**NJLA-CUS/ACRL-NJ**

**Executive Board Meeting**

**December 8, 2017**

**Minutes**

1. Welcome and Introductions
2. Approval of Minutes (Approved pending font changes)
3. Amanda Piekart, Siobhan, Katie Cohen, Kate Hossain, Leslin Charles, Steve Shapiro, Dina Meky, Cara Berg, Bonnie, Gary, Christina, Bart, Lynn Schott, Adriana Mamay, Karen Malnati, Joan Dalrymple, Rebecca Driscoll, Heather Dalal, Romel Espinel, Zara Wilkinson
4. President's Report

ACRL President, Cheryl Middleton has agreed to be our speaker at the CUS luncheon at NJLA. This is available through the ACRL Chapters Speakers Bureau program. She will present ‘In the Know: The ACRL National Update. She will weave in our theme of Speak Freely. This is free of charge. We will need to arrange local transportation (to and from the airport) and provide logistical information such as hotel accommodations (Harrah’s) etc. We have car service (NJLA) that can perform the pick ups. Leslin will be include Adriana on communication.

Thanks to Cynthia Coulter for her volunteer spirit as co-chair of the Assessment C’tee but unfortunately she could not continue.

Thanks to Christina Connor for stepping up as co-chair of the Assessment Evaluation and Statistics committee!

1. Vice President’s Report (Bonnie Lafazan)
	1. All CUS Conference proposals submitted via NJLA-CUS/ACRL NJ were submitted on 11/10/17. There was a total of 8 proposals submitted. Everyone should hear about the status of their proposals by mid-January.
	2. Distinguished Service Award. The call out was sent on November 3, 2017 along with all other <https://njla.org/awards>. NJLA-CUS specific awards: NJLA CUS/ACRL-NJ Awards (Distinguished Service, Research, Technical Services, Technology Innovation). Will be sending separate call out for Distinguished Service Award reminders starting in in early January. The deadline for submission for all awards is **March 19, 2018.**
	3. ALA MidWinter, February 10-12, 2018 (Denver, CO) plan on attending and will be at the Chapters Council mtg.

 Past-President’s Report (Heather Dalal)

The NJLA Nominations & Elections Committee has been contacting nominees to see if they are willing to run for the various positions: President, Treasurer, Secretary, and Members at Large.

Nancy Weiner has accepted the nomination to run for NJLA President again! If anyone would like to run for a position, you can still be nominated by petition: [https://njla.org/content/application-nomination-petition](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnjla.org%2Fcontent%2Fapplication-nomination-petition&data=02%7C01%7Cbeverts%40libraries.rutgers.edu%7C7fff796960564744c51308d53e4e3910%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636483428044111419&sdata=LTv%2BaD7JLev488EUsNqywT%2FaCurU4w5MIFozddvnvOo%3D&reserved=0)

1. NJLA Executive Board Liaison Report (Lynn Schott)
	1. Last Meeting - 11/21/17
		1. Construction Bond passed; thanks to all who supported it (resolutions passed to that effect)
		2. NJLA Strategic Plan Task Force - forming (Leslin to represent)
		3. Public Comment on Listserv Posts; Executive Bd. Statement to Membership <https://njla.org/content/njla-executive-board-statement-njla-membership>
		4. Core Values Task Force update (Sophie Brookover & Julie Tozer, chairs) continuing to meet and refine list
	2. Next Meeting - 12/19/17
2. Legislative Report (Gary Marks)

FCC Net Neutrality Info- Upcoming FCC meeting 12/14/17

[Meeting agenda & live webcast Dec 14th](https://www.fcc.gov/news-events/events/2017/12/december-2017-open-commission-meeting)

[Restoring Internet Freedom](http://transition.fcc.gov/Daily_Releases/Daily_Business/2017/db1122/DOC-347927A1.pdf) Name of action being considered

b. Higher Education Reauthorization Act or PROSPER being considered. Impacts to Higher Ed

[Higher Ed Reauthorization Act PROSPER](https://www.nasfaa.org/higher_education_act_reauthorization)

c. Speak freely- ideas for continuation of this theme

Spring workshop on how academic Libraries can promote Civic Engagement/Speaking Freely

d. Legislative Digest- Fall Issue out after election, Winter February- topic suggestions?

1. Committee Reports
	1. Archives & Special Collections (No Report)
	2. Assessment Evaluation and Statistics (Christina)
	3. BCMC (Melissa)
	4. Marketing and Outreach (Kate Hossain & Hilary Westgate)

NJLA Conf - We are collaborating with NJLA Public Relations committee for a hands-on session that should appeal to public and academic libraries; we also proposed a session on social media marketing for academics (though waiting on acceptances).

Member Spotlight -Reminder to Exec Bd if you have someone that you think we should feature, let us know.

-this semester we only put 1 up, in the Spring we'd like to do 2.

VALE - we put the registration call on FB. We could also highlight specific breakouts on the FB page as well if people are interested?

* 1. Newsletter (Katie Cohen and Joan Dalrymple)

 Proposed publication schedule for Spring 2018:

1st call: 1/29

2nd call: 2/26

3rd call: 3/19

4th call if needed: 4/9

Deadline: 4/23

Publish: 4/30 (Will this give enough time for award announcements?)

We plan to revise the text of our “call for submissions” announcement. We are also working on wider distribution of the newsletter such as through LibraryLinkNJ.

Please let us know if you have contacts in another state library organization so that we can include an article from them in the next newsletter.

* 1. Nominations (Steve Shapiro)

 Steve has been contacting EB members to see if they are interested in running again. Names usually go out Feb. No deadline info as of now.

