

|  |
| --- |
|  **Association of College and Research Libraries**ACRL Board Pre-Annual 2023 Virtual Meeting IFriday, June 16, 20231:00 PM–3:05 PM CDTZoom Virtual Meeting |

**Board I Proceedings**

**Present:** Erin Ellis, ACRL President; Beth McNeil, ACRL Vice-President; Julie Ann Garrison, ACRL Past-President; Joe Mocnik, ACRL Budget and Finance Chair; Kara Whatley, ACRL Division Councilor; Allison Payne, Ex-Officio Member; Directors-at-large: Jessica Brangiel, Walter Butler, Kim Copenhaver, Cinthya Ippoliti, Mary Mallery, Yasmeen Shorish, Rebecca Miller Waltz

**Not Present:** Toni Anaya

**Guests:** Tarida Anantachai, Jack Hang-tat Leong, Sandra Aya Enimil, Peter Hepburn, Rusty S. Michalak, Amy Dye-Reeves, Je Salvador, Jung Mi Scoulas, Kara M. Whatley

**Staff:** Margot Conahan, ACRL Manager of Professional Development; David Connolly, ACRL Recruitment Ad Sales Manager/Editorial Assistant; David Free, Editor-in-Chief of C&RL News/ACRL Senior Communications Strategist; Rachel Hendrick, CHOICE Interim Editor and Publisher; Kara Malenfant, ACRL Senior Strategist for Special Initiatives; Aleah Price, Program Coordinator; Elois Sharpe, ACRL Program Coordinator

1. **Welcome/Call to Order (Ellis)**

ACRL President Erin Ellis called the meeting to order at 1:00 pm.

1. **Opening Remarks/Review of Ground Rules (Ellis)**

Ellis welcomed the members of the Board of Directors and guests, reviewed the Board’s ground rules, and reminded the Board members of their social media guidelines.

1. **Adoption of the Agenda (Ellis)**

The Board approved the adoption of the agenda with no discussion.

1. **Consent Agenda (Ellis)**

Ellis asked if any changes were requested to the Consent Agenda. A minor addition to the Board’s LLX23 Proceedings was requested, so the following item was removed, and a revised version will be considered at the Board’s next meeting.

* Confirmation of the LLX23 Proceedings

***Motion:*** *Kara Whatley moved that the ACRL Board of Directors approve the Consent Agenda as revised.*

**Approval of:**

* Library Marketing and Outreach Interest Group Transition to Discussion Group
* Digital Badges Interest Group Renewal
* History Librarians Interest Group Renewal
* Student Retention Discussion Group Dissolution
* ACRL/RBMS Guidelines Regarding the Security of Special Collections Materials
* ACRL Legislative Agenda
* Asian, African, Middle Eastern Studies Interest Group (AAMESIG) transition to Discussion Group

***Action:*** *The ACRL Board of Directors approved the Consent Agenda as revised.*

1. **Goal-area Committee Updates**

The Board heard updates from the strategic goal-area committee chairs and had the opportunity to ask questions in order to assess progress toward Plan for Excellence goals.

**5.1 Value of Academic Libraries Committee (Jung Mi Scoulas)**

Jung Mi Scoulas, chair of the Value of Academic Libraries (VAL) Committee, shared that the Assessment Proficiencies Working Group had continued work on the draft Proficiencies for Assessment in Academic Libraries. The proficiencies are intended to provide ethical guidelines, can be used to identify skill gaps and focuses for professional development, and much more. The final revision has been approved by the ACRL Standards Committee and the Board will receive it for consideration for approval shortly.

The committee has been partnering with the New Roles and Changing Landscapes Committee to work on outreach and engagement strategies.

The VAL Committee’s subcommittee on Learning Analytics and Privacy had released a new Learning Analytics Toolkit to help educate librarians about how to responsibly engage with campus learning analytics. A data visualization dashboard has been developed to show how people had been engaging with the toolkit’s content and was shared with the Board.

Scoulas also encouraged members to attend the committee’s News You Can Use session during the ALA Annual Conference. It will showcase the committee’s accomplishments and describe the development of the assessment proficiencies and the Academic Library Advocacy Toolkit.

The Board thanked Scoulas for the committee’s leadership over the course of the year.

**5.2 Research and Scholarly Environment Committee (Sandra Aya Enimil)**

Student Learning and Information Literacy Committee chair Sandra Aya Enimil expressed gratitude to ACRL and the Board for their support over the two years since she stepped in to fill a vacancy as chair. Specific thanks were offered to ACRL staff members Kara Malenfant, Allison Payne, and Erin Nevius.

Enimil noted that there would not be an ACRL/SPARC forum at the ALA Annual Conference, but that there were tentatively plans to hold one later in the summer.

The convener of the Scholarly Communication Discussion Group has stepped down. Enimil was uncertain whether a replacement has been selected or if anyone had expressed interest. The discussion group was scheduled to meet as a hybrid meeting during the Annual Conference and Enimil planned to attend.

ACRL’s RoadShows have been on hold while the presenters considered how they might structure things moving forward. There is a plan to offer a free webinar in the fall to tease that the RoadShows are back and will be available again in the spring. Two institutions have been granted a free presentation, so they will be making sure that those are scheduled before the regular paid presentations are scheduled.

Ellis offered great appreciation to Enimil for the leadership over the past two years.

**5.3 Student Learning and Information Literacy Committee (Melissa Nicole Mallon)**

Melissa Mallon, chair of the Student Learning and Information Literacy Committee, provided a pre-recorded video update due to a conflict with the meeting.

