NAME OF COMMITTEE: ACRL-OR Board

DATE: 5/10/19  LOCATION: Online  PREPARED BY: Candise Branum

PRESENT:
Online - Candise, Meredith, Patrick, Steve, Arlene, Janet, Angie, Kim, Aja, Chris Sarah

NOT PRESENT: Katherine, Sarah, Rick

AGENDA:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>Announcements</td>
<td>The documentation for Memberclicks email was wrong. It’s been updated, but it means that we weren’t contacting newer members</td>
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<td>Approve minutes</td>
<td>Steve makes motion to approve minutes, Candise seconds. Unanimously approved.</td>
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<tr>
<td>ACRL-OR Conference Code of Conduct draft (Meredith)</td>
<td>We all contributed to the Code of Conduct – this can be a living document and can be revised / revisited. Janet makes a motion to approve the document; Steve seconds. Unanimously approved.</td>
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<td>ACRL-OR Blog content creation responsibilities (Meredith)</td>
<td>Meredith noted that we sometimes send emails to the ACRL-Oregon members, but forget to add the content to the blog. Candise will add documentation to the email instructions reminding people to add content to the blog.</td>
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<td>Blog comment policy (Aja)</td>
<td>Patrick makes motion to adopt this policy; Janet seconds. Unanimously approved. Aja suggests adding the policy as a free-standing page (on the sidebar). Aja: will add the Blog Comment Policy and the Code of Conduct to the website.</td>
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| Documentation project (Meredith) | We are nearly done with moving everything over from the wiki. Award for Excellence section is the only thing that needs to be pulled over still; Meredith suggests someone from the Scholarship Committee do that. The green items should be archived; Arlene will check to make sure.  
  - Inventory  
  - Folder for documenting | Arlene: will check on the “green” items in the documentation project to see if they have been archived. Everyone: look at their role and and committees they have been on, and make sure everything is documented. Make sure to add |
| **ACRL-OR Nominating Committee (Candise)** | Finding candidates to run for the Board is an ongoing issue, and ACRL-Oregon isn’t alone in this. Candise reached out to other OLA committees about what they are doing to remedy this, but didn’t get any responses.  

**Ideas for finding nominations:**  
- tracking where there are new people -- i.e., knowing that Angie is going to be hiring at Reed.  
- People can ignore emails, and calling on the phone could be effective  
- Add information to the call for nominations:  
  - about time commitment: asynchronous, online work, job duties  
  - Benefits: working on important issues, something to put on the CV, etc.  
- Creating a list of people who are engaging in ACRL-OR via webinars, Menucha, etc. Also, making announcements at those events or putting language on evaluation forms that invite people to volunteer for projects or for the Board  
- Asking members who are not on the Board to work on conference planning?  
- Janet asked if it is possible to get a list of all academic librarians in Oregon -- there are a ton of librarians who would serve but are ignored b/c they are not ACRL members. Aja and Arlene suggests using our members at large to look at the liaison list and link to staff pages so we can have a list of employees readily available.  

**THE BEST IDEA:** Janet suggests using the at-large positions to work on outreach / member services. The membership person also serve on the Nominating Committee. We could really codify the member-at-large roles to have specific responsibilities -- this could also include leading the Scholarship Committee |  
| Arlene: will update the liaison list to include links out to the staff pages  
Meredith: will start a doc about the member-at-large positions  
Candise: will add tips to the Nominating Committee documentation |  
| **ACRL-OR Webinars Update (Meredith)** | The pilot went really well -- was well attended. | Meredith: will send out Doodle poll and set up meeting w/ |
ACRL national uses YouTube for their videos -- we have a YouTube account, and this would be a great way to get those videos out there. Aja will look at putting these on the website, as well as uploading them to YouTube.

### OLA/WLA Updates

- **Pre-conference report (Patrick)**
  We had nine paid and registered, but only six showed up; four academic librarians, a school librarian, and a public librarian.

- **Reception report (Arlene and Kim)**
  We still had a hard time figuring out how many to expect -- we might want to do some kind of registration so we don't have a ton of food left over. Kim mentioned in the past when we could order food as we go was much better than having to order buffet in advance.

### April OLA Board Meeting Updates (Meredith)

- LIRT was on the verge of folding, but Kim was just voted in as the Chair.
- OLA Board is now fully insured (which includes the divisions).
- Annual reporting is soon. Meredith will share that with everyone once she gets the document.
- There is talk about OLA membership dues increasing.
- Pacific University is not going to be hosting OLA Quarterly. OSU and PSU are willing (though OSU is the most likely partner).
- OLA will not be having a conference in spring 2020 because PNLA will be having their conference in Portland at that time. Meredith suggest having a conference or unconference so academic librarians have something to attend!
  - Perhaps having a permanent committee (not Board members) to work on this.

### Scholarship committee updates (Steve)

- Next round goes out in June.

### State Library updates (Arlene)

- The new State Librarian (Jennifer Patterson) will hopefully be starting next week. If you have any suggestions for events where she can meet academic librarians, please let Arlene know.
- Arlene will invite her to the next ACRL-OR meeting, which is the summer transition meeting
- Tamera is taking maternity leave in the summer, and Arlene will be taking over as the point person for that program.
Legislative rep report (Kim)

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<td>● HB 2243 (definition of the library) is going to Senate</td>
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<td>● HB 2213 (textbook affordability) is in committee</td>
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<td>● HB 2214 (OER) still in house committee</td>
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Kim got an email from ACRL National saying 2020 funding including a big increase to IMLS and LSTA. Our Oregon reps are all on board, but still needs to pass.

ACRL-OR member access to archived ACRL webinars (Aja)

| No update, but Aja will send out an email. |

Aja: will send out an email about ACRL-OR access to archive webinars.

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<td>July 26th 12pm-3pm, Oregon College of Oriental Medicine</td>
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**Action items by individual**

**Everyone:**
- needs to look at their role and committees they have been on, and make sure everything is documented. Make sure to add updated date. Due by the next meeting (July).

**Scholarship committee members:**
- Move over the content from the wiki on this page: Appendix Q: ACRL Oregon Award for Excellence

**Arlene**
- will check on the “green” items in the documentation project to see if they have been archived.
- will update the liaison list documentation to include links out to the staff pages

**Aja**
- will add the *Blog Comment Policy* and the *Code of Conduct* to the website.
- will look at putting webinars on the website, as well as uploading them to YouTube.
- will send out an email about ACRL-OR access to archive webinars.

**Candise:**
- will add documentation to the email instructions reminding people to add content to the blog.
- will add tips to the Nominating Committee documentation

**Meredith:**
- will start a doc about the member-at-large positions
- will send out Doodle poll and set up meeting w/ Webinar Committee to continue the program
- will put 2022 conference on the next agenda