**NJLA-CUS/ACRL-NJ**

**Executive Board Meeting**

**February 2, 2018**

**Minutes**

Attendees:  Leslin Charles, Siobhan McCarthy, Lynn Schott, Bart Everts, Kate Hossain, Eric Jeitner, Dina Meky, Steven Shapiro, Cara Berg, Adriana Mamay, Christina Connor, Joan Dalrymple, Melissa De Fino, Bonnie Lafazan, Karen Malnati, Hilary Westgate, Amanda Piekart, Zara Wilkinson, Gary Marks **Excused:** Heather Dalal, Cynthia Coulter, Katie Cohen

1. Welcome and Introductions
2. Approval of Minutes: Minutes approved
3. President's Report (Leslin Charles)
   1. NJLA Strategic Planning Task Force met 1/26/2018. Next meeting 3/2/2018. Focus on memberships. There are 1422 ALA members. 340 of those belong to ACRL. 140 are members of NJLA CUS listserv but only 35 are active in CUS.

Focus on communication and a revisit to the last strategic planning document.There is also a need for a diversity consultant. A subgroup was formed to investigate possibility of finding and hiring one

* 1. We were not accepted for the ACRL Roadshow but were encouraged to submit again when the next call comes out
  2. Our letter supporting the hosting of ACRL 2023 in Pittsburgh PA, March 29-April 1 was submitted.
  3. ACRL Chapter Topics. Call for content. Deadline is March 23. Charles will send a copy of the call to our membership
  4. Will be requesting ACRL swag for our NJLA conference

1. Vice President’s Report  (Bonnie Lafazan)
2. [The NJLA CUS/ACRL-N J Distinguished Service Award](https://njla.org/content/njla-cusacrl-nj-distinguished-service-award) is included under the Honors and Awards Voting page at <https://njla.org/awards>.  Deadline is March 19, 2018. B. Lafazan will be sending a reminder out on the ListServs next week.
3. NJLA CUS sponsored proposals for the NJLA 2018 Conference submitted on behalf of NJLA CUS were accepted as submitted into the conference program. The only exception was a section Organize and Advocate: Positioning Your Professional Path Using an ePortfolio: was not accepted as a pre-conference workshop but was accepted as virtual preconference.  Thanks everyone for submitting. We have some great sessions sponsored or co-sponsored by CUS. There are also great sessions in which academic librarians presenting but were not submitted on behalf of CUS. Look out for those as well! Highlighted programs of interest to college and university librarians can be found here: <https://drive.google.com/file/d/1sl0JClfffgm1BTbSFa1JhZhw1uk8x6nF/view?usp=sharing>
4. B. Lafazan will be representing ACRL-NJ at the Chapters Council Meeting @ ALA MidWinter next week in Denver.
5. Past-President’s Report (Heather Dalal)
   1. The  NJLA Nominations & Elections Committee is still accepting nominations. We plan to announce the slate in mid February and open this election March 1st. It's my understanding our CUS election will run after this executive board one is done.
6. NJLA Executive Board Liaison Report (Lynn Schott)
   1. Last Board Mtg. (1/16/18)
      1. Thanks to all who worked to get the Johnson legislation (S2633/A1427) signed into law. [Permits increase in municipal free public library tax upon voter approval.]
      2. Pat Tumulty presented testimony to the NJ State Board of Education on 1/3/2018.  She spoke on the importance of school media specialists and K-12 information literacy curriculum, including the impact on academic librarians. (Lynn has a copy, should anyone care to read it.)
      3. NJLA is represented by Pat Tumulty, James Keehbler, and Chris Carbone on the NJ Department of Education’s Digital Citizen Working Group.
      4. With the change in the governor, there will be new goals set by the Public Policy Committee. The NJLA Executive Board hopes to hear their report at an upcoming meeting.
      5. NJLA Executive Board minutes had not been posted on the website for some time.  That has been remedied at least for this year. You can find them at:<https://njla.org/njla-minutes>
      6. There has been some discussion on evaluating a new content management system.  We expect to hear a recommendation in the coming year.
      7. NJ State Library continues to work on the [DPLA](https://dp.la/) hub application as well as a number of other early and adult literacy programs.
      8. Rutgers (Lilia Pavlovsky reported via email)
         1. High enrollment in the program continues
         2. Looking to hire new faculty and adjuncts. [Consider it, or recommend that someone you know apply.]
         3. ALA accreditation still in draft form. Due in June.
         4. New Program Coordinator - Margo Weber
   2. Next Board Mtg. (2/20/18) Please send any concerns or questions to [lschott@bergen.edu](mailto:lschott@bergen.edu) in advance of the meeting.
7. Legislative Report (Gary Marks)
   1. Winter Legislative Digest-Distribute end of February
   2. [Creation of ALA Policy Corps](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ala.org%2Fadvocacy%2Fala-policy-corps&data=02%7C01%7Cleslin.charles%40rutgers.edu%7C496149951b5f404c827708d568b64022%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636530054334092932&sdata=Z9c%2BgHX0c4zFjdI%2BIQuclYTVPxYPCcezNoAQHuoQztw%3D&reserved=0)
   3. [ALA Midwinter President's Program "Are Libraries Neutral?"](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.eventscribe.com%2F2018%2FALA-Midwinter%2FfsPopup.asp%3FMode%3DpresInfo%26PresentationID%3D336430&data=02%7C01%7Cleslin.charles%40rutgers.edu%7C496149951b5f404c827708d568b64022%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636530054334092932&sdata=GlkqRGhpEsqEuwOwNdD%2FIGrf9K8lDUzAMyXXjn1x35I%3D&reserved=0)
   4. Spring Webinar/Workshop/Round-table- Libraries and Civic Engagement/Campus Free Speech- Committee Sponsor/Organizers/Presenters/Dates
8. Committee Reports
   1. Archives & Special Collections (Paul Martinez & Tim Corlis) No Report
   2. Assessment Evaluation and Statistics (Christina Connor & Eric Jeitner)
      1. New meeting schedule (first Spring ‘18 meeting upcoming on 2/9)
   3. BCMC  (Melissa De Fino)

