**ACRL Chapters Council Meeting**

**Wednesday, July 7, 2021**

**Held via Zoom**

**Note: If any of the hyperlinks do not work, copying-and-pasting them into a web browser should take one to the appropriate webpage.**

Chair Ali Larsen called the meeting to order at 3:01 PM Eastern Time.

​**Attendees**

Abby Adams, University at Albany - State University of New York (Eastern New York Chapter of ACRL); Jose Aranda, Doña Ana Community College (ACRL New Mexico Chapter); Dawn Behrend, Lenoir-Rhyne University (ACRL Chapters Council Vice-Chair/Chair-Elect); Lucy Bellamy, Gnomon Library (California Academic & Research Libraries); Katie Blocksidge, The Ohio State University at Newark/Central Ohio Technical College (Academic Library Association of Ohio); Rachel Bridgewater, Portland Community College (ACRL Oregon Chapter); Rachel Callison, Carnegie Mellon University (Western Pennsylvania/West Virginia ACRL Chapter); Leslin Charles, Rutgers University (ACRL Chapter Topics Newsletter Editor); Jessica Denke, Muhlenberg College (ACRL Delaware Valley Chapter); Eric Edwards, Illinois State Library (ACRL Chapters Council Secretary); Sue Franzen, Illinois State University (Illinois ACRL); Monika Glowacka-Musial, New Mexico State University (ACRL New Mexico); Julie Garrison, ACRL Vice-President/President-Elect; Mandi Goodsett, Cleveland State University (Academic Library Association of Ohio); Jamie Hammond, Naugatuck Valley Community College (ACRL New England); Sean Hogan, University of Baltimore (Maryland Library Association, Academic & Research Library Division); Rebecca Kelley, Louisiana State University (ACRL Louisiana); Kristina Lang, Georgia State University (Academic Library Division of the Georgia Library Association); Alison Larsen, Siena College (ACRL Chapters Council Chair); Brian Maass, University of Nebraska Medical Center (Nebraska Library Association, College and University Section); Kara Malenfant, ACRL Interim Executive Director; Will Martin, University of North Dakota (North Dakota/Manitoba Chapter); Kelly McCallister, Appalachian State University (ACRL North Carolina Chapter); Jessica Crossfield McIntosh, The Ohio State University (Academic Library Association of Ohio); Tina Mesa, Palo Alto College (College and University Library Division of the Texas Library Association); Ginny Moran, Macalaster College (Academic and Research Library Division of the Minnesota Library Association); Sandy Schiefer, University of Missouri-Columbia (Missouri ACRL); Amy Thielen, Washington State University (Washington State Chapter of ACRL); Alyssa Valenti, Raritan Valley Community College (New Jersey Library Association, College and University Section); Jessica Vanderhoff, West Virginia University (Western Pennsylvania/West Virginia ACRL Chapter); Sharell Walker, Borough of Manhattan Community College, CUNY (ACRL Greater New York Metropolitan Area); Hilary Westgate, Ramapo College of New Jersey (New Jersey Library Association, College and University Section); and Amber Willenborg, University of Louisville (Kentucky ACRL)

**Welcome and Introduction of Officers**

The Chapters Council leadership is working with the American Library Association to determine future meeting formats. Even when it becomes safe to meet in person again, virtual formats might still be preferable, since more people can attend and participate.

**Election of Vice-Chair/Chair-Elect and Secretary**

Two offices on the Chapters Council Executive Board were open, Vice-Chair/Chair-Elect and Secretary. Kelly McCallister had agreed to run for Vice-Chair/Chair-Elect, and Eric Edwards had offered to run for a second term as Secretary. Ali Larsen sent the candidate information to the old listserv, before the switchover to ALA Connect, so she hoped that everyone had had a chance to read the biographies and position statements. There was no opposition in either election. The Chapters Council approved the appointment of both candidates for a one-year term, with no objections.

