**NJLA-CUS/ACRL-NJ**

**Meeting of Executive Board & Committee Chairs  
Friday May 2, 2017**

**Online via Bib Blue Button**

In Attendance: Katie Cohen, Elizabeth Leonard, Karen Malnati, Adriana Mamay, Cynthia Coulter, Lisa Weissbard, Steven Shapiro, Jian Wang, Bart Everts, Eric Jeitner

Excused: Bonnie Lafazan, Lynn Schott, Kate Hossain, Zara Wilkinson, Susan Bucks

**Agenda**

1. Welcome and Introductions
2. Approval of Minutes
3. President’s Report

NJLA Conference was great. Wished we had a better display at the table

1. Vice President’s Report
2. Past President’s Report
3. NJLA Executive Board Liaison Report (Lynn Schott)

Exec. Bd. Meeting (3/21) and General Business Meeting (4/25, at Conference)

--Some discussion about Bylaws revisions.

--Professional Development Committee presented revised Programming Recommendations.

--NJ State Library is concerned about Federal funding (which has traditionally been used toward our “free” databases from the NJ State Library). Nothing is decided, yet.

--Group to develop core values statement is being headed by Michael Maziekien.

--Forwarded request from Jayne Beline, ALA Councilor for NJLA for input on the interpretations of the Library Bill of Rights (sent 3/21; replies were requested by 5/1).

--Hope everyone had a great conference! Save the dates for next year: **May 30 - June 1, 2018**

--Please let me know if you have anything that I should take to the May 16 meeting.

**NJLA Conference Update**

Mamay Wed, Thursday, Friday after Memorial Day for the NJLA Conference.  
Hotel rates - dropped dramatically. Rate will last surrounding date.

1. Legislative Report

**Legislative Representative**

ACRL-NJ/NJLA CUS is looking for an enthusiastic supporter of library legislation to join the Executive Board. The Legislative Representative informs the membership about relevant library-related legislation happening nationally and in New Jersey. This is done by maintaining and updating the Legislative Updates section of the ACRL-NJ/NJLA CUS website and sending out email notifications to the ACRL-NJ/NJLA CUS listserve.

1. Job Shadowing/Library Link NJ Mentor NJ
2. Website Liaison report

ACRL-NJ/NJLA CUS is looking for a new website liaison. Duties include:

* Update homepage with general news
* Post our newsletter
* Manage the Exec Board listserv (add and remove names)
* Set permissions and assign roles for user accounts
* Assist users with troubleshooting problems with logins, passwords, roles and permissions  
  Member of the Marketing & Outreach Committee:
* Collaborate with members to improve our marketing & outreach efforts via the CUS Website
* Assist with updating and maintaining our social media accounts
* Schedule for 17-18 academic year

1. Committee Reports
   1. Archives/Special Collections Met 3/19, at RU, --- elections for new chairs/co-chairs

We met Tuesday, March 28 at Rutgers-New Brunswick, 8 members attended this working meeting to review and revise the draft Archives and Special Collections Materials Cataloging and Organizing Survey.• Several recommendations made and incorporated• Sent revised draft to the members who attended the meeting• Sent that revised draft to all members of the committee for feedback• Will make final revisions before sending out next week upcoming: Elections for new chair/co-chairs

* 1. Assessment (Eric) Held first virtual meeting 4/21, set direction, goals, etc for future meetings. --
  2. BCMC (Melissa) Met on March 23rd. We discussed the possibility of offering a BCMC award at NJLA next year, but we have to finalize what that award would look like. We don’t want to overlap with the tech or research award. This is something we will discuss at the next meeting in July.We updated our membership and bylaws, and those are now up on our page.
  3. Marketing (Kate Hossain and Bonnie Lafazan) - No report.
  4. Newsletter (Katie) Published Spring letter. 13 articles and 3 throwback articles. 10 announcements from 4 institutions. SCARLA and NYLA articles included. Hope to reach out to another state.
  5. Nomination (Steve) Election results in, Bonnie new VP elect, Bart Secretary, Rebecca Member at Large. Exec Board in place for next year.
  6. Reference Services (Susan)

The Reference Services Committee held a workshop, "The New Reference Librarian" on April 6, 2017 at Alexander Library, Rutgers University Despite torrential rain, the workshop was well attended by 35 interested professionals from around the state. There were five lightning talks, and six round table discussions. Topics included, business reference, outreach, marketing of reference services, location of reference desk, peer reference, and use of software and technology to carry out reference. Topics were well received and discussions were lively! The Committee will hold an online meeting in May (date TBA) to discuss future plans and elect a new chair.

* 1. Research (Cynthia Coulter)  
     Melissa Hofmann (thank you Melissa!) hosted the Wednesday 3:20pm Research Award program at NJLA this year. There was no Forum submission this year. We choose two awards, with a total of six recipients. It was the first year that the Research award was given in the same time slot as the Technology award. Also, it was the first time the Research winners attended the Tuesday evening Award ceremony where all NJLA awards are honored. That is a new addition (thank you Heather!) and I hope it will continue.
  2. Technology (Siobhan McCarthy)  
     Of the 5 nominations for the Tech Award, we chose two to present at the Awards forum (1 winner, 1 honorable mention). Better attendance than last year, but might be due to combined forum. Hopefully next year the forum will be earlier in the day or we will have more time.
  3. User Education Cara

1. Old Business

* NJLA Conference debrief - Discussion about location, role of academic librarians at conference, discussion about bridging public and academic libraries

1. New Business

* Date/Location June Meeting: <https://doodle.com/poll/kic6wu6k2raxa7ta>
* August Open Membership Meeting
* [**Essentials of Usability Design for Library Research Guides**](http://www.ala.org/acrl/essentials-usability-design-library-research-guides) **(July 12, 2017) Webinar scheduled for 2-3pm**

Web design, in the form of creating online research guides, has become a big part of many librarians’ jobs, but we’re rarely taught how to do it well. Most of us learn the nuts and bolts of how to make guides, without learning the principles of how to make them usable -- the simple techniques of visual and textual design that can help us create guides that users will understand more easily, and stick around to use. Learn about easy to use principles of usability that can immediately improve your research guides.

**Locations: Union County College, Montclair, Rutgers Camden, Monmouth, Rider**

* Executive Board positions - Website Liaison, Legislative Rep, Honors & Awards Liaison

Call for ACRL-NJ/NJLA CUS Executive Board positions. These positions are nominated by the members of the Executive Board and do not have voting power.

Question regarding annual committee reports

Honors and Award Liaison

This liaison communicates with the Conference Committee and NJLA Honors & Awards Committee.

Makes sure the names are

1. Good of the order

Future Meetings

June- in person - one location (TBA)

August open membership