



Board Meeting Minutes

December 6, 2021

[Meeting slides](#)

Agenda

Attendees: Heather Bush, Valerie Boulos, Rachel Cooke, Cindy Gruwell, Julie Hornick, Elana Karshmer, Alyssa Koelanes, Cristy Moran, Deborah Prosser, Nancy Schuler, Steven Wade, Clarissa West-White

Call to Order

Amendments to the Agenda

Approval of the Agenda

Old Business

- Review November (Oct 29) [meeting minutes](#)
- Review November (Oct 29) meeting Action Items
 - a. **Action item:** Alyssa will form Nominations Committee
 - i. Alyssa isn't here but Elana reported out that the committee was formed Alyssa, Julie, Clarissa joined and the nominations call went out

New Business

1. Idea for committees reporting (Rachel)
 - a. Shared the Rachel's spreadsheet which is based on an ACRL committee's communications to begin next year
 - b. Google Sheet which has monthly tabs and the ability to see what each committee is working on, the chair(s) would have access to editing the sheet for each committee but links can be shared out to committee members
 - c. Would be updated annually with the new chairs' names and copied year to year
 - d. Would be started now - or when approved - and then a new workbook would be created for the AY 2022-23 - first year, then, would be from Jan to May 2022
 - e. Secretary will link to the Committee Reports heading and additionally send out a link with reminder to review the Committee Reports document
 - f. Aiming to start with January 2022 - Elana encourages Board liaisons and committee members/ chairs on Board to communicate
 - g. Will be housed in the FACRL drive, Rachel will send out a link to the folder
 - h. **Outcome:** Committee Reporting Google Spreadsheet will start being utilized for reports and info sharing starting January 2022
2. FACRL Shared Drive (Nancy)
 - a. Complications have arisen from the originating owner of the drive (Eckerd College, former president Kim Copenhaver) and the resulting ownerships of different files and folders
 - b. Nancy wants to make sure that she knows how the current Drive is structured so she won't

- make changes that don't work
- c. Review of the structure of Google Drive/ account for group users (like a Google school) and distinction between FACRL Shared Drive or a My Drive - Shared Folder to help Board make decision
- d. Google Doc with chart, links, and other explainers for Board members (link)
- e. With both My Drive and the Shared Drive the owners will remain FACRL as opposed to individual owners - currently as they are now. Shared Drive would be easier to transfer documents in their native (Google Docs) format whereas the My Drive would upload to Word docs, etc.
- f. Next Steps: plan to move files by Jan 15, 2022, giving time for any documents/ files/ folders that cannot be shared to be corrected or updated, Nancy will also email to let us know as the changes are occurring
- g. **Action item:** Nancy will start moving files to Shared FACRL Drive on Jan 15, 2022 - emailing to let us know as changes are occurring
- 3. Jan 3rd meeting (Elana)
 - a. **Outcome:** Moving to January 10, 2022 due to holiday break
- 4. All-members meeting (Elana)
 - a. Coincide with Jan. or Feb. meeting?
 - b. Chance to ratify changes to bylaws
 - c. **Outcome:** All-members meeting to be scheduled on February 7, 2022.
 - d. **Action item:** Bylaws document will be sent out to membership in January so that all members attending the February meeting can vote on it.
 - e. Elana's Zoom room with an enterprise license will be sufficient for hosting an all members meeting.
 - f. According to the bylaws the updated bylaws has to be approved by a majority of the membership, so we need an updated member count and will send out the bylaws voting survey to ensure we get the max amount of members to vote (Elana will confirm the rule for ratification in current bylaws)

Officer/Liaison Reports

1. President - Elana Karshmer
 - a. NA
2. President-elect - Rachel Cooke
 - a. NA
3. Past-President - Alyssa Koclanes
 - a. NA
4. Secretary - Cristy Moran
 - a. NA
5. Treasurer - Valerie Boulos
 - a. \$16,371
 - b. GoDaddy re-registration just re-processed
6. Communication Manager - Nancy Schuler
 - a. NA
7. Legislative - Deborah Prosser

- a. NA

Committee Reports

1. Membership - Heather Bush
 - a. Meeting tomorrow
 - b. Asks after the updated ACRL member list - Elana will follow up
2. Marketing and Communications - Nancy Schuler
 - a. NA
3. Nominations - Alyssa Koclanes
 - a. NA
4. Programming - Rachel Cooke
 - a. Meeting soon
5. Conference Program - Clarissa West-White
 - a. Asks who writes the thank you letter for conference - Elana as president will write and send it, Clarissa will follow up with who to email
6. Sponsorship - Valerie Boulos
 - a. NA
7. Scholarship - Julie Hornick
 - a. NA
8. Virtual Conference Logistics - Nancy Schuler
 - a. NA

Review Meeting Outcomes and Action Items

- **Outcome:** Committee Reporting Google Spreadsheet will start being utilized for reports and info sharing starting January 2022
- **Action item:** Nancy will start moving files on Jan 15, 2022 to the Shared FACRL Drive - emailing to let us know as changes are occurring
- **Outcome:** Moving to January 10, 2022 due to holiday break
- **Outcome:** All-members meeting to be scheduled on February 7, 2022.
- **Action item:** Bylaws document will be sent out to membership in January so that all members attending the February meeting can vote on it.
- **January agenda item:** Rachel will discuss sending a poll to membership about 2022 conference and programming.

Announcements

- Next online Board Meeting: Monday, January 10, 2022 at 2PM