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CARLI Board of Directors Minutes for May 23, 2005

Consortium of Academic and Research Libraries in Illinois. Board of Directors

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CARLI Board of Directors Minutes

Meeting 1
May 23, 2005
ILCSO Office
Champaign, IL

Summary of Actions Taken:

- [Bylaws Approved](#)
- [Memorandum of Understanding Approved](#)
- [AVP/ED Job Description Revised and Approved](#)
- [Officers elected for FY 2006](#)

Chair - Mary Munroe

Vice chair/chair elect - Anna Maria Watkin

Past chair (appointed) - David Carlson

- [Committees formed](#)

Personnel: Watkin (chair), Kaufman, Sutton, Jenkins, Tracy (C. Walsh-staff)

Finance: Carlson (chair), Starratt, Drone-Silvers, Welch, Morrissett (C. Walsh- staff)

Membership: K. Walsh, Craig, Kaufman, (Hammerstrand-staff), others suggested: Jim Cubit, Allen Lanham, Sally Duchow, James Huesmann

Public Relations: Barbara Galik (chair), current members of the ILCSO PR

Committee plus Watkin (Board). Charles Larry (NIU) may be asked to join. (Sloan-staff)

Meeting Minutes

Members Attending: David Carlson, Anne Craig, Scott Drone-Silvers, Sylvia Jenkins, Paula Kaufman, Linda Morrissett, Mary Munroe (telephone 11:00 AM – 3:00 PM), Lynn Murphy, Jay Starratt, Dave Stewart, Ellen Sutton, Carla Tracy, Kathleen Walsh, Eric Welch, Anna Maria Watkin

Members Absent: None

Others Attending: Douglas Vinzant

Staff Attending: Elizabeth Clarage, Tom Dorst, Kristine Hammerstrand, Bernie Sloan, Connie Walsh

Meeting called to order at 9:10 AM by David Carlson.

Introductions of all Board members and staff were made.

Carlson announced that Mary Munroe would call in later in the morning. Also, Douglas Vinzant will be delayed with another meeting. The discussion of the search for the Assistant Vice President/ Executive Director (AVP/ED) will be deferred until he arrives.

CARLI Overview:

Carlson discussed the work of the Vision and Leadership Transition Team (VLT), which he chaired. Other CARLI Board members who served on VLT include Anna Maria Watkin, Paula Kaufman, Mary Munroe and Dave Stewart. After much deliberation and in the interest of completing its work in a timely manner, VLT left a number of issues unresolved. Some were ultimately seen as more properly the purview of the new organization's governing board, while others were primarily an issue of time. First and foremost, the Board must address the issues surrounding membership in CARLI. Carlson indicated that, other than Bylaws, which were approved in the membership votes of the legacy consortia, all other VLT documents are provided to the Board for its review and modification, as needed..

Board Organization:

While CARLI does not come into being until July 1, 2005, there are a variety of important housekeeping issues to address, so that CARLI can achieve an active launch.

Carlson recommended that the election of the Board officers be deferred until the end of the meeting, so that potential candidates might get a sense of the commitment needed.

The Agenda was approved.

Action Items:

Jay Starratt moved that the Bylaws developed by VLT and approved by the votes of the memberships of ICCMP, IDAL and ILCSSO be adopted by the Board. Kaufman seconded. Without discussion the **motion passed unanimously**.

Doug Vinzant joined the meeting for the discussion of the Memorandum of Understanding (MOU). He stated that both the VLT, on behalf of the academic library community, and the University of Illinois felt it was important to formalize the expectations of both parties, because there is a substantial amount of money at stake and because the scope of the proposed organization is very broad. Scott Drone-Silvers moved that the Memorandum of Understanding, with the correction noted, be adopted and signed by the chair of the CARLI Board. Kaufman seconded. Without further discussion the **motion passed unanimously**.

AVP/ED Search:

Vinzant led a discussion of the search process being proposed to identify and select the AVP/ED. He stated that one of his goals was to save the Board time in the process by handling the logistics in his office. Vinzant stated that he will be actively engaged in the search process and will be available to consult with the Board throughout the process.

Vinzant reviewed the proposed search process for the Board. A broad and inclusive search committee of 10-12 should effectively reflect the diversity of the organization. The Board reviewed the draft AVP/ED job description. It will be broadly posted and it is expected that the search committee will solicit nominations in order to develop the strongest possible candidate pool. The need for the search committee to actively solicit nominations was stressed.

The general discussion focused on the salary range and the possibility of offering faculty status and tenure to a candidate. Vinzant and staff will explore the options available. The entire schedule is flexible, as long as the Board keeps in mind that modifications will likely impact the starting date for the AVP/ED. Vinzant indicated that his office would do everything possible to keep the demands on search committee and Board members to a minimum, but that this was going to be a real commitment of time and energy that was warranted by the importance of the position. He indicated that he and Stewart would rework the schedule and circulate a revised schedule to the Board.

Vinzant offered to prepare a list of prospective members for a search committee for the Board's consideration in the next day or two, with the final selections to be made next week.

The Board reviewed the AVP/ED job description drafted by VLT. The following revisions were suggested:

- Remove "non-tenure track" from the Position Classification, per earlier discussion.
- Move #3 *Success in managing and motivating staff* from Preferred Qualifications to Minimum Qualifications.
- Move #4 *Executive leadership skills and a broad vision of the challenges and opportunities facing academic libraries* from Preferred Qualifications to Minimum Qualifications.
- Adjust salary range, per earlier discussion.