Mallon highlighted the committee’s public relations team’s publication of six “Perspectives on the Framework” columns in *College & Research Libraries News* over the course of the year and thanked *C&RL News* Editor-in-Chief David Free for the assistance.

Webinars related to ACRL’s newly published three-volume set, *Instructional Identities and Information Literacy*, are in development.

The committee is working on increasing its engagement with ACRL’s other goal area committees. Mallon noted the committee workplan “party” being planned for later in the summer as a great way for committees to share information about their activities with each other, conceived and coordinated by Equity, Diversity and Inclusion Committee chair Je Salvador.

**5.4 Equity, Diversity and Inclusion Committee (Je Lee Salvador)**

Salvador noted that the workplan session was tentatively set for early August. Salvador was excited about the opportunity and mentioned that a webcast with a number of Board members and committee leaders focused on fully integrating EDI into everything ACRL does had also just taken place.

Earlier in the week, the committee held a webcast about the new EDI goal in ACRL’s Plan for Excellence. Attendees were very engaged, with many questions, and a resources page was being prepared to send to the attendees.

An EDI town hall is planned for June 29, with section EDI leaders, those involved in value of academic libraries work, and other ACRL leaders presenting.

Work to sustain and grow ACRL’s BIPOC membership drive will continue. A community chat with the BIPOC membership awardees was held in conjunction with the ACRL 2023 conference. Salvador said this kind of communication with the awardees had been very rewarding and hoped to see it continue.

Ellis thanked Salvador for the leadership during the year and lauded the great actions coming out of the committee’s work.

**5.5 New Roles and Changing Landscapes Committee (Amy Dye-Reeves)**

Amy Dye-Reeves, chair of the New Roles and Changing Landscapes Committee, related that it had been a very busy year as she chaired both this and the ACRL Standards Committee. Dye-Reeves thanked ACRL staff liaisons Erin Nevius and David Free for keeping her on track with the work of the two committees, as well as Rusty Michalak, incoming chair of the New Roles and Changing Landscapes Committee, for his help.

Dye-Reeves highlighted the committee’s collaboration with the VAL Committee, as mentioned during VAL’s update.

The committee’s subgroup on add-on roles and other assignments had just released a survey about job satisfaction and encouraged anyone who had experienced additional or emerging roles being added to their job responsibilities to participate.

A staff retention toolkit had just been released by the EDI pipeline subgroup.

The subgroup focused on inclusive leadership held a webinar in February and was developing a workbook about the topic.

A library space webinar was planned for July and an OER RoadShow is being developed.

Ellis thanked Dye-Reeves for chairing two very busy committees. It was great to see that the work coming out of New Roles and Changing Landscapes was particularly collaborative.

In closing, Salvador wanted to highlight the deep and meaningful collaborations seen between the goal area committees this year. Board members agreed and the Board was encouraged to think about how to sustain this kind of substantive and widespread collaboration. It is especially important that institutional expectations and structures are intentionally cultivated to support it.

1. **Section Special Events (Carlton/Payne)**

ACRL Interim Executive Director Allison Payne summarized the issues and proposal outlined in the document, explaining that current policy allows sections to hold events during conferences at non-conference venues. Due to legal concerns, ACRL staff must manage the contracting, catering orders, and other logistical responsibilities, which can be very time consuming for events with a small number of participants. This proposal would eliminate this as a basic service supported by ACRL staff. While sections can still use their funding to hold events supporting their mission, arrangements would have to be made through ALA’s Conference Services as part of the ALA Annual Conference planning process.

Additionally, the proposal would restrict the use of donations for social events, which benefit a small number of people privileged to attend; donations are better directed to more equitable opportunities with greater impact, such as scholarships for professional development and ACRL strategic initiatives.

The Board shared concerns they’d heard from section members about the possible changes and whether the purpose and scope of the proposal was correctly understood. Some were under the impression there was an effort to eliminate or reduce section social events, but when reading the documents, it’s clear that the intent is to conserve scarce resources, protecting staff time and fundraising strategically. There was some concern that the rationale about fundraising was problematic, noting that sections with a narrow focus likely draw on different vendors for donations and there was some question about whether those vendors would be interested in supporting ACRL’s broader goals.

The lack of social events planned for the upcoming ALA Annual Conference was noted, with a suggestion made that encouraging groups to hold events could be good for ALA’s health by drawing attendance to conferences, which ALA has historically relied on heavily for revenue. On the other hand, staff resources, the corporate donor landscape, and conferences have all changed a great deal in recent years and the support for special events should be evaluated to consider whether it should be handled differently than in the past, just as so many other aspects of the association are.

It was clarified that while space for professional development programming at conferences is competitive, ALA is required to provide meeting space for ACRL units. Unofficial no-host dinners or socials at local venues can be held without needing formal planning support.

A town hall with section leadership or other thoughtful communication to clearly explain the proposal and issues would be a good idea, as the feedback the Board has heard from sections members so far seems based on misunderstanding an incomplete discussion of the topic at a recent meeting with a small number of section leaders. The Board decided not to take action on the proposal, deferring further discussion until a future meeting.

1. **ALA Executive Board Update (Peter Hepburn)**

ALA Executive Board Liaison and ALA Treasurer Peter Hepburn was welcomed to the meeting to present an update.

Hepburn noted ACRL’s financial health, doing well in the current year and with the largest long-term investment balance of ALA’s divisions.

