



## Association of College and Research Libraries

### Board Orientation for

Erin L. Ellis, Mary Mallery, Yasmeen Shorish

August 26, 1:15-3:15 p.m. CST / 2:15-4:15 p.m. EST

[Join Zoom Meeting](#)

**2:00 p.m.**

**1.0 Welcome & Introductions— Julie Garrison (5 min.)**

- Reminder break at 3 pm

**2:05 p.m.**

**2.0 Framework for Governance and Leadership— Julie Garrison (5 min.) #1.0, [#2.0](#)**

- 2.1 Review the new work of nonprofit Boards

**2:10 p.m.**

**3.0 Strategic Planning— (15 min.) Julie Garrison, Jon Cawthorne, Kara Malenfant [#6.0](#)**

3.1 History and role of Strategic Planning: when to consider new strategic plan—JG

3.2 Four Strategic Goals and Enabling Programs and Services—JC

3.3 Core Commitment to EDI—JC

3.4 3.5 Advancing the Plan for Excellence: Division-level Committee Annual Work Plan ([#9.0](#)) & Board role—KM

Q: To what extent can new Board members propose projects?

Q: Are there unfinished initiatives or projects that need support of new Board members?

3.6 Purpose of the Strategic Planning & Orientation Session (SPOS)—JG [#16.0](#)

**2:25 p.m.**

**4.0 Roles & Expectations of ACRL Board members— (15 min.) Julie Garrison, Jon Cawthorne, Carolyn Henderson Allen, Kara J. Malenfant, Allison Payne [#3.0](#)**

4.1 Expectations for Board members and differing role of Directors-at-Large and Executive Committee members—JG

4.2 Board working groups

Joint Board/B&F EDI Working Group—CHA

Priority Setting Working Group—JC

4.8 ALA Connect communities for communication, documents, and virtual votes—AP [#18.0](#)

4.9 Who speaks for ALA/ACRL—KM [#17.0](#)

**4.11** What do current Board members feel took the longest to learn and understand about their role? What do they know now that they wish they had understood at the beginning of their term? —All Current Board members

**2:40 p.m.**

**5.0 ACRL Budget Process— (20 min.) (Carolyn Henderson Allen, Kara Malenfant, Allison Payne)**

- 5.1 FY22 Budget Meeting Save the Date: September 1, 2021, 11am-12pm CST [#4.0](#), [#5.0](#)
- 5.2 Overview of annual cycle [#10.0](#)
- 5.3 B&F Committee's role [#10.1](#)
- 5.4 Board's Role [#10.1](#)
- 5.5 Association budgets (revenue generating; no allocations from ALA) [#11.0](#)
- 5.6 Major revenues/expenses, two-year budget
- 5.7 Reading the ACRL spreadsheets [#12.0](#)
- 5.8 Funding for the Future: ACRL's pivot from an intentional spend down budget to a net positive (over two years) budget, five-year plan.

**3:00 p.m. Break (10 minutes)**

**3:10 p.m.**

**6.0 Board Liaison Role— (15 min.) Julie Garrison, Jon Cawthorne, Kara Malenfant [#7.0](#), [#7.1](#), [#7.2](#), [#13.0](#), [#15.0](#)**

- 6.1 Review of Board liaison role (Liaisons to sections, committees, communities of practice, virtual and F2F expectations/roles)—JG
- 6.2 Communication and participation—JG
- 6.3 Guidance to Committees and Sections with conference proposals—JC
- 6.4 Working with staff liaisons and guidance to committees on Annual Work Plans—KM

**3:25 p.m.**

**7.0 Working with Staff — (5 min.) KM [#14.0](#)**

- 7.1 Role of staff— look at committee work plan document for roles
  - 7.1.1 Communication preferences, cc: KM
  - 7.1.2 Teaming with staff to work with Committees (Board, staff, committee partnership)

**3:30 p.m.**

**8.0 Current issues & topics before the ACRL Board – All (15 min.)**

- 8.1 ALA (Switch from Midwinter to LibLearnX, Forward Together and Fiscal Analysis Working Groups, ALA Operating Agreement Working Group, ALA Finance & Accounting, CFO search) —KM
- 8.2 Strategic use of ACRL financial resources—CHA
- 8.3 Role of EDI Committee and how does ACRL manifest the Core Commitment?—JC

**3:45 p.m.**

**8.0 Administrative information— (5 min.) Kara Malenfant (KM)**

**8.1 Meetings:** Fall and spring virtual, space reserved for Jan at LLX, tentatively. “Typical” schedule at Annual Conference under discussion. [#8.0](#)

**8.2 Resources—**[Board Manual LibGuide](#), [Guide to Policies & Procedures](#), [ALA Connect](#), Briefing Books

**3:50 p.m.**

**9.0 Questions for us? (10 min.)**

**FYI, future topics to be addressed in upcoming Fall 2021 Orientation**

- Refresher and new questions
- Meetings:
  - Preparation
  - Documents
  - Agenda setting
  - Travel
  - Attendance
- Current Role of ACRL and ALA
  - Legal entity
  - Tax status
  - Political speech and IRS regulation (election info)
  - History
  - ALA Structure
  - ALA Budget
  - Operating agreement
  - Indirect Costs/overhead
  - ACRL structure
  - ACRL Staff responsibilities (Board manual list)
  - ACRL Bylaws
  - Other?

**Documents and Board Manual LibGuide**

**Documents and Links to the [ACRL Board Manual LibGuide](#)**

- Doc 1.0 The New Work of Nonprofit Board (sent via email due to purchased copyrighted material)
- [Doc 2.0 Centre Point Board Governance as Leadership Summary](#)
- [Doc 3.0 Guide for Board Members](#)
- [Doc 4.0 Eli Mina Board Effectiveness](#)
- [Doc 5.0 Brief Summary Robert’s Rules of Order](#)
- [Doc 6.0 Plan for Excellence](#)
- [Doc 7.0 Board Liaison Check List](#)
- [Doc 7.1 Committee Letter Template for Board Liaisons](#)
- [Doc 7.2 Section Letter Template for Board Liaisons](#)

- [Doc 8.0 Meetings Overview](#)
- [Doc 9.0 Committee Report and Work Plan Template](#)
- [Doc 10.0 ACRL Budget Planning Process](#)
- [Doc 10.1 ACRL Budget Workflow Chart](#)
- [Doc 11.0 ALA Operating Agreement](#)
- [Doc 12.0 ACRL Financial Reporting](#)
- [Doc 13.0 Guidelines for Board Liaisons](#)
- [Doc 14.0 ACRL Staff Contact](#)
- [Doc 15.0 ACRL/ALA Acronyms](#)
- [Doc 16.0 SPOS Overview](#)
- [Doc 17.0 Use of ACRL's Name](#)
- [Doc 18.0 ALA Connect & ACRL Board](#)