

**NJLA College and University Section
ACRL/NJ Chapter
Executive Board Meeting
Minutes
Oct. 1, 2004**

**Alexander Library, Rutgers-New Brunswick; Sprague Library, Montclair State University;
and Potter Library, Ramapo College**

Present: Ruth Hamann, Karen Hartman, Nancy Madacsi, Mary Mallery, Marc Meola, Penny Page (Rutgers); Nicole Cooke, Fran Kaufmann, Carol Nurse, Luis Rodriguez (Montclair); Judith Jeney and Annemarie Marcarenhas (Ramapo)

Call to order: 10:08 a.m.

Minutes: The minutes were approved with one revision—the September NJLA Executive Board meeting was held at Emerson Public Library (from NJLA Liaison's report).

President's report—Fran Kaufmann

Fran attended the recent NJLA Conference Planning Committee meeting. All those who want to do programs must submit a preliminary proposal with budget request by October 15. This is especially important for scheduling programs requesting extra time or with other special considerations. It is okay to send in preliminary proposals if information isn't complete or confirmed, but the final proposal (due Dec. 1) must be complete. Remember NJLA doesn't supply special equipment (except for screens); if your program needs a laptop with projector please bring them with you. The cost is much too high to rent them from the hotel. Also, do not count on having Internet connections. If speakers do have websites that they would like people to know about, NJLA may be able to put this information in the conference program.

The College and University luncheon is scheduled for Wednesday, April 13. Since earlier feedback cited the need to have more time for networking, Fran will ask for a longer session from 11:30 a.m.-2:00 p.m. The first half hour will be for informal networking, then the formal program with awards presentations and speaker will run from noon-1:30. This will allow time for attendees to get to their next programs without leaving early. We will also ask to have the speaker's lunch served earlier (at beginning of formal program), so she will have some time to eat before speaking.

NJLA is very enthusiastic about our co-sponsoring poster sessions with the Technical Services section.

The organizers for the VALE Users Conference on Jan. 6 are encouraging our committees to submit proposals for breakout or poster sessions in the afternoon. Carol Nurse will do a poster on ACRL/NJ membership. There may also be posters on electronic reserves and on Q & A NJ. The

deadline is Oct. 15. Send proposals to Ruth Hamann.

Fran forwarded via email to all board members and committee chairs information about the Excellence in Academic Library Award nominations. These nominations recognize quality and innovation in library service/programming at academic institutions, and the award is \$3000.

Committee reports:

User Education—Annemarie Mascarenhas

The committee is submitting a proposal for the NJLA conference; Vibiana Bowman will do a session on plagiarism. The next meeting will be Oct. 15 at Bergen Community College. Vice Chair Karen Topham will attend the Oct. 22 membership program at Caldwell College and will say a few words about the committee and its activities. The committee is also discussing ideas for a one-day workshop in the spring.

Newsletter—Nicole Cooke

The fall issue is done and has been sent to Connie Paul at the Central Jersey Regional Library Co-op for color printing. Copies will then be forwarded to Pat Fazio for mailing to members.

Membership—Carole Nurse

The speakers for our Oct. 22 membership program have submitted their topics:

- Luis Rodriguez: Impress your friends and influence your representatives
- Pat Tumulty: The role and importance of professional associations in advocacy
- Norma Blake: Knowledge Initiative
- Julie Still: Pathways to involvement in political campaigns

Registration has been very slow—we need to recruit more participants. Nicole Cooke will email another copy of the announcement to board members for further distribution. Nancy Madacsi will forward this to the listserv for the Council of Library Deans and Directors, and Penny Page will forward it to the Rutgers University Libraries listserv. Fran will send to Dan O'Connor and ask him to forward to the SCILS listserv. We will only charge students \$5.00 registration fee.

Fran thanked Nicole Cooke for redesigning our brochure and our membership program flyer.

Job Shadowing—Luis Rodriguez

Luis sent out program information to library schools in the area—SCILS, Pratt, Drexel, St. John's and LIU. He will also send to Connecticut and to Syracuse, which have distance learning programs. There are fewer librarians volunteering so far this year. Ruth Hamann and Nancy Madacsi both asked to be on the list.