The Operating Agreement working group continues to progress, having just reviewed four possible models for assessing overhead proposed by a consultant. No consensus has been reached and Hepburn encouraged anyone interested to review the possibilities and comment. The models would base overhead on either a unit’s revenue, expenses, net revenue, or net revenue on a sliding scale. Different units would see different advantages or disadvantages depending on the model selected.

The working group hopes to build a holistic model that includes overhead, endowments, funding for new initiatives, and other considerations, but it’s a challenging process, as models that work well for large divisions may not work for small divisions and roundtables, for example.

Hepburn recognized the significant staff leadership transitions ACRL was experiencing and emphasized his desire as liaison from the ALA Executive Board to best support Payne in her new role as interim executive director and the Board of Directors, commenting that the continued success of ACRL was critical to the success of ALA.

Hepburn reminded everyone to register for the following week’s ALA Membership Meeting, whether attending in person or virtually. As the meeting would be hybrid, voting would be done electronically.

Annual Conference attendee registration and exhibitor sales were looking okay and ALA was on track for a financially healthy year.

In response to a question about the source of ACRL’s positive budget results for the year to date, Payne detailed some of the sources, including ACRL Content Strategist Erin Nevius’ very successful book publishing program and savings in cost of sales and meal functions for the year. The ACRL Conference was also a great success, meeting revenue budgets while keeping expenses significantly below budget.

The Board appreciated Hepburn’s affirmation of the value of ACRL to ALA and asked if he could elaborate on the Operating Agreement’s possible treatment of the division’s net asset balance and fiscal independence. Hepburn stated there is an expectation that there will still be some freedom for units to fund initiatives or to contribute to their endowment when they are financially successful and ALA’s overhead costs have been paid. Details were still being developed. Hepburn clarified that no one had proposed using different overhead models for different types of units, that the sliding scale net revenue model the consultant proposed would be most similar to that approach.

The Board thanked Hepburn for sharing the information and for his time.

1. **Recognition of Outgoing Board Members (Ellis)**

Ellis recognized an outgoing Board member for her service on the ACRL Board of Directors.

* Cinthya Ippoliti, ACRL Director-at-Large, 2019-2023
1. **Open Microphone (Ellis)**

There were no requests to address the Board.

1. **Executive Session**

The Board moved to Executive Session to discuss ACRL elections.

1. **Adjournment (Ellis)**

The Board adjourned the meeting.

*-Proceedings submitted by David Connolly, Recruitment Ad Sales Manager/Editorial Assistant.*



|  |
| --- |
|  Association of College and Research LibrariesACRL Board of Directors Meeting IISaturday, June 24, 2023Part I: 8:00 AM to 9:30 AM (CT)Part II: 2:00 PM to 3:30 PM (CT)***Palmer House Hotel, Salon 12, 17 East Monroe Street, Chicago, IL 60603*** |

**Board II Proceedings**

**Present:** Erin Ellis, ACRL President; Beth McNeil, ACRL Vice-President; Julie Ann Garrison, ACRL Past-President; Joe Mocnik, ACRL Budget and Finance Chair; Kara Whatley, ACRL Division Councilor; Allison Payne, Ex-Officio Member; Directors-at-large: Jessica Brangiel, Walter Butler, Kim Copenhaver, Yasmeen Shorish, Rebecca Miller Waltz

**Guests:** Carolyn Henderson Allen, Anne Marie Casey, Trevor A. Dawes, Lori Goetsch

**Staff:** Margot Conahan, ACRL Manager of Professional Development; David Connolly, ACRL Recruitment Ad Sales Manager/Editorial Assistant; David Free, Editor-in-Chief of C&RL News/ACRL Senior Communications Strategist; Rachel Hendrick, CHOICE Interim Editor and Publisher; Erin Nevius, ACRL Content Strategist; Aleah Price, Program Coordinator

1. **Call to Order & Opening Remarks (Ellis)**

ACRL President Erin Ellis called the meeting to order at 8:02 a.m. Ellis welcomed the members of the Board of Directors and guests and reviewed the Board’s ground rules.

1. **Adoption of the Agenda (Ellis)**

The Board approved the agenda as presented.

1. **Board Update Report Out (Ellis)**

Ellis shared a summary of the Board’s discussions the previous day at their Board Update session.

The Board discussed several ACRL frameworks and standards that are up for review to consider the best next steps for each.

**Framework for Information Literacy for Higher Education**

The “Framework for Information Literacy” was adopted by the Board in 2016. A previous decision postponed the usual five-year review period by another two years as a number of discipline-specific companion documents were under development and the community was still in the process of adopting the Framework more widely.

The Board decided it was time to begin a formal review of the Framework and instructed the Information Literacy Frameworks and Standards Committee to start the process. There was brief discussion of integrating this committee with the Standards Committee and using a task force structure for the review, but the Board concluded that the Framework was better served by a dedicated committee structure.

**Standards for Libraries in Higher Education**

The Board would like to see a task force with broad representation appointed to review the “Standards for Libraries in Higher Education.”

**Guidelines for Media Resources in Academic Libraries**

The Board supported a review of the “Guidelines for Media Resources in Academic Libraries” and suggested there might be some value in connecting with the Core division.

