



Association of College and Research Libraries
Spring Board Virtual Meeting

Zoom
April 8, 2020
1:00–4:00 p.m. Central

Proceedings

Present: Karen Munro, President; Jon E. Cawthorne, Vice-President; Lauren Pressley, Past-President; Carolyn Henderson Allen, Budget and Finance Chair; Jacquelyn A. Bryant, ACRL Division Councilor; Mary Ellen K. Davis, Ex-Officio Member; Directors-at-large: Faye A. Chadwell, Kim Copenhaver, April D. Cunningham, Emily Daly, Jeanne R. Davidson, Caroline Fuchs, Cinthya Ippoliti, Kelly Gordon Jacobsma

Guests: Steven Bell, Charles Davis, Meg Edwards, Deb Gilchrist, Jolie Graybill, Larry Hardesty, Joe Mocnik, Kate Novak, Joyce Ogburn, Stephanie Orphan, Pam Snelson, Deb Villaciencio

Staff: Rita Balasco, Lauren Carlton, Margot Conahan, David Connolly, Mark Cummings, Mark Derks, Anne Doherty, Joan Duquette, David Durgin, Sara Goek, Megan Griffin, Lisa Gross, Rachel Hendrick, Robert Macaione, Kara Malenfant, Pam Marino, Bill Mickey, Dawn Mueller, Erin Nevius, Chase Ollis, Tory Ondrla, Gena Parsons-Diamond Allison Payne, Mary Jane Petrowski, Elois Sharpe, Grace Wiersma

1.0 Call to order (Munro)

ACRL President Karen Munro called the meeting to order at 1:50 p.m.

2.0 Opening remarks & Welcome (Munro)

Munro welcomed the Board and guests to the meeting, and attendees introduced themselves.

3.0 Adoption of the Agenda (Munro)

Motion: *ACRL Director-at-large Jeanne Davidson moved that the ACRL Board of Directors approves the agenda as presented.*

Action: *The ACRL Board of Directors approved the agenda as presented.*

4.0 Consent Agenda (Munro)

- Personnel Administrators and Staff Development Officers Discussion Group #2.0
- Research Assessment and Metrics Interest Group Charge #2.1
- Librarians from Very Small Academic Institutions Discussion Group #2.2
- Hugh C. Atkinson Memorial Award #10.0, #10.1, #10.2
- NSSE Task Force Reappointment #2.3
- Framework for Access Services #2.4, #2.4a, #2.4b, #2.4c

Motion: *ACRL Director-at-large Caroline Fuchs moved that the ACRL Board of Directors approves the Consent Agenda as presented.*

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

5.0 Reports

- President's Report (Munro) #1.1
- Vice-President's Report (Cawthorne) #1.2
- Past-President's Report (Pressley) #1.3
- Representative Reports (Pressley) #11.0
- Councilor's Report (Bryant) #1.4
- Executive Director's Plan for Excellence Activities Report. (Davis) #1.5, #1.6

ACRL President Karen Munro referred the Board to the officer reports included in the packet, and asked if there were any questions or comments.

As there were not comments, ACRL Executive Director Mary Ellen Davis commended ACRL staff for quickly developing resources to help members with the impact of COVID-19 on their institutions. Resources included a series of eight free ACRL Presents webcasts covering topics directly related to working during the COVID-19 and the Pandemic Resources for Academic Libraries LibGuide.

The Board was appreciative of these resources, and commended the presidents on their communication to membership during the pandemic.

6.0 ALA Updates

6.1 ALA Executive Board Meeting Update (All)

6.2 ALA Finance & Audit and BARC meetings (Bryant & Allen)

6.3 ALA Finances & ALA Operating Agreement Working Group (Munro) #8.0

The ALA Executive Board and the ALA Budget Analysis and Review Committee (BARC) met virtually in early April, and several ACRL Board members attended these open meetings.

