

**ACRL Literatures in English Section – Annual 2011
Executive Committee Meetings (Combined Minutes)**

New Orleans, LA

Saturday, June 25, 2011, 8:00am–10:00am, Marriott New Orleans, Regent Room

Monday, June 27, 2011, 10:30am–12:00pm, Marriott New Orleans, Regent Room

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In attendance: Liorah Golomb (Chair), Faye Christenberry (Vice Chair/Chair Elect), Angela Courtney (Past Chair), Tim Hackman (Secretary), Melissa Van Vuuren (Member-at-Large), Jaena Alabi (Membership, Reference Discussion Group), Frank Gravier (Planning), Harriett Green (New Members Discussion Group), Steven Harris (Nominations), Shawn Martin (Conference Planning 2012), David Oberhelman (Virtual Participation, Nominations), Chris Ruotolo (Publications), Amanda Rust (Publications, Virtual Participation)

Guests: Sarah G. Wenzel (ACRL/MLA Liaison), Beth Dupuis (ACRL Board Liaison)

Monday, June 27, 2011 10:30a – 12:00p Marriott New Orleans, Regent Room

In attendance: Liorah Golomb (chair), Faye Christenberry (Vice Chair/Chair Elect), Angela Courtney (Past Chair), Tim Hackman (Secretary), Melissa Van Vuuren (Member-at-Large), John Glover (BiblioNotes editor), Frank Gravier (Planning), Harriett Green (New Members Discussion Group), Steven Harris (Nominations), Millie Jackson (video task force), Shawn Martin (Conference Planning 2012), David Oberhelman (Virtual Participation, Nominations), Chris Ruotolo (Publications), Amanda Rust (Publications, Virtual Participation)

Guests: Adam Burling (ACRL)

I. Welcome and Introductions (Golomb)

The Chair thanked Exec members for their hard work during the previous year and offered congratulations to incoming officers.

II. Approval of Agenda (Golomb)

Agenda was distributed via email. Agenda was approved with no changes.

III. Approval of Minutes from Midwinter 2011 (Hackman)

Minutes were approved with no changes. Hackman will post the finalized minutes to the Wiki and send a copy to Adam Burling for ACRL's records.

IV. Announcements from the Chair (Golomb)

This conference marks Beth Dupuis's last as LES's ACRL Board Liaison. Golomb thanked her for her service. The new liaison is Irene Herold. Rust will add her to the LES-Exec email list.

V. Announcements from ACRL Leadership Council (Golomb, Christenberry)

Golomb and Christenberry gave a brief recap of the Council meeting, which featured a guest presenter from the Harvard Institute for Leadership. Slots are open for the Institute if LES members are interested in applying. Additional updates from the Council are reported below in *VIII: ACRL Board Update*.

VI. Report from MLA Liaison (Wenzel)

Wenzel reported on her term as the first-ever liaison from LES and WESS to MLA. She has submitted a report to the Council of Liaisons, and is attending a council meeting on Saturday, 6/25, to report in person. The Liaison System is being revamped, which may result in some changes to funding; no additional information about the changes is available right now.

Jim Kelly (University of Massachusetts, Amherst) wrote minutes for the libraries discussion group at MLA, which were distributed via LES-L on January 11, 2011. The abstracts from the panel can be found at <http://guides.library.umass.edu/MLA2011>.

There is currently one opening for a Discussion Group member; applicants must be MLA members and the term is five years, with progressively increasing responsibilities (e.g., group member becomes chair in his or her fourth year.)

For the next MLA Annual Conference in Seattle, January 2012, the group is planning a panel with the Learned Journals group entitled "Learned Journals and Libraries: Knowledge Economies and Economics of Knowledge," as well as a Discussion Group entitled "Preservation Is (Not) Just Another Word for Nothing Left to Lose."

Wenzel also reported on a joint initiative by the Council of Independent Colleges, MLA, and ACRL, supported by Mellon Foundation, to allow students, faculty and libraries to support information fluency in the literature disciplines. This may be a program in which LES can be involved in the future.

Wenzel will write a summary of her experience for BiblioNotes, and possibly for the blog. Golomb thanked her for her efforts on behalf of LES/WESS.

VII. ACRL Announcements (Burling)

Burling thanked everyone for attending Annual; the city of New Orleans is very appreciative of ALA's visits in 2006 and again this year.

Budget deadline is August 15. Basic Services funds do not roll over and must be spent by this date. FY2012 budget numbers will be released in October, based on membership at the end of August. Membership often declines in non-conference years (like FY12). Other funds like those from Friends of ACRL (from which LES received \$325 for coffee cards for the job shadowing program) also do not roll over.

