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| Association of College and Research Libraries  **Board of Directors Meeting II**  ALA Midwinter Meeting  Monday, January 28, 2019  1:30–4:30 p.m.  Grand Hyatt Seattle, Blewett Suite |

**Proceedings**

**Board:** Lauren Pressley, Karen Munro, Cheryl A. Middleton, Carolyn Henderson Allen, LeRoy Jason LaFleur, Faye A. Chadwell, April D. Cunningham, Emily Daly, Jeanne R. Davidson, Kelly Gordon Jacobsma, Beth McNeil, Lori J. Ostapowicz-Critz, Mary Ellen K. Davis

**Not present:** Caroline Fuchs

**Guests:** Anne Marie Casey, Jaci Cooper, Shawn Calhoun, Karen Downing, John Overholt, Andrew Pace, Lance Werner

**Staff:** Kara Malenfant, Allison Payne, Mary Jane Petrowski

## 17.0 Call to order (Pressley)

ACRL President Lauren Presley called the meeting to order at 1:35 p.m.

## 18.0 Opening remarks (Pressley)

The Board and guests were welcomed to the meeting.

## 20.0 ALA Board Liaison Update (Karen Downing) #11.0

The Board met with its ALA Board Liaison first, as Downing arrived early to the meeting.

ALA Executive Board member Karen Downing joined the meeting. She referred the Board to the leadership talking points that were sent prior to conference. There are currently six streams of change at ALA: Investment Budget/ALA Headquarters Building; Organizational Effectiveness and Governance Review; Membership and Communications Study; Internal Changes and IT Assessment; Aligning Advocacy – Stronger Chapter/State Relationships, and Reimagining ALA Midwinter.

Downing reminded the Board that the division-specific organizational effectiveness discussion will be held Monday, January 28, 2019, from 4:00–5:00 p.m. in the Sheraton Seattle, Cedar Meeting Room. The Steering Committee on Organizational Effectiveness (SCOE) will be sharing a PowerPoint with potential organizational models and will be collecting member feedback. Downing reminded the Board that SCOE will not be making recommendations at this session and will only be sharing possible new. ALA membership will vote on any proposed changes to ALA’s organizational and governance structure. The Board was reminded that the agenda had been revised so that the Board meeting will end about 30 minutes early, so that Board members can attend the division-specific SCOE meeting.

There were several Future of Midwinter feedback forums held at Midwinter 2019. The Board asked if ALA Council would need to approve any changes to Midwinter. Downing advised that any changes would not need to be considered by ALA Council per the [ALA Policy Manual Section 7](http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section1/7conferences#A.7.4).

Downing reported that ALA’s FY19 first-quarter financials are on-track with the “investment” budget. ALA is seeking to invest in three areas: advocacy, development, and ITTS.

The membership and communication study results are being reviewed and the full report should be available at the 2019 ALA Annual Conference.

There have already been some recommendations from the DelCor IT consultants regarding ALA IT. ALA is looking forward to more recommendations from the new ALA CIO Jim Gibson, with whom ALA contracted for sixteen-hours per week for one-year.,

The ALA Executive Board voted to approve selling the two ALA Headquarters buildings in Chicago, so that the money made from a sale could be put in the ALA endowment and interest could be earned. There is currently an offer for the buildings and the ALA Board approved entering into negotiations for the property. It is hoped that a deal can be finalized this spring.

Downing reported that following Midwinter 2019, the search committee for the ALA Executive Director will be announced. The timeline calls for a new ALA Executive Director to be in place in time for the ALA 2020 Midwinter Meeting.

Downing also reported on some major legislative/advocacy wins, including the approval of IMLS funding through 2025.

## 21.2 ALA Treasurer Candidate Andrew Pace

The Board heard from 2019–22 ALA Treasurer candidate, Andrew Pace, who was allotted up to three minutes to address the Board.

## 19.0 Adoption of the Agenda (Pressley)

ACRL President Lauren Pressley referred to the updated agenda and new documents that were shared prior to the meeting, which included the addition of three new items: dues increase, revised Budget and Finance Committee charge, and update Diversity Committee name and structure.

