

**Association of College and Research Libraries Chapters Council Work Session**  
**Sunday, June 29, 2014**  
**10:30 – 11:30 a.m.**  
**Bally's Hotel, Las Vegas – originally Director's Room; changed to Platinum Room**

**Present:**

**Officers and Chapters Council Liaisons/Representatives**

Tasha Cooper, Secretary (Eastern New York)  
Caroline Fuchs, Vice Chair/Chair Elect (Greater New York Metropolitan Area)  
Laura Heinz, Newsletter Editor (Texas)  
Danielle Whren Johnson, Past-Chair (Maryland)  
Les Kong, Chair (California)

**Attendees, including Chapter Representatives/Delegates**

Katie Blocksidge (Ohio)  
Eleta Exline (New England)  
Scott Garrison (Michigan)  
Stephanie Mathson (Michigan)  
Linda Miles (Greater New York Metropolitan Area)  
Ericka Raber (Iowa)  
Amy Stewart-Mailhiot (Washington)  
Sarah Steiner (Georgia)  
Phil Waterman (New England)  
Nancy Weiner (New Jersey)

**1. Approval of Minutes:** Minutes were approved with no changes.

**2. Approval of Agenda:** There were no changes to the agenda.

**3. Welcome/introductions:** Les Kong welcomed the group and led a round of introductions.

**4. Old Business:**

**Update: 2015 ACRL Proposal**--Caroline Fuchs provided an update on the proposal for the ACRL 2015 conference for a roundtable discussion on leadership changes ("Passing the Baton").

**Update: Toolkit, Online Manual**--Tasha Cooper provided an update on the online manual/Toolkit and orientation materials. She advocated increasing awareness of these documents and letting new leaders know about them.

She and Stephanie Davis were in touch with Chase Ollis regarding the web page changes. He has made a number of the changes, but some will require further discussion and an official request from Chapters Council. Tasha will forward a summary of those changes to Caroline. A volunteer is needed to continue this work, along with Stephanie Davis.

Everyone is encouraged to look at the manuals and suggest updates. The original idea was to make these documents interactive, but the initial focus has been on the content itself. However, ideas for increased interactivity are welcome.

**Update: Mentor Program**--Les Kong stated that no one has expressed a need for a mentor. Les will continue to try to develop this program. Responding to a question about the outcomes of mentoring, Les said he will forward a document about mentorship, but the main outcomes are to:

- Increase awareness of, and participation in Chapters Council
- Enable new leaders to not feel overwhelmed
- For mentors, use Chapters Council as a venue for exchange of information between Chapter leaders.

#### **Update: Virtual meetings**

Chapters Council will try to hold additional virtual meetings in September and March. This would result in four meetings per year – two in person at the ALA Conference and Midwinter Meeting and two virtually.

Topics for these meetings could include:

- updates on work group activities and projects
- general introduction to leadership
- what Council does
- concerns from Chapters
- discussion of best practices
- annual reports, reimbursement reports and activities about which Chapters leaders have questions.

Discussion included the challenges of online meetings and need for planning. Representatives from ACRL national have participated in orientations and may attend these meetings. The Michigan Chapter noted the positive response from ACRL leadership in regard to inviting Trevor Dawes and Merinda Hensley to their meeting.

Is it necessary to make changes to the Bylaws to allow for virtual meetings at mid-winter, instead of in person? The Executive Committee will discuss this. Caroline noted the value of an in-person meeting for networking, plus the opportunity to meet ACRL leadership.

### **5. Chapter Topics and Communications**

Caroline Fuchs reported on Chapter communications and *Chapter Topics*. The newsletter is clunky (Caroline noted that this is not reflection on Laura Heinz, who is the current editor). Caroline and Laura discussed making it more interactive--an online newsletter instead of a pdf. They also discussed having a co-news editor; someone is currently considering that role.

Questions were raised as to what ALA requires for hosted publications. The Chapters section of the ACRL Bylaws require a linked newsletter. Caroline will check with ALA/ACRL on platform options. Could the President's message be a video? Dynamic and thematic content is welcome.

Council will need to work on encouraging Chapter leaders to participate. Chapters may be asked to contribute twice a year and encouraged to see this as a way to engage membership and share content about Chapters.

Scott Garrison, Les Kong, Sarah Steiner, and Phil Waterman offered to come up with themes for newsletters.

Oct. 1 is the deadline for fall newsletter. The first theme will be sustainability.

We agreed on posts of 250 words or less, ideally including links and images. Additional suggestions included re-purposing material from Chapter newsletters and posting conference reports. Proposed themes could be shared via the list or posted, if a space is identified.

**6. New initiatives:** Caroline stated that she will continue the work started by Danielle Johnson and Les Kong on the newsletter (#5) and is also interested in bringing along the blog. Gwen Gregory asked for a new blog editor. Could a co-newsletter editor also be blog editor?

Best practices could be a regular blog post:

- Les Kong could write a blog post on vendor practices
- Sarah Steiner could write about outreach.

A question about audience was raised – is the blog about Council or about Chapters? Discussion about the hub and spokes followed – the hub being the content, and the spokes the various communication avenues. Could the blog be the hub? With newsletter tags? And Facebook? What feeds what?

We are required to do a newsletter; could the blog be our newsletter? We need to check with ACRL. Content from the blog on a hot topic or theme could possibly provide content to the ACRLog. We could ask ACRL to push out the content.

Question: What is the process for bylaw changes? Answer: We submit the changes to ACRL and they bring the proposed changes to the Board. The current bylaws are on the Chapters web pages and linked to from the orientation toolkit.

For now, we agreed to go with the theme of sustainability for the fall newsletter on the current platform, 250 words or less, with at least one image

Themes will be distributed by the fall. Please send suggested themes by Sept. 15 to Les, Caroline, and Eleta, so that the themes can be posted by the Oct. 1 deadline.

Caroline will investigate platform options (whether we can move to a blog platform or something else.)

**7. Best Practices planning:** There was no additional discussion about this. Two chapter representatives (New England Chapter and NY ACRL) volunteered at the Chapters Council meeting held immediately prior to this work session to be presenters at the Midwinter Chapters Council meeting in Chicago.

**8. Other:** none

**9. Adjournment:** 11:26 a.m.

**Summary of follow up items:**

Tasha will forward a summary of the orientation and web page changes to Caroline, for continued work by Stephanie Davis and another volunteer.

Everyone is encouraged to look at the orientation documents for Chapters and Chapters Council and suggest updates.

Les will forward a mentorship document to everyone.

Executive Committee will discuss bylaws in relation to holding virtual meetings.

Caroline will check with ALA/ACRL on platform options for the newsletter.

Scott Garrison, Les Kong, Sarah Steiner, and Phil Waterman will come up with list of themes for newsletters to send for review by Les, Caroline and Eleta by Sept 15. They will then review the themes and send them back to the group to be posted by Oct 1.

Respectfully submitted,  
Tasha Cooper, Secretary