**NJLA-CUS/ACRL-NJ**

**Executive Board Meeting**

**October 20, 2017**

**Via Adobe Connect**

**Minutes**

Attendees: Lynn Schott, Leslin Charles, Adriana Mamay, Bonnie Lafazan, Cara Berg, Cynthia Coulter, Heather Dalal, Karen Malnati, Katie Cohen, Melissa De Fino, Zara Wilkinson, Rebecca Driscoll, Eric Jeitner, Gary Marks, Hilary Westgate

1. Welcome and Introductions
2. Approval of Minutes
	1. The following attendees of the Open Membership meeting were omitted:

Marie Radford, Karen Malnati, Dina Meky, Yuan Li (Princeton)

1. President's Report
	1. Thanks to Cynthia Coulter for volunteering to co-chair the Assessment Evaluation and Statistics Committee with Eric Jeitner.
	2. On September 15, the President attended the VALE Members Council meeting to provide updates on our activities.
	3. Marie Radford from SC&I, Rutgers is seeking $1250 towards bringing the ACRL Scholarly Communication RoadShow to NJ. We will aim to get the remaining $750 from attendance fees. Leslin will complete the application on our behalf.
	4. Leslin has completed an application to get an ACRL officer to speak at our CUS Awards Luncheon at NJLA 2018
2. Vice President’s Report
	1. Call for Proposals for NJLA 2018 have been sent out to the following list servs: ACRLNJ-L@LISTSERVS.SHU.EDU, vale-l@tcnjlists.tcnj.edu and njla-cus@njlamembers.org Deadline for Proposals November 8, 2018.
	2. Distinguished Service Award will be included with the other two CUS Awards managed by the NJLA Honors and Awards Committee. Call outs will go to CUS librarians in late December.
3. NJLA Executive Board Liaison Report (Lynn Schott)
	1. Follow-up to September 8, 2017 meeting: Yes, NJLA does have hosted conference call phone-in option. (contact Lynn for this or Adobe Connect)
	2. Last meeting - 10/17/17
		1. [Construction Bond](http://njlibrariesbuildcommunities.org/) - vote on Nov. 7
		2. Public Policy Statement on Privatization (updated relative to Vineland PL)
		3. Looking for rep to NJLA Strategic Plan Task Force (please speak to Lynn)
		4. ALA
			1. seeking committee volunteers; online form; deadline in early Nov.
			2. Executive Director search on-going; no candidates recommended from first pool; Mary Ghikas named interim
			3. You may be interested to follow the Higher Education Act reauthorization (see the [District Dispatch](http://www.districtdispatch.org/2017/10/higher-education-reauthorization-congressional-fall-agenda/) for info)
		5. NJ State Library
			1. [Digital Public Library of America](https://dp.la/) - partnership with Delaware is moving forward for the hub application
			2. [Snapshot Day](http://snapshotdaynj.org/) is Oct. 25 (or whenever you can do it)
		6. Rutgers (Joyce Valenza)
			1. ALA accreditation process on-going
			2. Still looking for part-time lecturers & ideas for special topics
	3. Next meeting - 11/21/17
4. Legislative Report
	1. Libraries Build Communities Bond Act on Ballot Nov 7th
	2. Fall Legislative digest in mid-November
		1. Fall Topic of Interest- Free Speech Zones on College Campuses
		2. The newsletter is placed on our website and we are brainstorming on disseminating the message statewide
		3. We would like this topic to stay alive and have a conversation at intervals especially in light of the fact that the NJLA theme is ‘Speak Freely’
		4. If you have ideas for themes and topics please reach out to Gary
5. Committee Reports
	1. Archives & Special Collections
	2. Assessment Evaluation and Statistics
		1. The committee held a virtual meeting on August 2nd. The members agreed to begin sharing assessment-related articles for discussion at the virtual meetings. At each meeting, a member would recommend an article and it would then be discussed at the next meeting.
		2. Cynthia Coulter has volunteered to act as co-chair for the Assessment Committee. Eric Jeitner will continue on as the other co-chair.
	3. BCMC

Last spring, Heather Dalal approached me about the possibility of BCMC establishing an award. We discussed it at our spring and summer meetings. The committee has expressed interest in starting a Technical Services Librarian of the Year award but we have a few questions.