Dawn Mueller is available to help with designing membership materials.

Golomb informed Burling of Exec's approval of funds for Virtual Participation (see XIII.h., below). The Webex subscription will need to be paid by a member and subsequently reimbursed by ACRL. Burling will be interested in LES's feedback on the software and our experience of holding virtual meetings, as they may be looking for a new system as well. Since we will not be using ACRL's in-house meeting software, they will not assist with Webex in any way.

VIII. ACRL Board Update (Dupuis)

ACRL's increasing dues structure was approved. The initial increase will be only a few dollars; future increases will follow the Higher Education Price Index (HEPI).

There was a report from a task force on the various kinds of groups within ACRL; the task force recommended the use of just two types of groups, Discussion Groups and Sections. The new guidelines, effective August 2013, will allow for new groups and sections to be created if there is sufficient interest. Discussions about the roles of these groups (and especially re: nominations and elections) will be ongoing, so LES and other Sections should pay attention and contribute as possible.

The ACRL Plan for Excellence was approved. One committee will be created for each of the three focus areas in the Plan. Key Performance Indicators will be published so members can keep track of the organization's progress.

IX. General Membership Meeting (Alabi)

The meeting was held Saturday, June 25, 2011, 4:00-5:30pm in New Orleans Marriott, room Mardi Gras H. Golomb gave an update on the activities of LES Exec. The theme of the discussion was "tension," specifically tensions within English departments/disciplines for collections spending and library services, and administrative pressures on departments to justify their existences.

X. Annual 2011 Social Events Update (Oberhelman)

Saturday's LES Social was held at Lucy's Retired Surfers Bar, 701 Tchoupitoulas. LES paid for appetizers. Thanks to Oberhelman for the considerable work involved in making these arrangements.

XI. Old Business

a. Review of 2011/2012 LES Budget; Forecasts for 2012/2013 Budget

LES received \$1,263 in 2011/2012. Expenditures this year were: social hour at Midwinter San Diego and New Orleans Literary Walking Tour. We have a balance of \$995 to be spent by August 31. Golomb highlighted other attempts to spend money for the video project, MLA Liaison, etc., but all of these special projects came with extra funds from ACRL.

The budget for 2012/2013 should be about the same. Expenditures for next year will include \$500 for co-sponsoring (with WESS) an Emerging Leader, and expenses related to conference and pre-conference programs not covered by ACRL. There is no Wiki fee this year. Oberhelman suggested a subscription for Webex/Go To Meeting or similar software to facilitate virtual meetings; he'll look into prices.

XII. New Business

a. Discussion on holding virtual meetings during ALA Midwinter 2012, Dallas

There was a wide ranging discussion on logistics and issues to consider for holding our Midwinter business meetings virtually. Highlights:

- There should be good example of timelines/guidelines from the Instruction Section. Burling knows of other sections doing virtual meetings to whom we can look for examples. Green recently participated in a virtual meeting coordinated by ALA; she'll share information on that meeting as it may be a system we can use.
- Oberhelman has looked into virtual meeting software such as Webex and Go To Meeting; most programs have limits on the number of people who can use it at one time. Relatively small numbers of users come at a reasonable fee; larger numbers of users fall into "corporate" pricing models that are out of our league. Dupuis will check with ACRL to see if they would consider coordinating a technology purchase association-wide to save money and time.
 - Exec, in the second meeting, approved purchase of a one-year WebEx package for 25 users (@ \$468 for one year)
- Committees may choose to hold their meetings in a variety of formats, but Executive Committee meetings should be synchronous. Different modes may work well for different kinds of committees. Teleconferencing, for example, works well for groups like Publications where there is more reporting than discussion. Virtual meetings wouldn't need to be held during conference; they could be held after so that committee developments that occur during the conference can be reported. As a group, we should make better use of the email list to give reports and begin discussion before the conference.
- Rust has created a "Best Practices" document, which she'll move to the LES Wiki. The most difficult piece is moderating discussions, especially for "hybrid" groups with both "voice" and "chat" participants. One suggestion is to appoint a moderator to handle the discussion in addition to the chair who runs the business of the meeting. This will be especially tricky for Discussion Group leaders; the technology we choose should allow moderators to prioritize speakers, block people who are monopolizing conversation, etc. As Member-at-Large, Oberhelman will continue to work with Discussion Groups on holding their meetings virtually.
- The Virtual Participation Committee will work on a meeting timeline by mid-August. By mid-August Golomb and Christenberry will develop a plan for the Executive Committee meetings; other committees should also connect with the Virtual Participation Committee by mid-August to discuss options. Meetings need to be announced or listed online to comply with ACRL's open meetings policy.