**Status of Academic Librarians**

A review of the six documents related to the Status of Academic Librarians—the “ACRL Standards for Academic Librarians without Faculty Status;” the “ACRL Standards for Faculty for Academic Librarians;” the “Joint Statement on Faculty Status of College and University Librarians;” the “Standard for the Appointment, Promotion and Tenure of Academic Librarians;” the “Statement on the Certification and Licensing of Academic Librarians;” and the “Statement on the Terminal Professional Degree for Academic Librarians”—should proceed, the Board decided. In that process, the relevant ACRL sections should be involved, including CJCLS where appropriate, and the partner organizations that originally contributed to the development of the statements and standards may be consulted.

The Board discussed the proposal to make all Chapter Speaker Bureau visits virtual-only, which is on the consent agenda for this meeting. The Board would also like to find more opportunities for Chapters Council representatives to meetings of the Board of Directors to share updates on their activities.

The interest group continuance and leadership policy, on the consent agenda for this meeting, was discussed by the Board. The Board noted that there had not been much reporting from interest groups, so it was difficult to know how active each interest group was, but it might make sense to merge interest groups into discussion groups. Some might also be appropriate to transition into sections. Directors-at-Large Jessica Brangiel and Yasmeen Shorish volunteered to work with the interest group conveners and leaders to address some of the concerns they’d raised.

ACRL Division Councilor Kara Whatley reported that the ALA Council had been discussing guidelines for approving hybrid meetings and the creation of a process to monitor and address deviations from policy. IFLA’s selection of Dubai to host its 2024 meeting had also been a hot topic, with overwhelming condemnation of the choice.

1. **Consent Agenda (Ellis)**

Ellis asked if any changes were requested to the Consent Agenda. The Board requested the removal of the following items for further discussion.

* Interest Group Continuance/Leadership Policy
* Threshold Achievement Test for Information Literacy (TATIL) Editorial Board
* Chapters Council Volunteer Requirement Proposed Policy
* Transition Image Resources Interest Group to Image Resources Discussion Group

***Motion:*** *Julie Garrison moved that the ACRL Board of Directors approve the Consent Agenda as revised.*

**Approval of:**

* Proficiencies for Assessment in Academic Libraries
* Companion Document to the ACRL Framework for Information Literacy for Higher Education: Instruction for Educators
* Rescinding the *2011 Information Literacy Standards for Teacher Education*
* LLX23 Proceedings

***Action:*** *The ACRL Board of Directors approved the Consent Agenda as revised.*

***Next steps:*** *During the meeting, the Board did not take action on the proposed Interest Group Continuance/Leadership Policy and expressed interest in further engaging stakeholders. The Board postponed taking action on the Transition Image Resources Interest Group to Image Resources Discussion Group, until action is taken on the proposed Interest Group Continuance/Leadership Policy.*

1. **Member Accommodation/Compensation Task Force (Anne Marie Casey, Trevor A. Dawes)**

Member Accommodation/Compensation Task Force co-chairs Anne Marie Casey and Trevor A. Dawes updated the Board on the task force’s work and recommendations. The co-chairs recapped the task force’s history, noting that it was charged by the Board more than a year prior to review the current practices for recognizing the work of ACRL’s member volunteers and consider sustainable options for financial or other substantive recognition of that work that could remove barriers to participation. The task force had some leadership changes midway through its work, but carried on and has prepared this analysis and recommendation for the Board to consider.

The task force recommends developing a process to provide honoraria on a scale relative to the work involved. For example, speaking would be recognized with one amount, developing a workshop another. The discounted registration fee offered to speakers at the ACRL 2023 Conference was a welcome step in this direction, and the task force acknowledges the significant impact that had on the conference budget by providing nearly 1,000 speakers with a $50 registration discount, totaling nearly $50,000 in forgone revenue. The task force recommends that similar discounts be offered for future conferences.

Allowing the kind of financial honoraria recommended would require revising four existing ACRL policies. If the practice is adopted, the task force also recommends planning a future assessment, perhaps in five years, to ensure the practice is best meeting the needs of both members and the association.

While the recommendations primarily focused on monetary compensation, other means of recognition were also discussed, such as a badging system or even just encouraging unit chairs to explicitly recognize the work of members on their committees, task forces, and other working groups, as there is a sense that this courtesy has fallen off as a practice in association culture.

The task force acknowledged that some of their recommendations might be limited by broader policy at the ALA level, but they felt this was outside the scope of this task force’s work and it was not specifically researched. Interim Executive Director Allison Payne has been analyzing the changes that might be necessary.

The Board thanked the task force for their thoughtful work and practical analysis, including consideration of the impact on the association. Consideration of recognition options other than monetary were also appreciated, as some institution’s policies won’t allow their employees to accept financial compensation for professional development work. Thoughtful, public thanks and recognition can also go a long way.

The Board discussed the recommendations, noting that sections and interest groups have existing budgets they can tap for compensation. The Board agreed that the conference registration discount had been easy to implement without policy changes and should continue, but budgets will have to be carefully watched to allow for this unrealized potential revenue. The recommendation that members not have to use personal funds for advance payments of ACRL event expenses was also discussed, with the task force noting that one of its members had that experience and had a difficult time getting reimbursed.

Overall, the Board supported all of the recommendations and would like to see them move forward for implementation by January 2024.

***Motion:*** *Yasmeen Shorish moved that the ACRL Board of Directors accept the task force’s report and recommendations:*

1. *Revise policies 4.2.1; 6.13.2; 6.25.1; and 9.6.2 and allow ACRL units (committees, sections, President’s Program committee, etc.) to offer honoraria to speakers regardless of the speakers’ ALA/ACRL membership status or job.