1) We would be interested in possibly co-sponsoring it with the NJLA technical services section. Would that be possible, or should it be strictly ACRL?

2) We understand that the Technology award is a plaque, but someone on the committee said that she thinks that the Research award has a cash component to it. Is that something that we could investigate -- possibly by approaching vendors to sponsor it? I'm not sure if there would be ethics considerations.

At Leslin’s suggestion, we contacted Michael Pucci with our questions. He said he thought those were both good ideas, but we had to get approval from the Executive Board. Leslin suggested we discuss it here.

* 1. Marketing and Outreach
		1. We held a virtual meeting on Sept. 19th.
		2. Facebook page -- <https://www.facebook.com/ACRLNJ/>. Please submit potential Facebook post ideas/content; we would like to update this more and provide more information for our followers.
		3. Member Spotlight - we are trying to update this more often and if anyone has a suggestion of a person to interview, let us know. We have completed one interview (to be posted soon) and would like to aim for about 2 per semester.
		4. Joining committees - it's been brought to our attention that there's no info on the website about how to join a committee roster online. Can we add language to the website (probably on the Membership info page) that you should email committee chairs if you want to join? And make sure we list email addresses somewhere? It would be great to have a form to fill out, but that will take a bit of work to create.
		5. NJLA Conference 2018 - Our committee has discussed submitting a proposal for a social event/happy hour event for NJLA-CUS/ACRL-NJ (a social meet and greet) and another breakout session idea. These could potentially recruit new members.
		6. We submitted a poster for the VALE conference and would use that an opportunity to recruit new members.
	2. Newsletter (Nothing to report)
	3. Nominations
		1. We are not yet sure of the timeline when the call for nominations happens but usually it occurs after the other elections
	4. Reference Services
		1. Katie Cohen: We will be putting out a Reference Survey again. Currently we are updating the old survey that was put out a few years ago. We hope to send it out to NJ academic libraries on 11/15.
		2. Katie Cohen: Our committee will be sponsoring two presentations at VALE- one about business reference, and one about a project by Berkeley College Librarians.
		3. Katie Cohen: We are currently working on a collaboration with public librarians for the NJLA Conference. It will probably be some kind of brief panel followed by a long open discussion about how we both utilize our reference collections
	5. Research

The Research Award & Forum process is a bit different this year. The three CUS Awards (Research, Technology, and Distinguished Service) will be presented to the winners at the Honors and Awards Banquet (Thursday, May 31st from 6-8PM) by the Honors and Awards Committee.

Honors and Awards Committee will publicize the CUS awards along with the other NJLA awards. This committee will create and distribute the nomination form and receive and compile the nominations *(this is new a procedure),* but the Research Committee will decide upon the winners as usual. The Research Committee will also send listserv requests for Award & Forum nominations. This email will have link to the submission form that the NJLA Honors & Award committee has created. Cynthia will moderate at the actual Research Award & Forum presentation, probably held on Friday, June 1, 2018 in afternoon, since this day is when the CUS Luncheon will be held. She has submitted a proposal to both the NJLACUS form and the NJLA form. Cynthia needs to get information about luncheon costs for Award winner(s) and how to get attendance badges if recipients don’t plan on registering for the conference.

