## NAME OF COMMITTEE: 
ACRL-OR Board

### PRESENT:
In-person: Meredith, Janet, Katherine, Candise, Patrick, Kim  
Virtual: Steve, Aja, Tamara, Rick, Chris, Sarah

### NOT PRESENT: Angie

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tr>
<td><strong>Approve minutes (Meredith)</strong></td>
<td>Janet motioned to approve the seconds. Candise seconded. Minutes unanimously approved.</td>
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| **Keynotes (Janet)** | Still checking in with Loida about getting to and from the conference, but everyone has money from their respective orgs for travel.  
We need to schedule dinner with them. They’ll be staying at the Kennedy School, so we’ll just have dinner there. | **Janet** would like people to let her know by October 5th if you will be attending the dinner so she can make reservations.  
**Meredith** will find out how much was spent on speaker gift baskets in the past.  
Based on what Meredith finds, **Janet** will make gift baskets. |
| **Programs (Meredith)** | Two-day “Elevator speech” workshop.  
- 10 min for writing, 20 min for speed chats.  
- Write out elevator speech and mail it to themselves  
Lightning talks  
- Meredith asked that people send materials in powerpoint or PDF  
- Chris asks if we need to bring our own projector -- Steve isn’t sure, so he will ask if we need that and a screen | **Steve** will contact Menucha to see if they provide a projector and screen, and how many easels they can provide..  
**Sarah or Kim** will confirm with any poster sessions who have not confirmed, and will update the shared spreadsheet with any new confirmations.  
**Aja** will add confirmed lightning talks and poster sessions to the online info page. |
| **Schedule** |  | **Meredith** will confirm the schedule and let Janet know.  
Janet will make schedule/posters |
| **Poster session**  
**Kim/Sara/Meredith** | Meredith notified the poster presenters of their acceptance. |
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<td><strong>Swag (Kim)</strong></td>
<td>The mugs have arrived! They look very nice.</td>
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| **Scholarships (Steve)** | 9 openings and 8 applications, and all were awarded. Three have not responded yet.  
Steve noted that some of the applicants were weak or not really geared towards academic librarianship, and would like to talk in the future about whittling it down to two to make it actually competitive. |
| **ACRL-OR Award for Excellence (Meredith)** | We are a bit behind schedule, but it’s moving forward.  
PROJECT: Creating learning outcomes for K-13. This will affect school librarians, as well as how academic librarians teach information literacy. |
| **Evaluation (Tamara)** | It’s ready to go! |

**OLA/WLA CONFERENCE**

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<th><strong>Proposals due October 29</strong></th>
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| **Do we want to sponsor a preconference?**  
(Meredith/ Patrick/all) | The date was extended, so we have time to discuss if we want to sponsor a pre-conference. Janet notes that it is not mandatory that we do this, but historically is something that we do and would be a good idea.  
Kim suggest seeing if we could co-sponsor a pre-conference with IFC about advocacy. We could also try to find a topic that appeals to multiple types of librarians -- possibly with the Staff Training Roundtable. |
| **Program committee**  
**What does it entail?**  
(Sarah) | Looking at proposals and whatnot. Short timeline, but possibly a lot of work.  
We’ll wait to hear from Sue to connect Candise with that group. |
| **Conference reception**  
(Meredith) | Once Meredith gets clarity about whether we can get space at the hotel, she will pass that info on to Kim and Arleen. If we can’t get room at the hotel, we’ll need to book something else. |
| **Updates from OLA**  
(Meredith/Steve) |  |
| **Task force to review dues**  
(Steve) | Allows the number of scholarships we can provide. Due Dec 14th. We can just modify the old application. |
| **People for Oregon Libraries PAC (Meredith)** | Meredith suggests that we write a blog post about the PAC, since most people probably don’t know about it. |
| **Zoom Web Conferencing (Meredith)** | This is our last meeting with GoTo Conference -- we’ll be using Zoom starting next meeting (December). |
| **2/12/2019 is OLA Day at the Capitol (Meredith)** | Kim will find out more and provide information at the next meeting. |

*Meredith and Patrick will look into this, maybe even planning something themselves.*

*Meredith will contact Sue / Lacy and find out if we can have space at the hotel for the reception.*
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<th>Details</th>
<th>Assignee</th>
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<tbody>
<tr>
<td>Contacting new ACRL-OR members (Meredith)</td>
<td>Do we have any contact with new members? Steve has some boilerplate language that he sends to new members. It is not automated.</td>
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<td>Menucha Registration (Angie)</td>
<td>67 people registered -- 23 for pre-conference. They will let the pre-conference presenter know the final number of attendees.</td>
<td>Kim will send Aja a photo of the swag mugs for social media.</td>
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<td>Legislative updates (Kim)</td>
<td>Spoke out against the 4-month embargo on ebook sales to libraries.</td>
<td>Aja will send out an email reminder, including info about lightning talks.</td>
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<td>State Library Report (Tamara)</td>
<td>There is a new website. This is Tamara’s last meeting :(</td>
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<td>Documenting what each committee/position does (Meredith)</td>
<td>There is a folder in the shared Google folder called, “Position Descriptions.” Please use these descriptions to help you in your work, and update / modify as necessary. This will make it so we don’t have to reinvent the wheel every year.</td>
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<tr>
<td>Next Meeting</td>
<td>December 14th at 12pm online via Zoom.</td>
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**Action items:**

**EVERYONE:**
- let Janet know by October 5th if you will be attending the dinner so she can make reservations.

**MEREDITH:**
- look into a pre-conference session for OLA/WLA, maybe even planning something themselves.
- contact Sue / Lacy and find out if we can have space at the hotel for the reception.
- write a blog post on the topic.
- confirm the schedule and let Janet know.
- find out how much was spent on speaker gift baskets in the past.

**STEVE:**
- contact Menucha to see if they provide a projector and screen, and how many easels they can provide.

**PATRICK:**
- look into a pre-conference session for OLA/WLA, maybe even planning something themselves.

**JANET:**
- make schedule / posters
- based on what Meredith finds about previous spending on gift baskets, Janet will put these together.

**AJA:**
- send out an email reminder, including info about lightning talks.
- add confirmed lightning talks and poster sessions to the online info page.
KIM:

- Confirm with any poster sessions who have not confirmed, and will update the shared spreadsheet with any new confirmations.
- Send Aja a photo of the swag mugs for social media.
- Find out more and provide information at the next meeting concerning OLA Legislative Day in Salem.