Honoraria may be provided on a scale that is appropriate to the scope and type of work performed and that is permissible within the budget of the ACRL unit, the ALA/ACRL budget, and in consultation with the ACRL staff liaison. Examples of work include but are not limited to speaking (virtually or in-person), leading a workshop, or presenting at a conference. This is not an exhaustive list; it is merely meant to illustrate different engagement types.*
2. *ACRL should continue providing discounted registration for all speakers at future ACRL biennial conferences.*
3. *Develop guidelines for non-monetary recognition that may be offered as an alternative to honoraria. These may include reduced or free registration for ACRL events, certificates, or badges.*
4. *ACRL members should not be required to use personal funds for advance payments of ACRL event expenses.*
5. *CoP members/program organizers should recognize each speaker/presenter/contributor with a letter of thanks after the event in which they participated.*
6. *Assuming some or all of these recommendations are accepted, communicate the changes widely within the association so members are aware of the changes.*
7. *Conduct an assessment of the implementation of these updates within five years to determine if modifications are necessary.*

***Action:*** *The ACRL Board of Directors accepted the task force’s report and recommendations.*

1. **Awards Process Implementation Task Force (Lori Goetsch)**

Awards Process Implementation Task Force co-chair Lori Goetsch provided an interim report on the task force’s work to date and asked the Board for feedback about the recommendations the task force was considering.

The task force met twice in the spring. Goetsch would like to recognize the valuable background provided by former ACRL staff member Chase Ollis that informed the task force’s work, including inconsistencies in funding for different awards, the impact of vendor mergers on the number of potential sources for sponsorship, and the administrative time and costs required of ACRL staff to support the awards.

The chair of the task force that preceded this one, Merinda Kaye Hensley, had pointed out other issues, including inconsistency in the administration of awards across ACRL’s sections, pitfalls for bias in selection processes, and conflicts of interest of members of selection committees. That task force suggested looking at possibilities for award recognition other than monetary prizes and the need for some central coordination of all of ACRL’s various awards.

Recommendations the Awards Process Implementation Task Force was considering suggesting to the Board included moving away from cash awards where possible, emphasizing inequities in award amounts and the significant administrative processes the financial aspect of awards required as reasons to do so. The task force recognized, however, that some awards had dedicated endowments restricted by donor agreements that may not be possible to alter.

The task force was also considering a recommendation for the establishment of a division-level awards coordination committee that would develop selection rubrics, collect demographic data, and have a “champion” committee member who would ensure that EDI values were embedded in all award processes. The task force specifically noted that it would not endorse having a single selection committee for all awards, which would be strongly disfavored by sections, among other reasons.

Finally, the task force was developing a recommendation that would define best practices for EDI, based on the “Strategies for Equity” document prepared by the Achievement Awards Working Group. These recommended practices would help to align EDI values across all awards and provide unbiased selection criteria suggestions.

The Board offered feedback about several aspects of the potential recommendations, including the possibility of EDI training for award committees each year to ensure that all members were invested in contributing an EDI focus to the work rather than having a “champion” be responsible for it. There were also questions about what the earned income from award endowments was used for, which includes some coverage of shipping costs, administrative costs, and the cash awards.

Suggestions were made that the task force provide more information about what will happen with award endowment income if cash awards are eliminated and that a liaison system to sections be explicitly outlined in the final recommendations.

The Board looks forward to the task force’s final report, due in January 2024, and thanked the task force for its work.

1. **ACRL Officer Reports**

The Board was referred to the written reports from the officers that were included with the meeting’s documents. Highlights shared included the very successful ACRL 2023 Conference, both programmatically and financially, with nearly 4,000 attendees; ACRL’s publication of an impressive 15 new books during the year, and an update that plans were underway to fill staff vacancies. Special appreciation was shared for the numerous ACRL staff people currently taking on additional responsibilities to fill the gaps.

1. **ACRL & Choice Budget & Finance (Mocnik/Payne)**

Budget & Finance Committee Chair Joe Mocnik shared that the ALA financial reports presented during the Annual Conference had been very positive, with a particular focus on liquidity and improving the association’s financial position. For the near future, ALA will be focusing on growing membership and its influence, especially with the current intellectual freedom and book banning issues prominent across the country.

ALA’s endowment trustees reported that the endowment had outperformed the overall market the past few years and that they had a special focus on ensuring that the endowment was in ethical investments.

Payne shared that ACRL’s budget for FY24 had revenues at $2.3 million and expenses of $2.7 million. As it will be a non-conference year for ACRL, a deficit is expected. While the Operating Agreement is still in effect, units were being required to transfer some funds from their long-term investments, which was unprecedented. It’s believed that it was a one-time move by ALA to enhance the association’s liquidity. A virtual meeting later in the year may be necessary to discuss and take action on the final budget.

The Board asked about tracking of its $150,000 commitment to support EDI efforts and Payne pointed out a section in the documents that described some of the specifics, and that a fuller analysis was desired for the future.

The Board also questioned whether ALA’s financial health was sustainable or if it was only temporarily enhanced by moves like the required LTI transfers from divisions. It wasn’t clear, although it was pointed out that year-over-year financial results would certainly look better compared to the recent years impacted so greatly by the pandemic.