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

The Reference Survey was distributed to the NJ Directors Listserv, and we will send a reminder in January. Only 15 libraries have responded so far (last time we had 53 responses), so please encourage your colleagues to respond. Katie will reach out to Steve Chudnick to give advice on how best to distribute this.

The committee is sponsoring a VALE break-out session, "Taking Instruction Virtual: Evaluating and Assessing Information Literacy in Chat Reference," although the VALE registration form and website does not mention our sponsorship. Can this be fixed? Amanda will take care of this.

Together with the NJLA Reference Section, we are co-sponsoring the "Reference Librarians Speak Freely" session at NJLA, which will feature librarians from various types of academic libraries and public libraries. This will be a panel discussion followed by roundtable discussions.

We are also sponsoring an NJLA program submitted by Andrea Marshall of Berkeley College. The program is entitled, "Social Media Information Places: Mobile Reference Maker Spaces."

Committee chairs met with the User Ed. Committee and the Assessment Committee chairs to discuss a joint program this summer.

* 1. Research (Cynthia Coulter)
	Adriana and the NJLA Honors & Award Committee posted the submission form for the Research Award on the NJLA site. They will send me the submissions after the deadline and the committee will meet (hopefully in person) to make the winning decision. I am sending out Research Award announcements asking for nominations on a monthly basis, so hopefully we get a lot this year.

	The committee sent a proposal for a Research Showcase (basically the old Forum part of the previous Research Award & Forum) asking for a session on Friday, June 1st, since that is the day that the Research Award will be presented to winners at the CUS Luncheon. I am hoping that the Award winner/s will want to present at the Showcase. I need to wait until January (?) to know if this proposal is accepted. If it is, I will send out nomination requests for it, too, on a monthly basis, and the Committee will decide these presenters as well.
	2. Technology (Siobhan McCarthy)

Proposal was submitted for NJLA for the Technology Innovation Forum, which will be open to others than just award nominees. The winners will be invited to present also. Committee members will be encouraging nominations at the VALE conference.

* 1. User Education (Amanda Piekart & Cara Berg)
* Committee held a virtual meeting on 12.1.17 via adobe connect(13 members attended)
* Held a very lively discussion on peer evaluation & Reference Consultation tracking.
* Committee is planning on hosting an in person mini workshop using the [ACRL Framework for Information Literacy Toolkit](http://acrl.libguides.com/c.php?g=651675&p=4680796) and using the guiding questions/activities on strategies for using the framework. Would like to keep it small and invite just NJLA CUS committee members. Once date is finalized(by next week) please share with your committee members.

k. Awards Liaison (Adriana Mamay)

* A fourth CUS award will now be included in our slate of NJLA CUS/ACRL-NJ awards. The Technical Services Award now joins the Distinguished Service Award, Technology Innovation, and Research Awards.
* Nominations are now open and will be accepted until March 19th.
* Submit nominations [here](https://njla.org/awards)

VIII. Vale Conference Committee Report (Amanda)

 Registration is open and closed next Friday. Please encourage your colleagues to sign up so that rooms can be appropriately assigned.

Facilitators should still register as attending.

Presenters will be provided a head count ahead of their presentations

IX. NJLA Conference Updates (Adriana)

 Announcements for accepted proposals should be out mid-January, but hopefully before VALE.

X Old Business (Leslin)

1. Professional development planning
	* 1. Webinars - webinars listed here .. Heather will keep us informed as these become available. http://www.ala.org/acrl/conferences/elearning/webcasts
		2. Summer Program: User Ed & Assessment July
		3. mini workshop on Framework (April tentative)
		4. Gary’ Free Speech and Civic Engagement (Webinar or in-person). It can be hosted at UCC if needed. Holding April pending the Roadshow.
		5. ACRL Roadshow ‘Scholarly Communication: From Understanding to Engagement’.<http://www.ala.org/acrl/conferences/roadshows/scholarlycommunication>. It is subsidized by ACRL and we need to come up with $2000. We have received a promise of $1000. from SC&I, Rutgers. Charles submitted the application on 11/17. This is competitive so we will have to wait until December 22 to be notified of our status. 4/20, 4/27, 3/9
2. Website & Listserv (Romel)
	* 1. Romel will take a look at the list to ensure that it is current with the EB membership
		2. New membership

 Currently to join committee must join listserv, then contact chair

Kate suggested the website should provide email contacts of chairs to make this process easier. Gary suggested google form.

Suggestion to alert James to make this process more streamlined

Leslin suggests more usability on website, function to alert chairs when new members join/need information. make is easier to how to join a committee.

Karen requested that description of Exec Board positions be included.

Under the Membership Information tab some more information can be provided including how to contact committee chairs. Also on the homepage some kind of wording ‘join us’ that links to a form.

* + 1. Usability (carry over from September meeting)

XI New Business (Leslin)

1. ACRL 2023. Our chapter is being asked to officially support the hosting of ACRL 2023 in Pittsburgh, PA. March 29-April 1. Support means letter backing the location.

XII Good of the Order.

1. If you need to request an Adobe Connect meeting AND/OR if you want to request the use of the conference call service, please use this form: <https://njla.org/content/adobe-connect-request-form> . You can also reach out to Lynn Schott directly, lschott@bergen.edu. Thanks.

XIII Note about April meeting. We will still meet at Rutgers TSB, Busch Campus and Montclair State, but we will be using WebEx rather than the usual video conferencing equipment. Leslin will make sure that Rutgers Camden is tied in to this meeting.

No January meeting (VALE)