The Board began discussion of the ALA meetings by asking for clarification on the ALA Board's discussion on ALA Communications. There is a need for consistent messaging across ALA, and

there may be increased coordination when divisions issue statements. It is also possible that only the ALA Board will be able to issue statements to ensure consistent messaging.

The Board asked for more information on ALA's finance and accounting. In late 2019, ALA outsourced its accounts payable department to a team in India, which was severely impacted by COVID-19. When the team in India returns to work or begins working remotely, ALA staff in Chicago will resume training the new accounts payable team. The ACRL Board also expressed concern about the high costs to sanitize the new ALA headquarters.

The ALA budget currently has a \$6.5 million deficit, and it is looking to have a \$500K surplus. Plans to close the gap include up to 28 furlough days and other cost containment. In June, the ACRL Board and Budget and Finance Committee will need to strategically review the FY21 budget.

The ALA Board is working closely with ALA finance staff to ensure the ALA Board receives clear reporting that helps them monitor ALA finances and make sound decisions for the organization. Traditional ALA revenue streams have decreased due to the pandemic, and ALA is looking into several options for increasing revenue.

The ALA Executive Board agreed to not increase ALA's dues rate in the coming year due to the impact of COVID-19 on library budgets. The ACRL Board approved a dues increase for FY21 based on the Higher Education Price Index (HEPI) at its meeting held during the 2020 ALA Midwinter. The ACRL Board and ACRL Budget and Finance Committee will reconsider the previously approved dues increase at their 2020 June virtual meetings.

An ALA Operating Agreement Working Group's charge will be reviewed at the May 22, 2020 BARC virtual meeting. Another group, Forward Together Fiscal Analysis, will be appointed to complete financial modeling based on the recommendations of Forward Together.

6.5 SCOE (Daly) #9.0

ACRL Director-at-large and Steering Committee on Organizational Effectiveness (SCOE) member Emily Daly shared that SCOE has developed a ten-phase process to advance the recommendations for Forward Together.

Daly is serving on the SCOE Constitution and Bylaws Working Group, which will be completing a full review of the ALA Bylaws. ALA Parliamentarian Eli Mina recommends that ALA hold a Constitutional Convention in January 2021.

Daly is also serving on the working group that will recruit volunteers for the next phase of Forward Together. Later in April, a Call for Volunteers will be posted for two working groups: Forward Together Working Group and Forward Together Fiscal Analysis Working Group. Daly asked the Board to share with her any volunteer recommendations they may have.

ACRL President Karen Munro thanked Daly for serving on SCOE and for keeping the Board up-to-date.

6.4 ALA Headquarters Remote work & Move (Davis) #12.0

ACRL Executive Director Mary Ellen Davis shared that the ALA move to its new headquarters has been postponed due to Illinois' shelter-in-place mandate through the end of April. To promote social distancing, staff may pack their offices in staggered teams in mid-May. Depending on possible new restrictions, some staff may begin working in the new headquarters in late May.

6.7 ALA Finances (Munro) #FYI-2

The ALA Executive Board and BARC virtual meeting information will be shared on the ACRL Board discussion list, and Board members can volunteer to attend these meetings.

7.0 ACRL Member Engagement during a Pandemic (Munro/Cawthorne)

7.1 ALA decisions and impact on ACRL (Munro)

As the 2020 ALA Annual Conference in Chicago has been canceled, ALA staff and member leaders are exploring virtual options. In lieu of the face-to-face conference, ALA will hold the ALA Virtual Event on June 24-26, 2020. ACRL staff is looking into a virtual event for ACRL programs that may not be included in the ALA virtual event. Governance and committee meetings should be held outside of the ALA and ACRL virtual events, so that members can attend programming.

Some ACRL units have expressed concern about the decreased meeting space at in-person ALA Conferences. The Board asked if committee meetings could be held at ACRL Conferences if there is not room at ALA Conferences. ALA Policy ([A.4.3.4.9 Division National Conferences, Pre-conferences, and Related Activities](#)) does not allow business meetings to be held at division conferences.

