**ACRL Chapters Council Meeting
January 23, 2023
4:00 – 5:30 p.m. EDT
Virtual via Zoom**

1. 4:00: Welcome by Chair Eric Edwards. Meeting was called to order.
2. 4:00 – 4:30: Presentation with Time for Questions (Dr. Linda Miles—Hostos Community College, CUNY; Immediate Past President of the Greater New York Metropolitan Area Chapter)—" One Chapter's Strategic Planning Process: ACRL/NY's Committee for a New Vision”

Dr. Miles talked about the process of creating a strategic plan that was undertaken by the ACRL/NY chapter. It’s a free-standing chapter; one does not have to be a member of any state organization or national ACRL to belong, though the dues for those who do belong to ACRL are only $25 dollars, instead of the $35 for non-members. (Students, retirees, and the unemployed pay $10.) While most of the members are from the NYC area, they do have some members from Connecticut and New Jersey. They have around 125 members, and host discussion groups and professional development events, the premier event being the ACRL/NY Symposium. They decided they needed to create a strategic plan because they were having a hard time with succession planning and leadership recruitment. In addition, they wanted to focus more on DEI and accessibility and needed to find methods of interaction and operation.

To create this strategic plan, the Committee for a New Vision (CNV) was formed in November 2021. It was composed of around seven or eight volunteers throughout the process. The committee used Google Docs in their work, and the documents they created, along with the results of their work can be viewed in the slide deck accompanying Dr. Miles’ presentation. (<http://tiny.cc/ACRLNY4ChaptersCouncil>)

Some preliminary brainstorming by the committee led to their sending out an explanatory email, an invitation to a town hall, and later on, a survey, to all the members, volunteers, and Annual Symposium attendees from the past five years. There was a concerted effort to reach those who had been involved, but, for whatever reason, are no longer involved in the organization. Analyzing the feedback from the town hall and the survey, the committee learned a great deal about reasons for lack of participation as well as some misunderstandings people had about ACRL/NY. This has given them some good insights on adjustments that need to be made going forward. The committee is currently in the final phase of its work and has developed an organizational chart, a mission/vision statement, a draft of potential bylaws revisions, and a draft of the outline of the ACRL/NY Handbook. They have also assembled some

ongoing and upcoming pilot initiatives to move the work of the organization forward.

After she concluded her presentation, Dr. Miles answered a question that arose in the chat about the dues structure of the organization and about the needing membership in the national ACRL in order to participate. Only the president and vice-president of ACRL/NY need to belong to national ACRL; other membership roles in the organization do not require ACRL or ALA membership. Dr. Miles also answered a question regarding DEI and whether they focused on demographics. They did not; it was more of a discussion point as they were deliberating very specific initiatives they wanted to try. They also wanted to be more concerted in their outreach and recruiting volunteers and nominees.