b. Discussion and vote on appointment of Biblio Notes editor

Carrie Wajda cannot continue as BiblioNotes editor. Golomb put out an email call for volunteers and heard from one: John Glover, Virginia Commonwealth University. Glover is also a member of the Publications Committee. The Committee reviewed Glover's qualifications; Golomb moved, Harris seconded, and the Executive Committee unanimously voted to approve his appointment as BiblioNotes editor.

c. Discussion and vote on revisions to LES Governance Procedures (Gravier)

LES Governance Procedures have been updated to reflect changes to committees made by the Executive Committee, most notably the creation of the Virtual Participation Committee. Alabi moved, Van Vuuren seconded, and the Executive Committee unanimously voted to approve the changes. Thanks to Gravier and the Planning Committee for their work on this matter.

d. In light of developments regarding the formation of new Groups and Sections (see *VIII.*, above) Van Vuuren raised the question of establishing a petition to start a Digital Humanities Discussion Group at Annual 2012. She will set up a form on Google Docs to collect the required 25 signatures, and will put out a call to LES and WESS members.

XIII. Reports

a. Chair (Golomb)

ACRL has asked all sections to complete a survey, highlighting the ways they have worked to advance the goals of the new Strategic Plan. Golomb will complete the survey with input from Christenberry and submit it by the July 15 deadline. Accomplishments to be highlighted include the updated planning documents and research competencies, the MLA Liaison and discussion group, the upcoming preconference on digital humanities, and the recruitment video.

b. Vice Chair/Chair Elect (Christenberry)

All remaining committee vacancies have been filled. Oberhelman will continue as Chair of Virtual Participation. Golomb will take over leadership of the Job Shadowing program.

c. Past Chair (Courtney)

Courtney has been working with Van Vuuren and Green on a proposal for a day-long Digital Humanities pre-conference at ALA Annual 2012, which has been approved. There will be a panel discussion and a hands-on tool workshop (e.g., text-encoding). The next step is to create a Task Force to organize the pre-conference. ACRL will provide travel funds for speakers.

d. Secretary (Hackman)

No report.

e. Member-at-Large (Van Vuuren)

She is working with Courtney and Green on the Digital Humanities pre-conference for 2012.

f. Membership (Golomb for Alabi)

LES has 600 members as of the end of April; the important membership figure is the total as of the end of August, since that determines our FY2012 budget. Last year we had 550 at the end of August.

Membership is contacting members for updated information for the Directory of LES Literature Librarians. They will update the directory bi-annually, publishing it in PDF on the website as well as posting it on the LES Wiki.

Membership is thinking about discussion topics for the General Membership Forum at Midwinter 2012. So far they are leaning toward something "virtual," e.g., virtual outreach, virtual instruction, etc., or automated collection development. There was a great discussion at this year's forum about the latter topic; look for details in forthcoming minutes.

The group is also contacting librarians who have dropped their LES membership, asking them to complete a brief survey. So far the vast majority of respondents have indicated that they retired, lost their job, or couldn't afford the section fees. So far no one has indicated that they were dissatisfied with LES.

The group's next goal is to contact new ALA members for recruiting.

g. Job Shadowing (Golomb for Hartsell-Gundy)

Golomb will take over as director of the Job Shadowing program. Last year there were 41 requests and 13 potential matches, resulting in 9 shadowing experiences. The 4 matches that have not (yet) resulted in shadowing experiences were due to scheduling difficulties. Hartsell-Gundy targeted advertising of the program to library schools in areas where there were LES volunteers, but there were some areas (especially New York) where interested shadowers greatly outnumbered volunteers. Evaluations of the program have been positive overall, with participants especially being appreciative of the chance to see "behind the scenes" of library work, and to learn about issues faced by librarians and the variety of librarian positions. One suggestion was to create an exit interview form that the mentor and shadower can fill out together at the end of their meeting.