***Action:*** *The Board approved the agenda as amended.*

## 21.0 Budget and Finance Committee (Allen)

### 21.1 FY19 first-quarter report #8.0, #9.0, #9.1, #9.2 (Allen)

ACRL Budget and Finance Chair Carolyn Henderson Allen reported that first-quarter performance was on budget. There were some variances for both revenue and expenses due primarily to timing, which included payment of the final installment of the Project Information Literacy grant ($26,500) which had been budgeted for FY18.

The ACRL 2019 Conference revenue is on budget, with registration slightly ahead of ACRL 2017 and exhibits at 89% of budget. Thanks to the hard work of the ACRL Scholarships Committee, donations have exceeded budget by $73,000. Webinars are 20% below budget, but a robust schedule is planned for the spring, so they may end the year at budget. RoadShows also are performing below budget, which could indicate the importance of regularly adding new topics to the portfolio.

The ACRL long-term investment lost almost $200,000 in value due to the downturn in the market. The Budget & Finance Committee will continue to monitor LTI fluctuations throughout the year.

### 21.3 Brief report out of Joint Board/B&F meeting (Allen)

Due to there being no actions at the Joint Board and Budget & Finance Committee meeting, there was no report out.

### 21.4 Budget & Finance Charge #27.0 (Allen)

Allen shared that the Budget and Finance Committee discussed at Midwinter and supported a change to their charge to incorporate equity, diversity, and inclusion (EDI).

***Motion:*** *ACRL Budget & Finance Committee Chair Carolyn Henderson Allen moved that the Board approves the revised Budget & Finance Committee charge as proposed:*

* To submit annually a recommended budget for the ACRL division (including division publications, the CHOICE budget, the allocation of Long-Term Investment fund income) to the ACRL Board of Directors for action.
* To advise the ACRL Board of Directors on its allocation of Friends of ACRL contributions to strategic projects and programs, as well as to consult with the ACRL Board of Directors on fundraising goals and objectives.
* To counsel the ACRL Board of Directors on questions regarding all fiscal matters of the division or its publications, including dues levels and fundraising, especially as they relate to alignment with the strategic plan and the Core Commitment to equity, diversity and inclusion.

***Action:*** *The Board approved the revised Budget & Finance Committee charge as proposed:*

* To submit annually a recommended budget for the ACRL division (including division publications, the CHOICE budget, the allocation of Long-Term Investment fund income) to the ACRL Board of Directors for action.
* To advise the ACRL Board of Directors on its allocation of Friends of ACRL contributions to strategic projects and programs, as well as to consult with the ACRL Board of Directors on fundraising goals and objectives.
* To counsel the ACRL Board of Directors on questions regarding all fiscal matters of the division or its publications, including dues levels and fundraising, especially as they relate to alignment with the strategic plan, Plan for Excellence, and its Core Commitment to equity, diversity and inclusion.

### 22.1 FY20 Dues Increase (Allen) #28.0

Between their meetings at Midwinter, the Board received a new action request from the ACRL Budget & Finance Committee for a dues increase. The Board discussed the dues increase and overall supported the following dues increases:

* Personal members: $68, an increase of $2
* Retired members: $44, an increase of $1

The Board agreed that it would like to postpone action on this request, so that it could give advance notice to ACRL membership by including on its agenda in advance of the 2019 Spring Board Meeting. ACRL staff will prepare the FY20 budget with the assumption of a dues increase but will revise the budget if the Board does not approve at the Spring Board Virtual Meeting.

The Board discussed the drop in membership after four years and asked if the ACRL Membership Committee could explore possible incentives to retain members who have been with the organization for four years. ACRL staff will generate possible incentives and will work with the Membership Committee.

