcoming programming. They have been asking members for programming ideas.
- Susan has emailed people about sponsoring NJLA Annual Conference Proposals with the History and Preservation Section of NJLA.

Bibliographic Control and Metadata Committee (BCMC)

Elizabeth reported on behalf of Mei Ling, who sent an email update of the following:

- They received another program proposal to co-sponsor for the NJLA Annual Conference
- Almost half of the BCMC members have created accounts in the ACRL NJ website, so there are 10 members in the Committee Roster now. Mei Ling will send out a reminder to encourage the rest of the committee to create their accounts so that they can have a complete roster.
- Committee members also wanted to see if the member roster, which includes only name and organization, can be displayed to the public without log in. (Mary answered that no, they cannot be displayed publicly right now.)
- Mei Ling is still working on migrating data from the VALE website to the ACRL NJ website. Some authority issue needs to be cleared by Mary or James.

Marketing Committee (Mary Mallery):

- Mary is looking for people to be featured for the Member Spotlight on the website. She is waiting to hear from Siobhan McCarthy, and asked for people to make suggestions about who could be featured in the future.
- Mary is also setting up a sample webform for the Nominations Committee and will be working with Steve Shapiro on getting that done. She will also be setting up an advanced webforms training, which will be conducted by James Keebler.

Membership:

Elizabeth reported on behalf of Kate Hossain, who sent an email update of the following:

- Erin will be out indefinitely.
- Kate is working on the committee's poster for the VALE Users' Conference with other members of NJLA Member Services.
- Bill Bejarano from Rutgers Alcohol Studies Library has joined the committee. The committee would like him to attend a SCARLA meeting at Rutgers early in the spring semester to promote membership.

Newsletter (Joan & Katie):

- Katie laid out the Fall 2015 newsletter, which came out on 11/25. It had 13 articles plus announcements.
- This was the first time they tried having a themed issue. They will try it again in the spring. The spring issue will also feature a list of all the committees, statements of what

each committee does, and who to contact for more information. Joan asked for a volunteer to work on putting that chart together.

- The committee is considering using a webform for submissions. The fall issue was the first time they used a shared email address for submissions instead of having them sent directly to Joan.

Nomination Committee (Steve Shapiro):

- Heather Dalal has nominated Leslin Charles of Rutgers for the position of CUS VP/President elect.
- The positions of Member-at-Large and Secretary/Treasure also have one nomination each.
- Steve is working with Mary to create a webform to make the nomination process easier.
- And email will go out soon to the NJLA CUS / ACRL NJ listservs calling for nominations.

Reference Committee:

Heather reported on behalf of the committee, which has no chair.

- Heather met with the committee and no one wanted to serve as chair.
- She sent out a call for participation asking for volunteers to be chair but no one has responded. There was a question about possibly nominating or appointing someone as chair.

Research Committee (Cynthia Coulter):

- The Research Committee sponsored a professional development event on 11/17 that was run by Elsevier. Gracemary secured the facilities at Rutgers-Newark. The morning sessions on how to publish were the most well attended, and the lunch had good discussion. The afternoon session was on how to do team research and interdisciplinary research.
- Cynthia wrote up an article about the event for the CUS newsletter, which was published in the fall issue, and also for the Hudson County College newsletter.
- The committee is sponsoring programs for the NJLA Annual Conference and is also working on a poster for the VALE Users' Conference.

Technology Committee (Siobhan McCarthy):

- The committee held a meeting on 12/1 as a follow up to their first meeting in October.
- They will have two posters at the VALE Users' Conference, though no breakout sessions. Committee member Sara Rizzo will be doing a lightning talk.
- Their current activity is working on the wording of the call for nominations for the technology award that will be presented at the NJLA Annual Conference.

User Education (Cara Berg):

- The committee has not met since last Executive Board meeting and had no updates.

Job Shadowing:

Elizabeth reported on behalf of Zara Wilkinson, who sent an email update of the following:

- Zara has made 18 job shadowing matches this semester. She had to tap into her personal network to meet some of the student requests (based on librarian skillset and location), which might indicate that we need to recruit librarians for the program.
- This semester she received the first requests from students who live in NJ and are enrolled in online programs at the University of Pittsburg and Wayne State University. Zara had distributed information about the program to Pitt, but not Wayne State, so she believes the student heard about the program through a friend.

Old Business:

Elizabeth

- Elizabeth has registered us for the ACRL national webinar. NJLA is excited to be included. Elizabeth is still seeking panelists for an after-webinar discussion who can speak about focus groups. Jen Hunter suggested Marie Radford. Registration for the event will go out early in the new year.

Amanda on the VALE Users' Conference

- Amanda met with the event coordinator at the Busch Campus Center at Rutgers where the VALE Users' Conference will be held. They are trying to remedy issues that were brought up after last year's event, including adding more speakers to the multipurpose room so it is easier for people at the back of the room to hear.
- They are still accepting proposals for lightning talks. They have received 10 so far, though there are only 6 spots available.
- Amanda is still waiting to hear about giveaways.
- Registration for the conference opened yesterday, so spread the word.
- There was a question about having speakers and microphones in the breakout rooms. Amanda will follow up.

Elizabeth reviewed the dates for future meetings.

Mary is setting up web forms training for the new Drupal website. If you have questions, please ask her. They have updated almost everything on the site.

Elizabeth and Nancy will be going to Chapters Council at the ALA Midwinter Conference.

New Business:

Denise on the NJLA Executive Board proposed reorganization:

- There is a proposal on the table to break NJLA into small chapters tied to specific regions of NJ so that each smaller chapter has more opportunities for social gatherings and professional development. They are also hoping to increase the level of participation. The sections (such as CUS) wouldn't change, though the NJLA Executive Board would change drastically. For example, meetings will be cut back, and there would be more direct representation. The president of CUS would meet every other month with the executive leadership for NJLA.

- They had hoped to discuss the proposal at the November board meeting, but ran out of time. They will be discussing it instead at the December 15 meeting, which Denise will attend.
- There has been a lot of online discussion already. They have also identified two other states that use this model, including Pennsylvania and Indiana.
- There are also two primary concerns:
 - Will breaking the group into small groups by region separate people instead of bring them together?
 - How will paraprofessionals be integrated into the new structure? Can we come up with a term other than “library worker”?

Jen Hunter brought up the idea of having documentation available for succession planning so that incoming chairs have better guideposts for what their job entails, and also so that people nominated for positions have an idea of their responsibilities. Elizabeth and Mary said that these documents exist. Elizabeth will update them and send them to Mary, who will post them to the website as a document that will be visible once someone logs in to the site.

Good of the Order:

- Update on Erin. Please contact Elizabeth if you would like to know more.
- Please make sure that you register for the VALE Users’ Conference.

Next meeting: Friday, Jan 15 (VALE Conference)

- Future meetings (Denise will be setting up Adobe Connect for online meetings):
 - Wednesday, Feb 3 (In person in conjunction with ACRL webinar at SCC at Alexander Library at Rutgers New Brunswick)
 - Friday, March 4 (MSU/Rutgers Piscataway)
 - Friday, April 1 (MSU/Rutgers/Piscataway)
 - Monday – Wednesday, May 16 – 18 (NJLA Conference)
 - Friday June 3 (In-person joint meeting with incoming and outgoing Executive Board and Committee Chairs, location TBD)

Meeting adjourned at 10:48 AM.

Respectfully submitted,
Jennifer Hunter
Secretary/Treasurer