1. 4:30 – 5:30: Business Meeting:
2. Introductions. Chair Eric Edwards asked participants to type their name, institution and chapter or organization affiliation into the chat box.Carrie Dunham-LaGree, Drake University, Iowa ACRL; Linda Miles, Hostos Community College, City University of New York, ACRL/NY; Jaime Hammond, Naugatuck Valley Community College (Waterbury, CT), ACRL New England; Leslin Charles, Rutgers University, Editor, ACRL *Chapter Topics* newsletter; Julie Garrison, Western Michigan University, ACRL Past President, MiALA Chapter; Jess Denke, Muhlenberg College, Delaware Valley Chapter (ACRL DVC); Carin Graves, Michigan State University, Michigan Academic Library Association (MiALA); Beth McNeil, Purdue University Libraries, ACRL VP-President Elect; Jay Malone, ACRL, Indiana Chapter; Brian Maass, University of Nebraska Medical Center, Nebraska Library Association; Laura Hall, University of Kentucky, Kentucky Chapter; Erin L. Ellis, ACRL President; Paula Martin, List Administrator, University of Wyoming Libraries; Clarke Iakovakis, Oklahoma State University, OK/ACRL.
3. ACRL Leadership Updates
4. Dr. Robert (Jay) Malone, Executive Director—Lib Learn X is starting Friday. This is replacing the Midwinter meeting, and there will be lots of education opportunities there. The ACRL meeting in Pittsburgh, “Touting the Future” (<http://acrl203.us2.pathable.com/>) has over 2,000 people registered. The ALA Annual Conference will be in Chicago in June, and they’re expecting a fairly large crowd. Question from the chat: Is the meeting available to virtual attendees? Answer: Yes, they will have a virtual option.
5. Erin Ellis, President—Several ACRL board members will be attending Lib Learn X this week. They are most interested in the governance meetings, especially the ALA Council sessions that will be meeting to review the final draft of the ALA bylaws revision; they will be considering amendments to that document. They expect this meeting to produce a final version, which will be on the ballot this spring for all ALA members to vote on. There are also discussions on operating agreements ALA has with divisions as well as some financial policies and procedures. They expect there to be changes in these things, and it will affect how ACRL operates. The ACRL conference advance registration rate is open through February 15. The conference is really coming together. There was a question to President Ellis about whether the Lib Learn X meeting was going to be where there will be a final decision about whether chapters get funding from ACRL. Answer: It is still under consideration and will not be decided at LLX.
6. Dr. Beth McNeil, Vice President—The volunteer form for ACRL (<https://www.ala.org/acrl/membership/volunteer/volunteer>) is open through February 28 and appointments will be made in the spring and will begin promptly after ALA Annual. You need to volunteer using your official ALA log-in, and your membership needs to be up to date.
7. Julie Garrison, Past President—The ACRL Board did adopt a fifth goal area, to advance DEI. The “I Love My Librarian” award winners have been announced. Three of the ten winners are academic librarians. They are Kathryn Reyes from San Jose State University, Tara Coleman from Kansas State University in Manhattan, KS, and David Ettinger from George Washington University in D.C.
8. Lauren Carlton, Staff Liaison—Chapter budgets went out in December. All chapters that were eligible for funding for FY 23 have already received their budgets. In that was a list of common uses for those budgets, but feel free to reach out to Ms. Carlton if you have questions. Be sure to review the policies and procedures to ensure your expenditures are in line with ACRL’s strategic plan. Be sure to submit your roster updates (<https://www.ala.org/acrl/aboutacrl/directoryofleadership/chapters/roster>) with new officer information so they can be added to the roster page and the list administrators can add them to the Connect discussion list. Each year chapters get two free ACRL Presents webcasts (<https://www.ala.org/acrl/conferences/elearning/acrlpresents>) Margot Conahan (mconahan@ala.org) can help you set these up. Finally, each chapter can request one free membership list from ACRL per year; additional requests are $22 each. Question from chat: What might membership lists be used for? Answer: It’s a list of all the ACRL members from your state, so you can use the list for recruitment and/or to promote your events.
9. Chapters Council Leadership Updates
10. Laura Hall, Legislative Representative and Interim Secretary—No update on the interim secretary role as Ms. Hall took on the role about three weeks ago. As for the legislative part, the Government Relations committee has met twice. They are working on their legislative agenda and the first draft is due February 10. They started with a rather ambitious agenda and felt the need to trim it down some. They are going to concentrate on things that are actively on the Congressional legislative agenda or may appear on it later. The rest of the topics will be put back on the watch list.
11. Leslin Charles, Editor of *Chapter Topics* newsletter—The fall newsletter was distributed today and will come through Connect. Now in her third year of being editor, Ms. Charles has noticed we are getting fewer submissions. How do we get more submissions? Should we market this in a different way? Make the newsletter an annual publication? For this issue there was just one submission from a chapter. Are people getting the call for content? Previously the newsletter was more of an annual report, but the Chapters Council changed the format, creating categories. Should it go back to being more of an annual report? The newsletter comes out twice a year; submission deadlines are April 30 and October 31. Ms. Charles is happy to take any suggestions. There was a question regarding how people are added to ALA Connect. Chair Edwards asked that Paula Martin, List Administrator respond to that. Ms. Martin said that she receives updates from Lauren Carlton and adds people to the list. If people don’t have an ALA Connect account set up, she asks them to do so and let her know when it’s done so she can add them in. Because Ms. Martin realizes that some of those emails may end up in spam, she invites people to email her directly (paula.martin@uwyo.edu) for help with any list administration issues for ALA Connect. Dr. Miles said she posed the question about ALA Connect because she was wondering if maybe that’s why people weren’t getting the call for newsletter content. Chair Edwards said that one of the purposes of the Chapter Council is to exchange ideas and help each other learn in order to make our statewide and regional chapters stronger. One way to do that is to adopt a program that has been successful for another chapter, so please submit to the newsletter anything your chapter has to report.