Next steps: update the program website and mentor request form; recruit more mentors from LES and WESS; advertise to library school and other related mailing lists (e.g., New Members, New Lib-L, Next Gen Lib), as well as to English undergraduate departments and honor societies; and mail Starbucks gift cards. Executive Committee members suggested the possibility of virtual connections in areas where there are no available LES/WESS volunteers.

h. Virtual Participation (Oberhelman)

Oberhelman recommends a one-year subscription to Webex for all LES groups to use in holding and facilitating virtual meetings. The software costs \$468 per year, with a cap of 25 simultaneous users, and features chat, simultaneous voice participation

via phone number or voice-over IP, desktop sharing, etc. We can use it for one year as a trial; after that year groups can decide if they want to stick with it or try something else. The software requires one person to serve as “gate-keeper” to initiate meetings; Oberhelman is willing to fill that role. As participation is limited to 25, Golomb suggested posting transcripts for committee meetings (since they conduct LES business), but not for discussion groups (since participants may want freedom to engage in discussion “off the record.”) Discussion Group co-chairs could co-facilitate meetings, with one chair being responsible for meeting content and one for technical issues. Technical support is available from Webex. A question was raised about governance procedures; ALA policy currently states that votes may be taken by email and affirmed at the next “face to face” meeting. ALA may need to change that wording to “synchronous” if they are serious about holding more meetings virtually. Courtney moved, Van Vuuren seconded, and the Executive Committee unanimously voted to approve the motion to spend \$468 to purchase Webex.

Virtual Participation is charged to continue working with LES committees and discussion groups to help facilitate virtual meetings.

i. Planning (Gravier)

Changes to LES Governance Procedures were approved at Saturday’s meeting. Next for the Committee is the Research Competency Guidelines. Planning will do an initial overview, and then form a review committee. They plan to use a checklist created by the Information Literacy Standards committee. They hope to have a draft of the guidelines for review at Midwinter 2012, and a final version for approval at Annual 2012.

Planning is also talking to LES members about what they are looking for from the Section, with a view to changing those demands into long-term goals.

j. Publications (Ruotolo)

LES-L: There are 486 list members currently, up from 450 last year. There has been one occasion of someone writing a blog post that quoted heavily from LES-L discussions. Since LES-L is a closed/moderated list, members should not quote directly from those emails without removing identifying details and/or getting permission from the original poster.

BiblioNotes: New editor John Glover (appointed at Saturday’s meeting) will be sending out calls for newsletter content. Thanks to Glover for taking on this important responsibility.

Website: Migration from Collage to Drupal will take place in the fall. Our relatively new design (which is all table-based) will need to be changed to work with Drupal. The front page especially will need some work. The new system will allow multiple website editors and more dynamic content, and should be easier to update. This is also a good opportunity to update all of the pages on our site. Ruotolo’s term as Publications chair is over, but she will continue one more year as Website Editor.

Bibliography: About 75 records have been converted into Zotero. Incoming Publications member Blake Landor has volunteered to coordinate the conversion project.

Blog: Aaron McCullough is the new blog moderator. Activity on the blog has been low. Golomb encouraged LES members to contribute to discussions by writing comments and/or posts.

Wiki: Activity has been low now that most of the content has been migrated. The Directory of LES Literature Librarians will be converted to PDF and moved to the Website; the bibliography is moving to Zotero. There was some discussion of the best use of the Wiki; one idea is to use it as the group's "toolbox" for sharing information, collection building tools, etc.

k. BiblioNotes Editor (Ruotolo for Wajda)

Covered under Publications, above.

l. Website Editor (Ruotolo)

Covered under Publications, above.

m. Discussion List Moderator (Rust)

Covered under Publications, above.

n. 2012 Conference Program Planning (Martin)

The Committee is working on a program on Copyright and New Media, in cooperation with ACRL committees on copyright and scholarly communication. The first confirmed panelist is Peter Decheiney from University of Pennsylvania, who worked on Digital Millennium Copyright Act (DMCA) exemptions for film studies. Other speakers are still TBD.

o. 2012 Nominating Committee (Oberhelman)

The committee is making great progress, thanks especially to Michaelyn Burnette. The slate of nominees will be confirmed at Midwinter 2012.

p. Reference and Collections Discussion Groups (Golomb for Alabi and DeVoe)

30 people attended Sunday's discussion, and the combined discussion group worked well. Topics included patron-driven acquisitions, embedded librarians, and more. Look for details in forthcoming minutes.

q. New Members Discussion Group (Green)

There was a small turnout (6 people) at Saturday's meeting, but there was a good discussion of outreach to faculty, partnering with faculty on research projects, collection management, etc. Look for details in forthcoming minutes.

r. Promotional Video (Jackson)

Four video interviews have been completed, thanks to participants at Dartmouth, Purchase, University of Alabama Birmingham, and Oklahoma State. The videographer/interviewer declined payment, so the only expense so far has been a Starbucks card for one interviewee. The video should be completed by the end of July.

XIV. Adjourn

Saturday's meeting adjourned at 9:58am.

Monday's meeting adjourned at 11:55am.