i. Our workshop: Weird, Wild, and Wonderful: Special Collections Cataloging will be held Thursday, May 24th, 10:00-3:00 at Rutgers-New Brunswick. Melissa De Fino will be presenting with Jianrong Wang and Heather Perez from Stockton. Workshop is for those without experience with special collections materials who nevertheless find themselves faced with cataloging those materials.

ii. The next BCMC meeting is scheduled for March 15th, 10:00 at Rutgers-New Brunswick.

* 1. Marketing and Outreach (Kate Hossain & Hilary Westgate)
     1. Follow up from VALE poster
     2. Website: Membership Information page and committee descriptions - see this page <http://cus.njla.org/content/membership> - KH to send followup email
     3. Next Member Spotlight -- Accepting volunteers or suggestions!
     4. Our proposed social event for the NJLA Conference was accepted. Academic Librarian Social Hour: Thursday, May 31st from 5 PM to 6 PM with location TBD
     5. A proposed NJLA Conference session sponsored by our committee was accepted: Maximizing Your Academic Library’s Social Media Efforts to Engage or Reach Your Audience: Thursday, May 31st from 3:10 PM to 4 PM.
     6. Sending out a Doodle poll for a February meeting. Please let us know if you are interested in joining or know a librarian at your institution who works on outreach/marketing who might be interested.
  2. Newsletter (Katie Cohen and Joan Dalrymple)

We sent out the call for submissions yesterday. We revised the text slightly. We delayed the call because the call for submissions to the NJLA newsletter went out on Monday. The spring issue normally has a summary of the VALE conference, and we will also need an article from the President. We will feature the award winners, luncheon speaker, and NJLA programs. We will also choose a committee to spotlight. We will solicit an article from SCARLA and the ACRL chapter of another nearby state (to be determined).

* 1. Nominations (Steve Shapiro)

Nominees:

Cara Berg (William Paterson University) : VP/President elect

John Powell (Rutgers University-Camden): Secretary

Karen Venturella Malnati (Union County College) and Bart Everts (Rutgers University-Camden): Member at Large

* 1. Reference Services (Katie Cohen and Dina Meky)

The Reference Committee’s NJLA Conference proposal got accepted. The title of the session will be ‘Reference Librarians Speak Freely,’ and will feature reference librarians from different types of libraries (academic, special, school and public). We are doing this in conjunction with the public library section of NJLA. Our session is set to be on Friday, June 1, 11:30AM-12:20PM.

* 1. Research (Cynthia Coulter)

The Research Committee got its conference proposal accepted. The new Research Showcase (formerly the forum part of the old Research & Forum program) will be held on Friday, June 1st from 11:30 to 12:20 PM right before the Research Award is handed out at the CUS luncheon. I have created and sent out submission requests for Showcase as well as Award and will continue to do so until end of March.

     A possible source of confusion with this year’s new set up, with the separation of Award and Showcase winners, is that is not automatically understood that the Award winner/s will be presenting at the Showcase. I will need to bring this up with the committee to get feedback about how they want to handle this option. Or if Honors & Awards has already established a policy about this handling, the Research Committee needs to be informed.

     The Research Committee will meet to decide both Award and Showcase winners. This decision will probably take a longer meeting than prior years, since we anticipate a larger submission for Award since it has been advertised for the first time by the NJLA Honors & Awards committee. Also, a question came up as to limiting the award to only academic librarians or ALL librarians. I have sent out a request for feedback about this decision to committee. This will be defined at Committee meeting in late March.

     The committee has two new members, Romel Espinel @Stevens and Amy Kimura @Rutgers-NB. Heather Dalal will be taking over as chair next year. Cynthia will remain a committee member.