Rachel Hendrick, CHOICE Interim Editor and Publisher, reported that the 3rd quarter of FY23 had begun with a small deficit due to poor performance of sponsored webinars and print advertising. Choice 360 was doing very well, with the LibTech Insights vertical boosting advertising and engagement on that site. She noted that ALA had adjusted the way they report subscriptions, which should be much more accurate moving forward. Licensing revenue was also down slightly due to some delays in posting, but it was expected to ultimately meet its budget. Choice’s expenses were being trimmed where possible. The unit was expected to come in about as budgeted for the year overall.

In FY24, Choice anticipates stabilization of advertising revenues, with the rollout of some new advertising products, an increase in digital subscriptions, continued decline of print subscriptions, although less so than in recent years, and flat licensing revenue. FY24 will be the first Choice budget with a surplus in years.

Savings were being realized on information technology expenses, as Choice’s services were integrated with ALA’s. A staff person would be retiring in the fall and Hendrick will be working with Payne to reimagine the position to best meet needs moving forward.

Hendrick addressed the requested Board action to cease production of Choice’s Reviews on Cards (RoC) product. RoC was an add-on product for other Choice subscriptions, not a standalone product. Produced since 1968, RoC sales had been falling, a trend drastically accelerated by the pandemic and away from the circulation of print collection development resources at academic institutions.

If the Board approves the request to cease production of RoC in February 2024, a small amount of money would be lost, but that timing would allow final fulfillment of most existing subscriptions and require the least refunds.

At the suggestion of the Board, Hendrick will look into possible outreach to those institutions still using RoC to suggest alternative workflows they can use with their primary subscription. She will also investigate whether it might be possible to offer those with remaining subscriptions to RoC a credit toward other products rather than a refund.

Hendrick noted that the Choice Editorial Board and the ACRL Budget & Finance Committee had both reviewed and approved the proposal.

***Motion:*** *That the ACRL Board of Directors approves the ACRL Budget and Finance Committee’s recommendation of the shutdown of Choice’s Reviews on Cards with the February 2024 issue and issues refunds to subscribers for remaining issues (about $911).*

***Action:*** *The ACRL Board of Directors approved the ACRL Budget and Finance Committee’s recommendation of the shutdown of Choice’s Reviews on Cards with the February 2024 issue and the issuance of refunds to subscribers for remaining issues (about $911).*

1. **Section Special Events Part II (Payne)**

Due to time constraints, this item was postponed to a future meeting.

1. **New Business (Ellis)**

Payne reported that the ALA Executive Board had sent a letter to IFLA sharing its concern and objections about the selection of Dubai to host its 2024 meeting. The Board would like to encourage ALA to include the many concerns beyond LGBT rights and safety, possibly even encouraging ACRL’s liaisons to IFLA sections to commit to not attending.

1. **Passing of the gavel (Ellis/McNeil)**

As incoming ACRL president Beth McNeil would have to miss the end of the meeting, Ellis passed the gavel to McNeil and welcomed her to her presidential year.

1. **Recess (Ellis)**

Ellis recessed the meeting until 2:00 p.m.

1. **Call to order (Ellis)**

Ellis called the meeting back to order at 2:00 p.m.

1. **ALA Operating Agreement Work Group (Carolyn Allen)**

ACRL’s representative to the ALA Operating Agreement Work Group, former ACRL Budget & Finance Committee chair Carolyn Allen, updated the Board on the group’s progress. The work was moving slowly, which was to be expected given the scope involved. While members of the group are wary of extending the timeline, it may prove necessary due to the complexity of some of the unresolved issues.

The overhead contributed by units to the ALA general fund is now referred to by a new term: indirect cost recovery (ICR). The policies and structure for ICR in the updated Operating Agreement have not yet been resolved, with several models under consideration, including one introduced at the group’s May meeting that would use a sliding scale based on the annual net revenue of a unit, with five brackets ranging from zero ICR from a unit with a net loss to assessment of an ICR of 89% on net revenue greater than $500,000.

Allen referred the Board to documents previously shared with them that attempted to provide scenarios showing the impact for each of the possible models on different units. She was concerned that the examples used the most recent years, which were deeply affected by the pandemic and recovery, rather than going further back to build examples based on years showing more “normal” bottom lines.

There is some concern that the proposed structures appear advantageous to ALA’s general fund and detrimental to divisions, particularly the large divisions. Greater clarity is desired to explain how ALA’s current overhead rate of 26.5% was arrived at under the current structure. While uniformity across all units could be desirable, some consideration of the actual amount of overhead support different activities require; for example, perhaps the ICR for a virtual conference should be less than that for an in-person conference. There have also been some proposals to eliminate or restructure divisions that consistently have a net loss into a different type of unit requiring less administrative and staff support from ALA.

Allen shared her opinion that the working group had arrived at some sound principles, but that there had not been in-depth discussions about each of the more difficult issues and that the group was struggling to make decisions about details.

The Board thanked Allen for her efforts to keep the Board informed and inquired about the source of the proposed models. A consultant was hired by ALA to help develop the four overhead scenarios. Allen thinks the consultant worked from models they were familiar with from work with other organizations and may be trying to adapt them to ALA without a full understanding of ALA’s structure.

Allen would like to see the working group extended through December 2023 to have something ready to present at the January 2024 governance meetings, rather than meet the current plan of finishing by September in order to present recommendations at the fall governance meetings. The Board supported this and Ellis will send an email supporting an extension to the appropriate parties. Allen closed with appreciation for the recent additions of ACRL Interim Executive Director Allison Payne and CHOICE Interim Editor and Publisher Rachel Hendricks to the working group, as they bring with them deep knowledge about the annual budgeting process.