The Board asked if future ALA Midwinter Meetings will be completely virtual. ALA Midwinter is not moving to a virtual conference, and there are plans to focus on awards with less meeting space.

7.2 ACRL Governance for Annual (Munro) #14.0

The Board agreed to hold virtual meetings in lieu of the scheduled face-to-face meetings due to the cancelation of the ALA Annual Conference.

7.3 ACRL Leadership Council/Membership Meeting (Munro) #7.1

The Board began its discussion on the upcoming ACRL Leadership Council and Membership Meeting, which typically takes place at the ALA Annual Conference. The Board referred to the feedback it received from the previous Leadership Council, and agreed that ample time should be given for discussion. The Board proposed that there could be two parts, with a presentation as part one and a discussion as part two.

For the ACRL Leadership Council that was held during the 2020 ALA Midwinter Meeting, ACRL held a virtual Leadership Council meeting and a face-to-face networking breakfast at Midwinter in Philadelphia. The Board stated that it may be difficult to hold a virtual reception for the

summer Leadership Council and Membership Meeting, as informal meetings can work better with smaller groups.

It was proposed that the Board could seek more input from focus groups to determine the best format for the upcoming virtual Leadership Council and Membership Meeting.

7.4 Leadership Council and Membership Meeting Topics (Munro) #6.0, #7.0, #7.1

The Board next discussed possible topics for the Leadership Council and Membership Meeting. Possible topics included ALA finances and the ALA Operating Agreement.

It was proposed that a survey could be sent to identify topics of interest. The Board asked how prework would affect staff capacity and potential furloughs. Staff could help with creating an online survey, but a Board working group should be formed to address questions about the meeting format, content, and facilitator.

Next steps: A Board working group was formed to determine format, content, and facilitator for the summer virtual Leadership Council and Membership Meetings. Working group members include Jon Cawthorne, Faye Chadwell, Caroline Fuchs, Cinthya Ippoliti, Kara Malenfant.

6.6 Core #13.0

ACRL Past President announced that Core was officially approved by the membership of ALCTS, LITA and LLAMA.

7.5 ACRL Program content planned for Annual Update (Davis)

The ACRL Board moved to the next agenda item, as the Board had already received an update on plans for the ACRL Virtual Event during agenda item 7.1 ALA decisions and impact on ACRL.

7.6 ACRL Leadership Recruitment and Division/Section Appointments timeline for 2020-21 (Cawthorne)

ACRL Vice-President Jon Cawthorne is the appointing authority for the 2020-2021 division-level committee appointments. Cawthorne advised that appointments are underway, and that the volunteer form included gender and ethnicity questions for the second year. Community College librarians and library workers have been invited to complete the volunteer form.

7.7 Virtual Meeting Best Practices resources for members (Munro) #15.0, #15.1

ACRL President Karen Munro referred the Board to the draft Virtual Meetings Best Practices from ULS and DLS.

The Board was pleased to review this resource and recommended that it be shared widely with ACRL members. The Board recommended that the procedures be added to the ACRL Virtual Meetings LibGuide. The procedures could also be included in next year's appointments letter.

8.0 ACRL Diversity Alliance (Cawthorne) #19.0

ACRL Vice-President Jon Cawthorne referred the Board to the Board action request to continue the work of the Diversity Alliance Task Force. Cawthorne gave a brief background on the ACRL Diversity Alliance program. Institutional members commit to a two or three-year residency.

The Board asked how institutions can support diverse hiring practices if they do not have the funds to support a full-time diversity resident for two or three years. The Board also acknowledged that due to COVID-19, institutions may not have funds to support a resident. The Board agreed that the new task force should consider how to include these institutions.