### 21.5 FY20 Draft Budget #10.0, #10.1, #10.2 (Allen, Davis)

ACRL Executive Director Mary Ellen Davis reported that ACRL has been investing, since FY15, its resources to support member programs and services. The FY20 budget currently includes a negative net of -$960,393. If ACRL meets its FY19 and FY20 budget, the ending operating balance of $1,912,416, will bring ACRL much closer than it has been before to the ALA-mandated operating reserve amount of $1,052,784.Davis referred the Board to Doc 10.1, which includes a list of FY20 expenses that staff identified as areas of saving from the FY20 budget assumptions. The removal of these items would allow ACRL to still invest in a number of programs and services. Some expenses that were “trimmed” included less money for travel, catering, supplies, staff professional development, etc. and some items were removed from the budget.

ACRL Budget and Finance Chair Carolyn Henderson Allen stated that the Budget and Finance Committee reviewed the changes to the FY20 budget and discussed at Midwinter how much ACRL should continue to invest in programs and services, as it gets closer to the mandated operating reserve. Allen shared that the Budget and Finance Committee supports the changes identified by staff to the FY20 budget assumptions. The Budget and Finance Committee will continue to closely monitor FY19, including the performance of the ACRL 2019 Conference, and will revisit its discussion on how close to spend down to the mandated operating reserve at their meeting at the 2019 ALA Annual Conference.

The Board agreed with the recommendation of the Budget and Finance Committee to keep the proposed budget cuts for FY20 and looks forward to hearing more from the committee at Annual.

## 22.0 ALA Candidate Presentations

The Board heard from 2020-21 ALA President Candidate, Lance Werner, who was allotted up to three minutes to address the Board.

### 21.6 Friends Funds Disbursement #13.0 (Petrowski)

ACRL Associate Director Mary Jane Petrowski shared that there is still about a $20,000 balance from Friends donations made to the ACRL Advancement Fund. She referred the Board to the proposed disbursement recommendation included in Doc 13.0.

***Motion:*** *ACRL Director-at-large Beth McNeil moved that the ACRL Board of Directors approves the following disbursements from the ACRL Friends Advancement Fund in FY20:*

* *$7,000 to fund an additional ALA Spectrum Scholarship sponsorship.*
* *$12,876 to support additional free training opportunities for Project Outcome for Academic Libraries.*

The Board supported the disbursement and agreed that it would round $12,876 to an even $13,000 to reflect the current Advancement Fund balance.

***Amended Motion:*** *ACRL Director-at-large Beth McNeil moved that the ACRL Board of Directors approves the following disbursements from the ACRL Friends Advancement Fund in FY20:*

* *$7,000 to fund an additional ALA Spectrum Scholarship sponsorship.*
* *~~$12,876~~ $13,000 to support additional free training opportunities for Project Outcome for Academic Libraries.*

***Action:*** *The ACRL Board of Directors approved the following disbursements from the ACRL Friends Advancement Fund in FY20:*

* *$7,000 to fund an additional ALA Spectrum Scholarship sponsorship.*
* *~~$12,876~~ $13,000 to support additional free training opportunities for Project Outcome for Academic Libraries.*

The Board learned that RBMS was successful at fundraising for its conference. ACRL Executive Director Mary Ellen Davis shared that, per ACRL Policy, RBMS can use up to half of its net proceeds from its RBMS Conference to fund RBMS scholarships. RBMS splits scholarship funding between its previous year’s net balance and the RBMS Leab long-term investment.

## 23.0 Councilor’s Update (LaFleur)

ACRL Division Councilor LeRoy LaFleur began his report on ALA Council activities. The Monday morning ALA Council Forum II was canceled, as it coincided with the Dr. Martin Luther King, Jr. Holiday Observance and Sunrise Celebration. During the Council I Meeting on January 27, 2019, candidates were announced for the ALA Executive Director Search Committee. Also during Council I, ALA Council approved a resolution on sustainability as a core value of librarianship.

During the January 28, 2019, Council II Meeting, ALA Council approved a resolution to encourage libraries to eliminate monetary fines as they were a form of social inequity. The Board asked how ALA Council will market this resolution. It was advised that if marketing is required for a resolution, often it will be included in the resolution. LaFleur reported that the resolution calling for libraries eliminate monetary fines as a form of social inequity did not include a marketing plan.

LaFleur reported that Council is expecting resolutions on civil rights protections for people of diverse gender identities and revisions to *The Library Bill of Rights* regarding meeting rooms.