1. **Potential Bylaws Task Force (Ellis)**

Due to a number of developments in recent years, including changes to ALA’s bylaws, issues raised by the ACRL Nominations and Policies Audit Task Force, and the association’s experience needing a special election to fill a vacancy, Ellis proposed the establishment a working group to review ACRL’s bylaws and policies and recommend revisions necessary to align them with ALA and clarify and improve ACRL’s policies for appointments and elections. Ideally, any proposed revisions to the bylaws would be ready to present to the membership for a vote on the 2024 ballot.

The sense of the Board was that a working group could act more quickly than a formal task force. Ellis, Payne, and Directors-at-Large Jessica Brangiel and Rebecca Miller Waltz volunteered for the working group. If the group wished to propose changes to the bylaws, the final recommendations would be needed by February 2024. If the changes were substantial, the Board suggested that a town hall to inform and seek feedback from ACRL members would be a good idea.

1. **Board Effectiveness (Ellis)**

The Board reflected on several topics in the interest of continuous improvement and ensuring the greatest possible effectiveness of the ACRL Board of Directors.

**Future of In-Person Meetings**

In-person meetings have been returning to a normal part of the Board’s schedule as the pandemic has waned. Reflection on what has been learned from the experience of the previous few years and discussion of expectations for Board members in the future is warranted. With hybrid meetings still difficult and expensive to support logistically and satisfactory involvement of virtual meeting attendees remaining elusive despite the best efforts of all involved, there is a strong preference for a mix of fully in-person and fully virtual meetings.

The Board agreed that its Annual Conference meetings should be in-person, and perhaps the Strategic Planning and Orientation Session (SPOS), as well. The Board discussed the appropriate standard to which Board members should be held for attendance and agreed that every effort should be made to attend all meetings, barring emergencies. These expectations should be clearly communicated to candidates for office.

The possibility of subsidization for travel costs to attend in-person meetings was raised, with some discussion about whether it would be possible to offer needs-based support or to fully cover the expenses for the Board’s members. It was noted that the expenses for the additional hotel night needed for SPOS were covered, if needed, but that the other travel costs to attend this Annual Conference were each member’s responsibility.

A Board member shared the opinion that the effectiveness of SPOS had been negatively impacted in recent years by not having as much intensive in-person work, especially with the inclusion of the goal-area committee chairs. The participation of some virtual attendees at this conference’s SPOS had worked fairly well, however, since the hybrid meeting had been held at ALA’s offices with conference rooms specifically designed to support hybrid meetings.

**Board Mentoring**

Board members had suggested that in addition to the formal orientation they receive, it would be valuable for new members to have some formal mentoring. It was suggested that first-year Board members could be paired with a willing continuing Board member to review agenda items, check in with each other regularly, and share the background of conversations that were already in progress.

Other Board effectiveness topics were also raised, including support for scheduling future Board meetings further in advance and sharing save-the-date schedules with Board members, as had been a practice in the past. There was also an emphasis on remaining highly conscious of transparency and good communication of the Board’s actions and discussions with the membership.

Je Salvador’s effort to connect unit leaders as they developed their workplans for the next year was highlighted as a very effective practice that should be institutionalized. This year’s timeline of having a SPOS with goal-area committee chairs included, then the Board’s Annual Conference meetings, then that meeting of unit leaders developing their workplans seemed like a good way to ensure communication of the Board’s current thinking on strategic issues to the individual committees and other units in the association.

**Open Microphone Policy**

Ellis proposed relaxing the specificity of the ACRL policy for an open microphone period at Board meetings to allow the 15 minute period to be placed on the agenda wherever it made the most sense for that particular meeting.

The updated policy would be:

All meetings of the Board are open except when discussions affecting the privacy of individuals, institutions, or the association are held. Seats are provided for observers at open meetings. *An open microphone is set aside during the first Board meeting. ~~The final fifteen minutes of the first Board meeting is set aside for an "open microphone" session when any ACRL member may address the Board.~~*

***Motion:*** *That the ACRL Board of Directors approve the removal of the policy dictating that open microphone needs to be held during the final fifteen minutes of the first Board meeting and that the timing will be up to the current Board.*

***Action:*** *The ACRL Board of Directors approved the ACRL Budget and Finance Committee’s recommendation of the shutdown of Choice’s Reviews on Cards with the February 2024 issue and the issuance of refunds to subscribers for remaining issues (about $911).*

A Board member ended the effectiveness discussion with a suggestion that previous discussions about the communication of the ACRL president, vice-president, and past-president with the Board be recorded in the Board’s LibGuide.

1. **Recognition of Outgoing Board Members**

Ellis recognized outgoing Board members for their service on the ACRL Board of Directors.

* Kim Copenhaver, ACRL Director-at-Large, 2019-2023
* Julie Ann Garrison, ACRL Past-President, 2020-2023
1. **New Business (Ellis)**

No new business was raised, but the Board returned to the items removed from the consent agenda in the meeting’s first session.

**Threshold Achievement Test for Information Literacy (TATIL) Editorial Board**

ACRL acquired TATIL in March 2023, and staff is now proposing the creation of an editorial board similar to those established for similar ACRL products and publications to provide member guidance for TATIL’s future development.

The Board considered the necessity of a formal group at this early stage of the product’s integration with ACRL and whether an existing group might be able to take on any immediate work, but concluded that it did make sense. The Board did feel that it was unnecessary to require members of the editorial board to be active users, as proposed, and that instead it would be sufficient to expect them to at least be familiar with the product.