Vinzant thanked the Board for its commitment and excused himself from the meeting.

Officer election and committee formation:

The Board proceeded to hold the election of officers for FY 2006. Nominations for Chair were Paula Kaufman and Mary Munroe. Munroe was elected by paper ballot. Nomination for Vice Chair/Chair Elect was Anna Maria Watkin. Elected by acclamation. For the transition year David Carlson accepted appointment as Past Chair.

Standing Committees formed:

- Finance Committee appointments: David Carlson (chair), Scott Drone-Silvers, Linda Morrissett, Jay Starratt, Eric Welch. Staff support – Connie Walsh
- Personnel Committee appointments: Anna Maria Watkin (chair), Sylvia Jenkins, Paula Kaufman, Ellen Sutton, Carla Tracy – Staff support – Connie Walsh

- Membership Committee: The Board agreed that the membership in the FY 2006 transition year would be the sum of the memberships of the three merging consortia, but that a Membership Committee was needed to conduct a comprehensive analysis and make recommendations on the ultimate definition and criteria for membership in CARLI. The Board Chair was charged with making final appointments. Volunteers from the Board: Kathleen Walsh, Anne Craig, Paula Kaufman. Suggestions for additional members: Jim Cubit (Lake Forest College), Allen Lanham (EUI), Sally Duchow (Danville Area Community College), James Huesmann (WIU). Staff support – Kristine Hammerstrand
- Public Relations/Communications Committee: The members of the already existing ILCSO PR Committee volunteered to act in that capacity during the transition. The Board accepted the offer with thanks. Anna Maria Watkin will be added to the current roster of David Cassens (SIUE), Barbara Galik (Bradley) (chair), Becky Houghton (Illinois Central College), Toni Tucker (ISU), and Kristen Vogel (Illinois Wesleyan). Staff support – Bernie Sloan

Committees from legacy consortia:

It was noted that a substantial number of committees are currently functioning within the structures of the three legacy consortia. The Board directed that all of these committees and their functions should continue to operate until further notice. The Executive Committee was charged with doing a preliminary review and proposing a course of action at the next meeting.

Staff Reports:

Dave Stewart made a presentation on the current structure and services available to academic libraries from ILCSO, IDAL and ICCMP.

Kristine Hammerstrand reported that a very basic CARLI website had been developed, but that the staff have questions about how to proceed. The Board indicated that a CARLI brand needed to be established quickly, but that extensive functional development should proceed cautiously. There was sentiment that the designations of functions and services needed to begin using the CARLI name as soon as possible. Illinet Online will continue to be the name for the integrated library system. Watkin agreed to lead that effort to develop a CARLI logo through the PR Committee. The goal will be to have a mock up at the June or July meeting. The need for “in person” communication was also noted and the charge to develop a plan was referred to the PR Committee. The PR Committee was also asked to draft an announcement about the formation of CARLI for wide distribution.

Hammerstrand also reported that two CARLI listservs have been established: board@carli.illinois.edu and directors@carli.illinois.edu. Board members can post directly to the former list, while the directors list is moderated by staff. An additional listserv is in development. This will combine all of the large general information lists of the three legacy consortia. It will be used for news of general and broad interest. It was reported that none of the legacy consortia currently have a newsletter. ILCSO and IDAL do rolling News feature on their websites, but do not do an active distribution of news.

Reports from legacy consortia:

Elizabeth Clarage gave a brief overview of current ICCMP services and programs and noted the statement from the ICCMP membership that accompanied their vote to merge.

Tom Dorst gave a brief overview of current IDAL services and programs and noted the memorandum submitted to the Board by the IDAL Steering Committee.

Kristine Hammerstrand gave a brief overview of current ILCSO services and programs and noted results of the Director’s Assembly brainstorming session and the ILCSO Technology Plan for FY 2006.

At the conclusion of the presentations, Kaufman noted that CARLI must establish and clearly articulate a set of values that build upon past success.

Other discussion items:

- The need for an early success. The new consortium will come into existence with unobligated reserves to support new initiatives. It was agreed that the Executive Committee would assume the responsibility for developing the list of potential early success projects.
- The use of consortial names and branding during the transition was discussed. The Board agreed that a complete transition to the CARLI name may take the entire FY 06 transition year. Stewart indicated that the staff could develop with a plan on the implementation of the CARLI name and establishing it as a clearly recognized brand. The Chair will consult with the PR committee chair soon about the issues raised.
- ILCSO is in the process of implementing three digital library products for its members. Since none of them is directly dependent on the integrated system, there is no technological reason why they can not be made more generally available to the broader CARLI membership. The suggestions made will be used by the Executive Committee in its discussion of early successes.

- The IUAG delivery system report that was forwarded from the ILCSO Board of Directors to the CARLI Board was discussed. The Executive Committee was charged with defining the task and appointing a small working group, if necessary. Close consultation with the State Library was urged.

Board of Directors meeting schedule:

The Board decided to meet, at least, monthly for the time being. Members selected the 3rd Friday of the month as their preferred meeting date.

June 17

July 15

August 19

September 16

All meetings to be held in Champaign-Urbana from 10:00 AM – 3:00 PM.

A separate schedule will be established for the Board's Executive Committee (Chair, Past Chair, Chair Elect, AVP/ED)

The meeting was adjourned at 3:00 PM.