* 1. Technology (Siobhan McCarthy)

Our proposal was accepted for the NJLA Conference. The Technology Innovation Forum will be on Friday, June 1st from 2:30-3:20pm. This will be in the format of previous Tech Innovation Forums, with the winner and selected nominees presenting their technology accomplishments or tools to the audience.

Next meeting will be via Adobe Connect. Following that meeting will be in person at MSU.

New member(s): Linda Salvesen (Caldwell), interested parties from VALE Conference

* 1. User Education (Amanda Piekart and Cara Berg)

Next User Ed meeting via Adobe Connect on 2/23.

* One of our members will demonstrate Kahoot for our Resource in the Spotlight.

VIII. Awards Liaison Report (Adriana Mamay)

* Nominations for the 2018 Honors & Awards will be accepted through March 19, 2018.
* As we heard above, there are 4 CUS specific awards (Technology Innovation; Technical Services; Research; Distinguished Service) but academic librarians are encouraged to apply to any of the awards listed.
* The Public Relations and Marketing Award might be of interest to many CUS librarians: <https://njla.org/content/public-relations-and-marketing-awards-0>
* Reminder: The Honors and Awards Reception is going to be held on Thursday, May 31st from 6-8 PM. It is open to everybody and there is free alcohol and food!

IX.   VALE Conference Committee Report (Amanda Piekart)

* Registered: 278
* Attendees: 213
* Cancellation because of snow: 18 people sent emails confirming they will not make it
* No shows: 47
* Survey results: 51 responses.

IX. NJLA Conference Updates (Adriana Mamay)

* Emails were sent out to everyone who submitted proposals letting them know if their proposals were accepted.
* We have an amazing slate of sessions that will be of interest to academic librarians on both Thursday and Friday, including in-person and virtual preconferences on Wednesday.
* If you would like to learn more about the acceptance process, read this blog post: <http://njlaconference.info/content/program-announcements>
* Registration will open within the next 2 weeks.
* The Conference Committee has taken the suggestions of attendees very seriously this year. We’re happy to provide gender neutral bathrooms for the first time. We will also be offering professional headshots, organized by the Professional Development Committee, our first ever CUS Happy Hour, and some alternatives to the pool party including a drum circle.

X Old Business (Leslin)

1. Professional development planning
   * 1. Internal: ACRL Framework Toolkit: April  (User Ed). Will discuss at 2/23 meeting
     2. Summer Program: User Ed, Reference, and Assessment July. Will discuss also on 2/23. Last year’s location of CCM was suitable. Good feedback. No noise level. There was 100% attendance. Will seek out this possibility.
     3. Free Speech & Civic Engagement (April). This event can be scheduled in one of the slots originally held for the Roadshow: 4/27. Round table style. Volunteers: Leslin Charles, Karen Malnati.
     4. ACRL Webcasts. We get 2 free ones per year. The year runs October - September. [http://www.ala.org/acrl/conferences/elearning/webcasts](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ala.org%2Facrl%2Fconferences%2Felearning%2Fwebcasts&data=02%7C01%7Cleslin.charles%40rutgers.edu%7Ce7162b1f7d7d468e3cfd08d561a50722%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636522283779223557&sdata=Ce14eqC%2FT6RxckJH43rf3gngq%2B6m2xhT%2FSr653CGEUk%3D&reserved=0)

One location was UCC and it is being offered again. We will wait to see what other topics are being offered.

**February 2018**

[**Zotero: Using and Supporting the Bibliographic Power Tool**](http://www.ala.org/acrl/onlinelearning/zotero) **(February 22, 2018)**

Zotero is a reference manager application for saving and organizing citations and creating bibliographies. It's free, powerful, easy to use, and suited for researchers from first-year novices to veteran faculty. Learn how it works and how to teach and support it in your library.

**March 2018**

[**Applying Information Literacy to Digital Humanities Projects**](http://www.ala.org/acrl/onlinelearning/digitalhumanitiesprojects) **(March 20, 2018)**

This webcast will point out reflexive strategies that can be used to bring out dialogue and conversation on humanities topics, while also pointing out some of the common problems and pitfalls with teaching digital humanities. Discover how instruction helps to promote and provide information literacy guidance to those who are presented with digital collections with little or no interpretation added to them.

**April 2018**

[**Data-Driven Library Budgeting**](http://www.ala.org/acrl/onlinelearning/datadrivenlibrarybudgeting) **(April 5, 2018)**

Building a budget is a perennial administrative challenge. This webcast explores how (and what kinds of) readily available data can be used to improve and strengthen the budgeting process.

1. Website & Listserv (Romel)

XI      New Business (All) No New Business

XII     Good of the Order (All)

On Feb 1, Leslin Charles was honored by the Rutgers University Office of Undergraduate Academic Affairs for outstanding generosity and commitment to the education of their students.

Next Meeting: March 9 via Adobe Connect