***Motion:*** *That the ACRL Board of Directors approves the creation of the Threshold Achievement Test for Information Literacy (TATIL) Editorial Board with the following charge, tasks, and membership:*

***Name:*** *Threshold Achievement Test for Information Literacy (TATIL) Editorial Board*

***Charge:*** *The editorial board is charged to serve in an advisory capacity to ACRL staff regarding Threshold Achievement Test for Information Literacy (TATIL) resources, content, and investments.*

***Specific Tasks:***

* *Review the TATIL test questions on an annual basis*
	+ *Significant updates will be needed when the Framework for Information Literacy for Higher Education is updated on 5-year intervals.*
	+ *Consult with other ACRL Committees, specifically Student Learning and Information Literacy and Value of Academic Libraries Committee, as needed.*
* *Review feedback from TATIL users in order to:*
	+ *Advise on creation and revision of resources.*
	+ *Advise on development of new online or in-person training materials.*
	+ *Advise on investment and prioritization of improvements and new features in the tool.*

***Membership:***

*Specific Requirements of Membership Composition:*

* *1 chair, typically the previous year’s vice-chair*
* *1 vice-chair who serves a one-year term as vice chair and one year term as chair*
* *6-8 members, in addition to chair and ex officio members, with appointments staggered to provide continuity.*
* *Members should ideally represent the main institution types (community colleges, baccalaureate-granting colleges, master’s granting institutions, doctoral-granting universities, and independent research libraries)*
* *Two-year terms for members*
* *Members to serve no more than two consecutive terms, except for the chair, who may serve up to two terms after assuming the chair but no more than a total of six years on the board. The chair is appointed from among regular members of the board by the Publications Coordinating Committee.*
* *All members should:*
	+ *Be active users of TATIL to ensure they are familiar with the intent and functionality of the system*
	+ *Have broad knowledge of assessment and information literacy*
* *Editorial Board criteria is detailed in the ACRL Guide to Policies and Procedures.*
* *Additional appointments at the discretion of the Publications Coordinating Committee*

***Action:*** *The ACRL Board of Directors approved the creation of the Threshold Achievement Test for Information Literacy (TATIL) Editorial Board with the following charge, tasks, and membership, as amended:*

***Name:*** *Threshold Achievement Test for Information Literacy (TATIL) Editorial Board*

***Charge:*** *The editorial board is charged to serve in an advisory capacity to ACRL staff regarding Threshold Achievement Test for Information Literacy (TATIL) resources, content, and investments.*

***Specific Tasks:***

* *Review the TATIL test questions on an annual basis*
	+ *Significant updates will be needed when the Framework for Information Literacy for Higher Education is updated on 5-year intervals.*
	+ *Consult with other ACRL Committees, specifically Student Learning and Information Literacy and Value of Academic Libraries Committee, as needed.*
* *Review feedback from TATIL users in order to:*
	+ *Advise on creation and revision of resources.*
	+ *Advise on development of new online or in-person training materials.*
	+ *Advise on investment and prioritization of improvements and new features in the tool.*

***Membership:***

*Specific Requirements of Membership Composition:*

* *1 chair, typically the previous year’s vice-chair*
* *1 vice-chair who serves a one-year term as vice chair and one year term as chair*
* *6-8 members, in addition to chair and ex officio members, with appointments staggered to provide continuity.*
* *Members should ideally represent the main institution types (community colleges, baccalaureate-granting colleges, master’s granting institutions, doctoral-granting universities, and independent research libraries)*
* *Two-year terms for members*
* *Members to serve no more than two consecutive terms, except for the chair, who may serve up to two terms after assuming the chair but no more than a total of six years on the board. The chair is appointed from among regular members of the board by the Publications Coordinating Committee.*
* *Members should include those who are:*
	+ *Familiar with TATIL to ensure they are familiar with the intent and functionality of the system*
	+ *Have broad knowledge of assessment and information literacy*
* *Editorial Board criteria is detailed in the ACRL Guide to Policies and Procedures.*
* *Additional appointments at the discretion of the Publications Coordinating Committee*

**Chapters Council Volunteer Requirement Proposed Policy**

The recommended action, from Chapters Council Past-Chair Dawn Behrend, would change the policy for the membership of the Chapters Council to allow any member of both ACRL and the state chapter to be considered to represent that chapter, rather than a member of that chapter’s executive board.

Current policy states that the representatives to the Chapters Council will be the president (or chair) and vice-president (or vice-chair) of the chapter or a delegate who is a member of the executive board of the chapter. The Board thinks that chapters may be under the impression that only an elected officer can represent the chapter and do not realize they have the option of appointing someone willing to serve to represent the chapter and then adding them to the executive board of the chapter. But the Board does think it is important that a formal connection to the chapter’s executive board is key to having an informed membership making up the Chapters Council.

The Board concluded that, prior to taking action, there should first be a conversation with Chapters Council leadership to clarify the intention of the request and understand the issues they are trying to address. As incoming ACRL president, Beth McNeil will be the Board liaison with the Chapters Council and will follow up with them.

1. **Executive Session (Ellis)**

The Board moved to Executive Session to further discuss ACRL elections processes.

1. **Adjournment (Ellis)**

The Board adjourned their meeting.

*-Proceedings submitted by David Connolly, Recruitment Ad Sales Manager/Editorial Assistant.*