



Association of College and Research Libraries
2021 Board Member Orientation: Part II/II for
 Erin L. Ellis, Mary Mallery, Yasmeen Shorish

Monday, November 1, 2021, 10:00 am–12:00 pm CDT

[Zoom Login](#)

Agenda

<i>Time</i>	<i>Item</i>
10:00–10:05 am	1.0 Welcome / Outcomes / Introductions (Garrison) Orientation outcomes: <ul style="list-style-type: none"> 1.1 Board members will have a shared understanding of expectations of Board members and administrative information. 1.2 Board members will have a shared understanding of Board’s role in leading the association’s advancement of the ACRL strategic plan, priorities and greater awareness of current issues. 1.3 Board members will have a greater understanding of ACRL’s relationship to ALA.
10:05–10:35 am	2.0 ALA and ACRL (Malone/Payne) <ul style="list-style-type: none"> 2.1 Legal entity #2.4, #2.5 2.2 Tax status: Political speech and IRS regulation (election info) #2.4, #2.5 2.3 History #2.2 2.4 ALA Structure 2.5 ALA Budget #6.2 2.6 Operating Agreement & Management Practices, Election Year Dos and Don’ts #2.4, #2.5.3 2.7 Indirect Costs/overhead #2.5 2.8 ACRL structure #2.0 2.9 ACRL Staff responsibilities #2.0, #2.1 2.10 ACRL Bylaws #2.3 2.11 Who speaks for ACRL #2.4, #3.1.4
10:35–10:55 am	3.0 Role of Board (Garrison) <ul style="list-style-type: none"> 3.1 Role of Board and Executive Committee and Presidents #5.0 3.2 Types of Board work Centre Point PDF

<i>Time</i>	<i>Item</i>
	<ul style="list-style-type: none"> a. <i>Generative</i> – Generative thinking on the part of each board member leads to a more robust organization. Generative thinking helps the board look at patterns and environmental signals. <ul style="list-style-type: none"> i. Board working groups (Joint Board/B&F EDI Working Group) ii. Giving suggestions for possible candidates to LRNC b. <i>Strategic</i> – Focus on performance and direction setting. Policy setting and strategic decision making are part of the strategic thinking practice. <ul style="list-style-type: none"> i. Board liaison work with committees #5.0.1 ii. Strategic Planning and Orientation Session (SPOS) c. <i>Fiduciary</i> – Focus on stewardship and governance, including legal and financial accountabilities. Important aspects of fiduciary thinking are stewardship and representation on behalf of members who elected the board members. <ul style="list-style-type: none"> i. Financial Stewardship: Reviewing budget documents and personal contributions (Friends, ACRL Conference) #6.0 ii. Liaison roles with sections and committees (Members of goal-area committees and liaisons to other committees) #1.1, #5.0.3 iii. Evaluation of Executive Director #5.6.4

3.3 Overall expectations for Board members (Payne/Garrison)

Administrative overview (Payne)

- a. Virtual votes – 100% participation (ALA Connect) [#4.2](#)
- b. Attendance at ALA Conferences, ACRL Board meetings, and typical schedule, Virtual ACRL 2023 [#4.0](#), [#4.3](#)
- c. Administrative information: travel, resources, Board housing block, resources for Board members, working with staff, communications [#2.0](#), [#3.1](#), [#4.0](#)
- d. Financial support SPOS [#4.0.2](#)

Community practices (Garrison)

- e. Preparing for meetings (virtual and face-to-face) [#4.0](#), [#4.1](#), [#4.3](#)
- f. Social media guidelines [#4.4.2](#)
- g. Evaluations (SPOS, January, Annual Conference) [#4.5](#)
- h. Thanking members for Friends donations via phone calls and thank you notes.

10:55 -11:10 am

BREAK

<i>Time</i>	<i>Item</i>
11:10–11:20 am	4.0 Strategic Planning and Assessment (Garrison/Malone) 3.1 Strategic Goals and Enabling Programs and Services—Garrison #1.0 , #1.1 3.2 Environmental Scanning (Research & Planning Comm. role, too)—Garrison #2.0.3 3.3 PEAR, KPIs, Dashboard Metrics—Malone #1.1.3
11:20–11:35 am	5.0 Key Topics and Issues Facing the Board (Garrison/Malone) 4.1 Transitions ALA is undergoing: Forward Together, Open Access Working Group, financial—Garrison/Malone 4.2 ACRL EDI Core Commitment—Garrison #1.0 4.3 Project Outcome —Malone
11:35–11:55 am	6.0 Reflection/discussion (Garrison) <ul style="list-style-type: none"> What was exciting? Confusing? Questions?
11:55 am–12:00 pm	7.0 Concluding remarks (Garrison)

Board Manual LibGuide

References to the [ACRL Board Manual LibGuide](#) are linked throughout the agenda for reference and further background.

Next Meeting

- [ACRL Fall Executive Committee Meeting](#), November 9, 2021, 1:00 PM to 03:00 PM (CT)
- TBD January 2022 Meeting:
 - ACRL Board Update
 - ACRL Board I Meeting
 - ACRL Board II Meeting
 - Joint Board/Budget & Finance Meeting

ACRL Board Ground Rules

Approved Fall Board Meeting, November 18, 2019.

1. Accept mutual responsibility for quality of meeting and assess effectiveness.
2. Be present, attentive, engaged and prepared. Avoid side conversations.
3. Lean into discomfort; discuss the undiscussable issues
4. Speak up if you have a question or to test assumptions.
5. Listen with care for the individual and differ respectfully.
6. Signal conclusion, identify next steps, and make clear assignments.
7. Assume positive intent/give benefit of doubt.

8. Enjoy yourself.

Make knowledge-based decisions using these four questions:

1. What do you know about our members/prospective members/customers—needs, wants, and preferences, that is relevant to this decision?*
2. What do we know about the current realities and evolving dynamics of our members' marketplace/industry/profession that is relevant to this decision?*
3. What do we know about the capacity and strategic position of our organization that is relevant to this decision?*
4. What are the ethical implications of this decision?

*What do you wish that you knew, but don't?

ACRL Board Social Media Guidelines

Approved Fall Board Meeting, November 16, 2018

This document addresses ACRL Board members' use of their personal social media accounts in sharing information from Board work.

1. Purpose

Social media offers an opportunity for the ACRL Board to increase two-way communication with members. As such, we recognize the importance of social media not only for sharing information and updates, but in contributing towards greater transparency and member engagement.

2. Guidelines

Board members who engage with social media agree to do so in a professional manner and to act in accordance with the Board's Ground Rules, which are reviewed and updated each year at the Strategic Planning and Orientation Retreat. The following guidelines are intended to assist Board members in determining what type of social media posts are appropriate. Board members may:

- a. use their personal social media accounts to share Board information;
- b. share information/discussions and distinguish/label personal opinions clearly as their own;
- c. include general summaries of Board discussions without including specific comments or attributing those comments to individual Board members
- d. Once vote is taken, support decision in line with Board responsibilities;
- e. report on action items;
- f. leverage social media to gather feedback from members.

3. Responsibilities

Board members who choose to share Board information on social media are responsible for following member responses and closing the feedback loop, as follows:

- a. Twitter posts should use the #acrlboard hashtag, along with any individual hashtag(s) for specific discussions.

- b. Board members initiating discussion on social media should summarize and report member responses back to the Board promptly.
- c. Board members initiating discussion on social media should report back to responding members with the results of the discussion.