The Board proposed adding a sixth item to the task force charge:

- Explore if/How institutions unable to create residencies can be members of the ACRL Diversity Alliance through contributing to EDI in other ways and, if possible, articulate the criteria that would allow them to become members of the DA.

The Board asked how to recruit diverse staff to non-diverse institutions, and if there is a way to connect with past residents. Cawthorne advised that institutional members have access to a members-only discussion list, where they can connect with other resident coordinators.

Motion: *ACRL Director-at-large Emily Daly moved that the ACRL Board of Directors approves the appointment of a new Diversity Alliance Task Force with an updated charge, tasks, and timeline, as well as the following additional task:*

- *Explore if/How institutions unable to create residencies can be members of the ACRL Diversity Alliance through contributing to EDI in other ways and, if possible, articulate the criteria that would allow them to become members of the DA.*

Action: *The ACRL Board of Directors approved the appointment of a new Diversity Alliance Task Force with an updated charge, tasks, and timeline, as well as the following additional task:*

- *Explore if/How institutions unable to create residencies can be members of the ACRL Diversity Alliance through contributing to EDI in other ways and, if possible, articulate the criteria that would allow them to become members of the DA.*

9.0 ACRL Event Site Selection Policy (Davis/Conahan) #16.0

ACRL Executive Director Mary Ellen Davis referred the Board to the proposed site selection policy. To address diverse viewpoints, which are sometimes reflected in discriminatory laws and policies, organizations have developed new statements, initiatives and partnerships to show support for their members and attendees, acknowledge controversial laws and policies, and increase transparency for the site selection process.

In February 2020, the Public Library Association (PLA) held their conference in Nashville, Tennessee, which enacted legislation (Tennessee HB1840) that allows mental health counselors to refuse to treat patients based on the therapist's religious or personal beliefs. To address

concerns from potential attendees, the PLA Board issued a statement to confirm their Core Values and highlighted this statement on their conference website.

ACRL staff has worked with member leaders to update the site selection policy for not just the ACRL Conference, but also other ACRL professional development.

The Board overall agreed with the proposed changes, and thanked staff for thinking ahead for future ACRL events.

The Board asked for the process to cancel an event. Events can be reviewed and canceled, but programmatic and financial consequences should be carefully considered. In past experience, an ACRL conference, originally planned for April 1-4, 1992 in Phoenix, Arizona, was shifted to a new site of Salt Lake City, UT. "The ACRL Board of Directors voted January 13, 1991, to move the conference out of Phoenix because of the failure of the Arizona referendum to establish a paid state holiday in honor of the late Dr. Martin Luther King, Jr."¹ Salt Lake City also was controversial, and the Women & Gender Studies Section (WGSS) boycotted the conference due to sexist policies in Utah.

Some concerns were expressed about language in vendor contracts, and if contracts should include language to support the Core Commitment.

Motion: *ACRL Director-at-large Emily Daly moved that the ACRL Board of Directors approves the proposed changes for Section 10.8 (Site Selection Criteria and Procedures) and Section 11.1.10 (Site Selection) of the ACRL Guide to Policies and Procedures.*

Action: *The ACRL Board of Directors approved the proposed changes for Section 10.8 (Site Selection Criteria and Procedures) and Section 11.1.10 (Site Selection) of the ACRL Guide to Policies and Procedures.*

Next steps: *The Board recommended that a working group (April, Carolyn, Jeanne, and Margot) form to ensure that the policy is clear about how ACRL lives its commitment to EI with respect to site selection and clarifies how ACRL redoubles those efforts if state laws/policies that are contrary to ACRL values change after ACRL has contracted with a conference site.*

10.0 ACRL & Choice FY20 Quarterly Report (Allen/Davis/Cummings) #4.0, #4.1, #5.0

ALA financial reports are unavailable, which is due to ALA outsourcing some of its accounting processes and training taking longer than expected. Due to COVID-19, ACRL has canceled or postponed several in-person events, including Immersion, RBMS, RoadShows, and some consulting, resulting in reduced revenues.