12. Dawn Behrend, Past Chair—Not present and no report but Chair Edwards wants to acknowledge how helpful she was when he stepped into the Interim Chair’s role.
13. Paula Martin, List Administrator—Ms. Martin is happy to help with any list updates or if anyone is having problems with the interface—just send her an email. Chair Edwards asked us to check the directory to make sure our chapter’s information is correct and to make sure everyone is on ALA Connect.
14. Amber Willenborg, LibGuide Administrator—Ms. Willenborg was not present but Ms. Charles said the LibGuide format for the newsletter has been working very well and that Ms. Willenborg is very responsive and updates content as soon as she receives it. Ms. Charles is not aware of any issues that Ms. Willenborg has had with the LibGuide.
15. Interim Chair’s Report (Eric Edwards)—Chair Edwards said it was an honor to lead this group. Chapters Council is a national group made up of statewide and regional ACRL chapters, and it’s a group that is very dedicated to ensuring that the chapters receive the support and guidance they need. He would like to thank the national ALA and ACRL leadership for their willingness to answer questions, making the Chapters Council aware of any opportunities for its members, and working with the Chapters Council to help increase our profile in ACRL and ALA as a whole.
16. Reminder about keeping chapter directory of leadership (<https://www.ala.org/acrl/aboutacrl/directoryofleadership/chapters/roster>) information current and signing up for ALA Connect. If you’ve not updated your information, please let Lauren Carlton know as soon as possible.
17. Reminder about updating chapter organization survey ([Chapters Council Organization survey - Google Sheets](https://docs.google.com/spreadsheets/d/1iOui-OYDKNMG1eTWiBk3okGi_duXHWl5MA6dFeaW9Ok/edit#gid=0)) Chapters Council came up with this survey a couple of years ago for statewide and regional chapters to share their structure, any program or initiatives currently underway, number of members, and so on. This way chapters can see how other chapters are structured and maybe collaborate on projects. Please update as necessary. You should be able to go in and edit it, but if you have any problems please contact Chair Edwards.
18. Making greater use of ALA Connect, especially for sharing ideas and issues of concern with other state and regional chapters. For right now at least, this is our main mode of communication, so if you or your chapter leadership are not on ALA Connect, please contact Paula Martin.
19. Opportunities to increase Chapters Council’s profile within ACRL, including working with other ACRL committees and participating in legislative advocacy. If your chapter has any representatives who want to attend National Legislative Day, please encourage them to go if they feel comfortable doing so. Chair Edwards asked if anyone on the call knew if National Legislative Day was going to be in Washington D.C. as usual. Executive Director Malone said that National Legislative Day would not be taking place, partly because of pandemic concerns. The Washington office will have a fly-in, but it’s too soon to bring everyone together. Executive Director Malone encouraged advocacy on the state level, especially with all the turmoil in the state legislatures. The ALA Policy Office can help with issues on the national level. Chair Edwards said in addition to the resources that ALA and ACRL make available, if you have a statewide library organization, check with them to see if there are any legislative priorities or action items you should be aware of and see what resources they have available. Chair Edwards would like to encourage people to take advantage of opportunities to serve on ALA or ACRL committees. As mentioned earlier, volunteer applications are being accepted.
20. Recruiting more people to run in future Chapter Council elections, pending potential change to ACRL rules governing candidate eligibility. It has been challenging to get people to run for Chapter Council officer positions. One possible change that could be coming is modifying the requirements for eligibility from being a current officer or board member in one’s own statewide or regional chapter to just being a member of ALA and ACRL nationally in order to increase the pool of potential candidates. Past Chair Dawn Behrend drafted a proposal regarding this change that she submitted to Lauren Carlton for the ACRL board to consider. This proposal will be discussed at either the February 3 or February 17 board meeting. As soon as the motion has passed notification will be sent to all the stakeholders. Linda Miles asked if this change might mean that these potential candidates may have never served in a chapter leadership role. Chair Edwards confirmed that that is correct in order to increase the pool of eligible candidates. He added that ideally we would want people who have had that leadership experience in their chapters to bring that experience to Council, but he thinks that anyone who is a dedicated and motivated member of ALA and ACRL would be more than qualified to serve as a Chapters Council officer, and that is also the opinion of Past Chair Behrend. That is why they are wanting to modify the eligibility. They are very clear about the expectations of the offices, and as long as he has been in Chapters Council they have never had any issues with anyone not fulfilling their role. He is confident that as long as Chapter Council very clearly communicates what the requirements and duties are for the positions they would attract qualified candidates. We would