* 1. Technology (Nothing to report)

**User Education**

1. The User Education committee held its first meeting of the year on September 20th. We used videoconferencing between the three Rutgers locations.
2. The committee will continue it's "Resource in the Spotlight" series in which members demonstrate a resource they use. The committee will this year institute a group discussion where the group prepares to discuss a current topic in IL.
3. The committee discussed the results from the survey for the Summer Info Lit Workshop and Assessment Fair. Results were mainly positive. For this summer's event, a possible collaboration with Reference and Assessment is being explored.
4. The committee will use one of the modules in the IL Framework Toolkit during an upcoming meeting.
5. The co-chairs shared the results of the committee collaboration workshop with the committee in the hopes for collaboration among members for future scholarly work.

**Awards Liaison (Adriana Mamay)**

* I attended the NJLA Honors and Awards Committee meeting on October 6th
* Like last year, our three CUS awards (Research, Technology, and Distinguished Service) will be presented to the winners at the Awards Reception during the 2018 NJLA Annual Conference
* New this year, the NJLA Honors and Awards Committee will market our three awards with the other NJLA awards, potentially broadening their audience
* The NJLA Honors and Awards Committee uses a form to solicit the nominations. The forms have been made for Distinguished Service and Research, but I still need the Technology award description before it can be made. Please take a look at these two links and let me know if you have any suggestions. Nominations will be accepted from November 1st to March 19th
	+ <https://njla.org/content/njla-cusacrl-nj-distinguished-service-award>
	+ <https://njla.org/content/njla-cusacrl-nj-research-award>

Recommendation that the Research Award and Forum take the form of two recognitions: one award for the published scholarship and for someone who has the honor of presenting ongoing scholarship.

Typically there are nominations for both.

VIII. Vale Conference Committee Report

IX. NJLA Conference Updates

* Program proposals are being accepted from now until November 10th. Anybody can submit a program proposal using this [form](https://fs19.formsite.com/njla/2018proposals/index.html)
* I will email out a flyer that can be used for marketing purposes

X. Mentor NJ Update

* **MentorNJ:** I was not able to attend, but by all accounts the October 13 MentorNJ event was a success. The final attendance was right around 71, which was a little lower than the registration. MentorNJ is now starting to work on some other initiatives, including a "drop in career development clinic" at NJLA, a job shadowing program for public libraries, and an event with Rutgers SCI. I’m on the SCI event subcommittee.
* **Job Shadowing:** I have had a few job shadowing requests already, but am preparing to make a larger push to library schools. I have a new contact for Drexel, so I'm hoping to re-establish a pattern of sending job shadowing info to them even though we historically get the most interest from Rutgers.

XI Old Business

1. Professional development planning
	1. Marie Radford is seeking $1250 from SC&I and we will have to find the remaining $750. From attendance fees. If we have 100 people that should not be too difficult. Charles will find 3 dates available at Rutgers location to host the event and then send out a doodle to the board to ensure these dates are convenient (no major scheduling conflicts)
2. Website.
	1. No one on the committee is notified when changes to membership have occurred on the website itself. It is difficult to join the committee given the interface we have and this needs to be addressed
	2. Table to next meeting

XII New Business

1. Clarifications on awards and how to create new ones
	1. Potential for a new award will be communicated to Michael Pucci by Adriana. The deadline is Nov 1. Melissa’s committee is meeting on Thursday
2. Past President’s Report
	1. The Nominations and Elections Subcommittee is developing nominations. An announcement is set to go out on Nov 1st. The Executive Board Positions Open for 2018-2019 are First VP/President Elect, Secretary, Treasurer, ALA Councilor, and three Members at large. Position descriptions are here: http://njlamembers.org/execjobdescriptions
	2. Must be an NJLA Member in good standing. To be nominated by petition, you need 15 signatures via an online form. Those petitions are due January 1, 2018. The election ballots will be sent out by March 1, 2018.
3. Audiobooks question from Collection Services and Resource Sharing at Rutgers. Charles will reach out to Bonnie Lafazan and Lynn Schott

XII Good of the Order. Gary has been appointed the new Reference/Outreach Librarian at William Paterson

XIII November Meeting. No meeting. Next meeting December online