**Vacant Position: List Administrator**

Among other Chapters Council leadership position, List Administrator was open. This is a volunteer, not an elected, position, with the term starting immediately. Ali Larsen suggested that anyone interested in serving should contact Dawn Behrend, at dawn.behrend@lr.edu. Since the List Administrator's responsibilities will now include managing the Chapters Council space on ALA Connect, revising the position description might be necessary.

**Leadership Updates**

**Dr. Jon Cawthorne, ACRL President (Board liaison)**

Dr. Jon Cawthorne, the current ACRL President, could not attend the meeting. Vice-President/President-Elect Julie Garrison gave an update on his behalf. She reported that ACRL has been collaborating with the American Library Association on the Forward Together initiative. The reorganization that is a major part of this project will affect ACRL governance, including committee structures. The changes will take time to go into effect, so members should continue paying attention to updates.

At the same time, ACRL is working towards the "One ALA" goal. This initiative will impact not just organizational structure, but also publishing and educational opportunities, revenue streams, and membership. The operating agreement between ALA and its divisions will also change.

One major focus of ACRL, especially over the past year, has been to promote diversity within the organization and among the broader profession. To this end, ACRL has been expanding the efforts of its Diversity Alliance, including encouraging more academic organizations to champion diversity. There is also an ACRL Awards Task Force, again with the goal of improving equity and access. To improve access to, and attendance at, its meetings, ALA will start holding Midwinter in a virtual-only format, beginning in 2022.

The main long-term goal of these efforts, in addition to making the organization more open and accommodating, is to add new members and retain current ones. The organization's membership numbers have been falling in recent years, so it is more vital than ever that the membership experience be as meaningful and inclusive as possible. As part of these efforts, coordination between the statewide chapters and the national organization will become even more critical.

​ Julie Garrison encouraged anyone with questions, ideas, or concerns to contact her directly, at julie.garrison@wmich.edu.

**Lauren Carlton, Staff Representative**

Lauren Carlton, the Staff Representative from ACRL, could not attend the meeting. Kara Malenfant of ACRL gave an update in her place. She emphasized that ACRL provides the funding for each chapter, depending on its membership numbers. Lauren Carlton can provide each chapter with the exact dollar amount it is scheduled to receive for the coming year. More information is available at <https://www.ala.org/acrl/resources/policies/chapter5#5four>.

Kara Malenfant reminded attendees to send any changes in chapter leadership, including new officers, to Lauren Carlton (see below for her e-mail address)​, so that she can update the Chapters Council roster. Additionally, annual reports are due on Friday, July 23. The link to the form for submitting a report is <https://www.surveymonkey.com/r/B58QQV8>.

Each chapter is allotted two free webcasts per year. The list of available webinars is at [http://www.ala.org/acrl/conferences/elearning/acrlpresents.](http://www.ala.org/acrl/conferences/elearning/acrlpresents) Chapters are allowed to show a webcast at multiple locations. Margot Conahan is the contact person, and her e-mail address is mconahan@ala.org.

The ACRL RoadShows are another opportunity for chapters to bring educational opportunities to their membership. These opportunities are now "off-road", or online. A list of upcoming RoadShows is available at <https://www.ala.org/acrl/conferences/roadshows/offroadshows>.

An upcoming event is the LibLearnX Conference (<https://alaliblearnx.org/>). It will take place in San Antonio, Texas, from January 21 to 24, 2022. The call for proposals is now open, and the deadline is August 15, 2021. For more information, and to submit a proposal, go to <https://www.ala.org/news/member-news/2021/06/ala-conference-services-accepting-liblearnx-program-proposals>.

The ALA Annual Conference will take place in June of 2022. At this point, the conference will be a face-to-face event in Washington, D.C. Check the ALA website and listservs for additional details, including registration information, as they become available.

If anyone has additional questions on these updates, please feel free to contact Lauren Carlton directly, at lcarlton@ala.org.

**Carrie Dunham-LaGree, Legislative Representative**

Carrie Dunham-LaGree could not attend the meeting. Ali Larsen will follow up with her, in case there are any updates of which the membership should be aware. Carrie Dunham-LaGree might be able to share any news via the listserv.