Legislative Representative—Luis Rodriguez

Not much legislative information has come in lately. Luis will continue to forward any legislative alerts to ACALIBS. He sent an article for the newsletter on the Database Protection Bill.

Research Committee—Karen Hartman

The committee is meeting Oct. 8 at Seton Hall. They will be submitting a proposal to do the Research Forum again at the conference and will explore ideas for a possible second program.

Technology Committee—Mary Mallery (for Belicose and Deng)

The committee will be meeting Oct. 15 at Brookdale. Barabara Belicose will send an announcement to the VALE and ACALIB listservs to solicit new members. This is a good idea for all committees to recruit new membership. If anyone has projects that might be appropriate for the Technology and Innovation Award, please send information to Barbara or to Margaret Deng.

NJLA Liaison—Nancy Madacsi

Nancy attended the latest meeting of the Council of Library Deans and Directors. The focus was on the Knowledge Initiative. Forms for institutional commitments should be submitted by Oct. 1 for participation. Nancy distributed our section brochures and informed the Council of our Oct. 22 membership program; she emphasized the importance of becoming involved in the association.

Nancy also attended the NJLA September Executive Board meeting at Emerson and distributed our brochure.

Web Coordinator—Mary Mallery

If any committees have material on new activities, please forward to Mary for the website.

Distinguished Service Award—Marc Meola

We will use the same timelines as last year. The call for nominations will go out by Dec. 1, and the deadline for nominations will be early February.

Old Business:

NJLA Poster Sessions—Mary Mallery

The Conference Planning Committee has approved our proposal to co-sponsor poster sessions with the Technical Services Section. We can have two sessions per day (morning and afternoon) with six tables for each. Academic libraries would have their sessions on Wednesday, and other libraries would have their sessions on Tuesday. Whether we need that many sessions will depend on how many submissions we get. Amy Job and Mary are working on a proposal submission form for the website. Also, Fran and Mary will do a workshop Nov. 1 at Monmouth County

Library on how to do poster sessions. Mary will distribute an email with a link to the conference program for the recent PA Library Association conference, which gives a list of poster presentations that were done there. The deadline for poster session proposals will be Jan. 14.

Bylaws Revisions—Penny Page

Penny led discussion on proposed amendments to our bylaws to reflect current practices. In Article VI on Dues, we will change our membership year to the fiscal year to coincide with NJLA.

In Article VII dealing with Officers, we are changing the date for assuming office to July 1. Judith suggested that the title of Secretary-Treasurer be changed to Secretary throughout the bylaws, since this position does not handle the budget or any funds. Penny will make this change.

In Article X on Committees, we are clarifying the process by which committee chairs are designated and committee members are recruited. Committees will elect/designate their own chairs and will inform the incoming President of the Section by July 1. If a committee hasn't selected a chair by that date, the President can appoint a chair with approval of the Executive Board. Committee chairs will recruit committee members. Chairs will serve for two years. We will continue our informal procedure (not in the bylaws) of the incoming President contacting outgoing committee chairs to invite their successors to attend our final meeting of the academic year.

In Article XI on Nominations and Elections, the Nominating Committee (appointed by the President of the Section) can have a maximum of three persons. Ballots will be mailed by March 1 and must be received by deadline set by NJLA. We are removing language about nomination petitions needing ten signatures, and there will be no minimum number (above one) of nominations needed for each position.

The need for a petition signed by at least ten members of the section to submit bylaws revisions to the Executive Board will be eliminated from Article XV on Amendment of Bylaws.

Penny will incorporate all feedback from the discussion into the proposed revisions, and she will submit a final draft to the Executive Board, with the announcement for the November 5 meeting, at least ten days prior to the meeting.

Next meeting: Friday, Nov. 5 at SCILS. There will be no teleconferencing for this meeting. Penny will send out parking permits.

Adjournment: 11:15 a.m.

Respectfully submitted,

Penny B. Page
Secretary