Choice also does not have up-to-date financial reports from ALA. Choice is expecting to see revenue staying fairly stable. Subscriptions revenue is recognized over a twelve-month period,

¹ American Library Association. "ACRL national conference moves to Salt Lake City." *College & Research Libraries News* [Online], 52.4 (1991): 254-255.

and so far Choice has not seen a dramatic decrease in circulation. Choice is planning a new podcast series to begin in June 2020, which could bring in more ad revenue. Due to the hiring freeze, Choice will not replace an editor who left in the fall.

11.0 ACRL & Choice FY21 Budget (Allen/Davis/Cummings) #17.0, #17.1, #17.2

ACRL Budget and Finance Chair Carolyn Allen shared that more information is needed on the impact of COVID-19 to fully understand the FY21 budget. The Board agreed that it could make adjustments later this summer if needed.

Staff will continue to monitor the impact of COVID-19 on the upcoming ACRL 2021 Conference in Seattle. Adjustments may need to be made to revenue expectations, but it is still premature to revise.

The ALA Board is considering approving twenty-eight furlough days for all ALA staff to help with budget shortfalls. If approved, there will 10% saved from the ACRL budget.

12.0 New Roles and Changing Landscapes (Davidson) #3.0, #18.0

ACRL Director-at-large referred the Board to the ACRL New Roles and Changing Landscapes (NRCL) Committee's discussion form in the packet. The committee would like feedback on its next constellation topic, and proposed four constellations: Open Science/Knowledge, Assessment Librarian, User Experience/Anthropologist Librarian, Digital Humanities Librarian.

Jolie O. Graybill, NRCL Chair, was welcomed to the meeting. The Board asked how the committee determines possible constellations. Graybill reported that the committee completes an environmental scan of the association. Graybill advised that NRCL's found that another group in ACRL is working on assessment, but that NRCL's constellation will have a different focus.

The Board overall supported any of the four constellations, and agreed that all of the constellations could be seen as "new roles" if they were looked at through a new lens due to the impact of COVID-19 on academic institutions and librarians. In the current academic climate, the Board recommended that User Experience/Anthropologist Librarian, Assessment Librarian, and Open Science/Knowledge would be the most pertinent.

13.0 New Business (Munro)

13.1 EDI Committee Update (Chadwell)

ACRL Director-at-large Faye Chadwell reported that she has met recently with the ACRL Equity, Diversity and Inclusion Committee chairs, and that the committee is working on its year-end report and work plan.

13.2 Reminder that SPOS has moved from a fall meeting to a one-day meeting in advance of the ACRL 2021 Conference in Seattle. (Cawthorne)

ACRL Vice-President Jon Cawthorne reminded the Board that its Strategic Planning and Orientation Session (SPOS) has moved from the fall to April 13, 2021, in advance of the ACRL 2021 Conference in Seattle.

13.3 Choice (Mark Cummings)

Choice Editor and Publisher Mark Cummings read a thank you note from Choice staff acknowledging ACRL Executive Director Mary Ellen Davis' many contributions to the organization, and wished her well in her retirement.

13.4 Resolution (Munro)

ACRL President Karen Munro, along with Board and staff members, read a resolution in honor of ACRL Executive Director Mary Ellen K. Davis, "in recognition of her thirty-six years of service and the significant contributions she has made to the Association, the Association of College and Research Libraries," and presented her with the title of ACRL Executive Director Emerita. This resolution will be sent on to ALA Council.

14.0 Adjournment (Munro)

Motion: ACRL Director-at-large Emily Daly moved that the ACRL Board of Directors adjourn its meeting at 4:17 p.m. central.

Action: The ACRL Board of Directors adjourned its meeting at 4:17 p.m. central.

-Proceedings submitted by ACRL Program Manager for Strategic Initiatives Allison Payne