**Alison Larsen, Chapters Council Chair**

Ali Larsen noted that she was not able to attend the most recent Chapters Relations Council (CRC) meeting. Julie Garrison emphasized that she had covered most of the relevant information from that meeting in her own report. The main concern at this point is to make certain that the chapter rosters are fully up-to-date and include all of the current officers.

**Old Business**

**Chapter Directory Project Update**

Vice-Chair/Chair-Elect Dawn Behrend provided an overview of the project. In addition to basic contact information (institution and mailing address, e-mail, phone number, etc.), each chapter should share the dates of its annual meeting, as this provides chapters opportunities to collaborate and co-host events. She called for a volunteer to assist with updating the list. The link to the Google Doc that Chapters Council is using to compile information for the directory is <https://docs.google.com/spreadsheets/d/1iOui-OYDKNMG1eTWiBk3okGi_duXHWl5MA6dFeaW9Ok/edit#gid=0>​. Dawn Behrend encourages all chapters not only to provide the information that the spreadsheet currently includes, but also to recommend additional categories. Members may e-mail questions and feedback to her.​ (See above for her e-mail address.)

**New Business**

**Updating the Job Descriptions of Administrative and Elected Positions in Chapters Council**

Ali Larsen noted that the descriptions of the responsibilities for the various Chapters Council leaders are vague and should include more detail. Having additional information on the positions' duties might encourage more people to run for officer or volunteer for a non-elected position. She emphasized that the officer elections have been largely uncontested in recent years.

Leslin Charles, Editor of the Chapter Topics Newsletter, asked how widely the newsletter is currently distributed, and whether it might be possible to share it more broadly. Currently, the listserv is the primary means of distributing each issue. Social media is also a possibility, although the Chapters Council Facebook page has not been updated since 2013. Managing the Facebook page and any other social-media platforms could fall under the responsibilities of the new listserv administrator, once that person is in place.

**Presentation “Developing a Responsible Event Code of Conduct and Reporting Workflow” by Edith Scarletto and Mandi Goodsett, colleagues from the Ohio Chapter.**

**Abstract:** *The Academic Library Association of Ohio (ALAO) recently underwent a months-long process of updating our event code of conduct, violation reporting form, and reporting workflow. Because many other chapters likely use event codes of conduct, we wanted to share details about the process we underwent to make updates to this important document with diversity, equity, inclusion, and accessibility in mind. In addition to sharing about our experience, we hope to generate productive discussion about code of conduct workflows and documents that other chapters use.*

The final version of the Ohio chapter's code of conduct is available

at <https://drive.google.com/file/d/1aqiFtV4wVN48KyXePWrl_wGxICtD0KVQ/view?usp=sharing>. It can also be found on the ALA Ohio website, at <https://www.alaoweb.org/Code-of-Conduct>. The reporting form is available at <https://forms.gle/16u6nLu4PYFysWiW6>, and a description of the reporting workflow can be viewed at <https://docs.google.com/document/d/1yH0YGlmzUjElf6mKqHL4QxnT0wX824z2_O7qBlQ-nWY/edit>.

To see the slides from the presentation, please check the attachment **(will include with the final version of the minutes)**.

**Discussion of Other Chapters’ Work in the Area Code of Conducts and Reporting/Follow-Up**

Chapters are encouraged to share their own codes of conduct. This includes both final versions of codes and those codes that are still under development. As an example, the Greater New York Metropolitan Area Chapter's final code is available at <https://acrlny.org/about2/code-of-conduct/>.

The Chapters Directory form could include a question on whether or not a chapter currently has a code of conduct, along with a space for the link if a chapter does have one. Leslin Charles suggested including sample codes of conduct from various chapters in future issues of the Chapter Topics Newsletter. She will include a call for examples in the publicity for the next issue.

The date and time of the next meeting are still to be determined, but the meeting will take place remotely. Chapters Council members should watch the ALA Connect space for updates.

There being no further business or discussion, Chair Ali Larsen adjourned the meeting at 4:17 PM Eastern Time.

Respectfully submitted by Eric Edwards, Chapters Council Secretary, on (insert date).

​