The Board next discussed with LaFleur succession planning, as LaFleur’s term as Division Council will end with the 2019 ALA Annual Conference, and the Board wants to ensure that ACRL’s new councilor has an understanding of the role. The Board agreed that it would like to see proposed Council resolutions at its Friday Board Update meetings.

There is a Board working group that is reviewing participation at future Midwinter Meetings. The Group will review how to best include the ACRL Division Councilor.

*Editor’s note: At the January 29, 2019 Council III Meeting, Chapter councilor Susan Jennings and Councilor-at-Large Peter Hepburn were elected to a one-year term on the ALA Executive Director Search Committee. Also during Council III, Council approved resolutions in support of civil rights protections for people of diverse gender identities and revisions to The Library Bill of Rights regarding meeting rooms.*

## 22.0 ALA Candidate Presentations

ALA Presidential Candidate 2020-21, Julius C. Jefferson, Jr., was invited to the meeting, but was unable to attend.

## 24.0 Consent Agenda (Pressley)

ACRL President Lauren Pressley referred the Board to the newly received document #29.0 related to changes to the Diversity Committee that was sent to the Board electronically..

***Motion:*** *ACRL Vice-President Karen Munro moved that the ACRL Board of Directors approves:*

1. *A name change for the Diversity Committee to the Equity, Diversity and Inclusion Committee.*
2. *A change in structure of the Committee to: A minimum of five members to include: a Chair, a Vice-Chair and a Past-Chair each serving one year terms. Additional appointments at the discretion of the Vice-President/President-Elect and Appointments Committee as needed to complete committee responsibilities.*

The Board agreed that composition proposed should be updated to reflect current language in the ACRL Guide to Policies and Procedures.

***Amended Motion:*** *Munro moved that the ACRL Board of Directors approves:*

1. *A name change for the Diversity Committee to the Equity, Diversity and Inclusion Committee.*
2. *A change in structure of the Committee to: A minimum of five members to include: a one-year term as Chair, a one-year term as Vice-Chair and a one-year term as Past-Chair ~~each serving one-year terms~~. Additional appointments at the discretion of the Vice-President/President-Elect and Appointments Committee as needed to complete committee responsibilities.*

***Action:*** *The ACRL Board of Directors approved:*

1. *A name change for the Diversity Committee to the Equity, Diversity and Inclusion Committee.*
2. *A change in structure of the Committee to: A minimum of five members to include: a one-year term as Chair, a one-year term as Vice-Chair and a one-year term as Past-Chair ~~each serving one-year terms~~. Additional appointments at the discretion of the Vice-President/President-Elect and Appointments Committee as needed to complete committee responsibilities.*

The Board discussed next steps for the ACRL Equity, Diversity and Inclusion Committee and agreed that it will continue its discussion on EDI and how to best include the EDI Committee at its upcoming April 25, 2019, Spring Board Virtual Meeting.

The Board also discussed what communication should be reported to members and agreed an ACRL Insider post should be drafted following Midwinter.

*Editor’s note: The ACRL Board issued a Statement Against Racism, Harassment, and Discrimination in the Profession in response to the reported ALA Code of Conduct violations that occurred after the ACRL Board meeting during Midwinter. The statement was posted on* [*ACRL Insider*](https://www.acrl.ala.org/acrlinsider/archives/17145) *and ACRL marketing channels. An additional statement articulating ACRL’s EDI initiatives is under development.*

## 25.0 New Business (Pressley)

Pressley asked the Board if there was any new business. As there was none, the Board moved to the next agenda item.

## 26.0 Board Meeting Evaluation (Pressley)

Pressley reminded the Board to complete its evaluation following the meeting.

## 27.0 Adjourn to Executive Session

The Board adjourned to Executive Session.

## 28.0 Executive Session

The Board considered whether to make an ACRL Special Presidential Recognition Award.

## 29.0 Report out of Executive Session

The Board considered the purpose of the ACRL Special Presidential Recognition Award and when and if it was appropriate to single out an individual’s contributions.

## 30.0 Adjournment (Pressley)

Pressley adjourned the meeting.