get a broader pool of candidates and perhaps these candidates would have served in other leadership positions. He added that the current rules state that officers must be in a current leadership position in their own chapter, but they could also get someone who has been an officer in the past. Dr. Miles is concerned that the rules change might mean that the chair of the Chapters Council might be someone who has never been a member of a chapter. Chair Edwards responded that he would have to go back and check the exact language of the proposal, but the presumption is that one would have to be a current member of a chapter in addition to being a member of ALA and ACRL. If we got to that point we would make sure a person is a member of a statewide or regional chapter. He expects that the vast majority of people who would be interested would be active in their chapter in some way. Dr. Miles is just concerned about potential candidates having leadership experience. Chair Edwards thinks that having comparable leadership experience in some capacity would qualify. Executive Director Malone put Past Chair Dawn Behrend’s proposal to clarify the issue: “Background: I have served as an officer with Chapters Council since being elected after running unopposed for Vice-Chair in 2020. As the current Past Chair, I have observed ongoing difficulties in recruiting individuals to volunteer as officers for ACRL Chapters Council during the last few years. Eric Edwards served as Secretary for 2 consecutive years (2020-2022) until being elected as Vice Chair this summer. This allowed the position of Secretary to open up. After repeated calls for volunteers, the position of Secretary remains vacant as of July 1, 2022. Eric ran unopposed in all elections. Most recently, Kelly McCallister was elected in an unopposed election for Vice Chair in 2021. As of November 14, 2022 Kelly has stepped down as Chair and the position became vacant. Eric Edwards, current Vice-Chair, offered to step in as Interim Chair which leaves the position of Vice-Chair vacant. In the past month, efforts to recruit and fill this position, as well as the still vacant Secretary position, have been unsuccessful. It has also proven challenging to fill the vacated roles of Legislation Representative and List Administrator. One contributing factor that substantially limits the number of potential candidates is the requirement that Chapters Council members must be a member of the executive board of their chapter. [Chapter 5.8 of the Guide to Policies and Procedures](https://www.ala.org/acrl/resources/policies/chapter5#5eight) currently states: *“The Chapters Council shall consist of the president (chair) and vice-president (vice-chair) of each ACRL chapter or a delegate who is a member of the executive board of the chapter.”* As we are all aware, it has become increasingly difficult to recruit professionals to serve in leadership roles with ACRL and other professional library organizations. The requirement to also be a member of a chapter’s executive board in order to serve as an officer with Chapters Council places an additional barrier to secure volunteers for these positions. We are recommending that the language be revised to allow volunteers only be required to be a member of ALA/ACRL and their ACRL chapter, but that they should not be required to be a member of their chapter’s executive board in order to serve as an officer.” Dr. Miles noted that the language in the proposal does say that a potential officer would have to be a member of their chapter.
21. Possible upcoming webinar for chapters to share interesting or challenging initiatives that have undertaken recently. This webinar would take place once or maybe twice annually and would be in addition to anything shared in the newsletter. Perhaps this would be another way to encourage chapters to share their ideas and initiatives. Maybe they could give a demonstration of any new technology they are using, or they could share videos or pictures of recent events or meetings. Chair Edwards will probably send out a call for submissions in early or mid-February. Question from Newsletter Editor Charles: Will this take webinar take place in one of our meetings, or would it be a separate gathering? Chair Edwards: It would be a separate gathering. Editor Charles sees this webinar as complementing, not competing with, the newsletter. Since the newsletter has space and format limitations, she she’s this as something that was in the newsletter presented in a larger way. It was mentioned that this even could take place in the summer.
22. Open Forum (state and regional chapters may raise any topics of interest or issues of concern). This can be specific to your chapter or more of a national issue. Chair Edwards asked if everyone had a good working relationship with their larger statewide library association. Editor Charles said they have a good relationship with their statewide chapter, th New Jersey Library Association. Chair Edwards asked Executive Director Malone if there is anything that statewide and regional chapters can do to raise their profile within their statewide or regional organizations. Executive Director Malone said that there are a lot of issues in state legislatures arising. One thing he has noticed in academic and research libraries is that associations and scholarly societies are choosing to not hold their meetings in states that have been banned by the state of California. One thing that maybe state chapters can do is work with associations and scholarly societies in helping to convince their membership that by not meeting in these states they are abandoning stakeholders in those states who hold similar values, giving the example of Florida. People in these states need to be supported.
23. Any other business-- No new business was brought up. Chair Edwards thanked Linda Miles for giving her presentation, Paula Martin for hosting the meeting, and the guest speakers from ACRL. If you have any questions or concerns, please post them in the Chapters Council Space on ALA Connect or email Chair Edwards directly.
24. Adjournment--Chair Edwards adjourned the meeting at 5:26 p.m.

Respectfully submitted by Laura Hall, 2023 ACRL Chapters Council Interim Secretary, on February 20, 2023