

ACRL/OREGON CHAPTER

Advisory Board Meeting

August 22, 1986, 10am, OSU Library, McDonald Room

Corvallis

AGENDA

Introduction and Welcome to new Advisory Board Members

Approval of Minutes

Treasurer's Report - Powell

Membership Report - Powell

Nominating Committee Report - F. Powell

President's Report - Powell

Archives Status - Engle and Wand

OLA Coordination - Wand, Engle, Seaman

Menucha Planning

1. Proposed budget (response to grant requests + attached)
2. Subcommittee reports (attached)
3. Contributed Papers Committee?
4. Program/ schedule
5. ACRL Nat. Officier (JoAn Segal :Host? Content of talk?)

Newsletter

1. Menucha information: Registration, program, etc.
2. Proposed amendments for action at Business Meeting
3. Request to modify membership form

New Business

Next meeting

Hadderman, Margaret  
Natl. Member - n 12/85 - 10/86 Years - 1  
912 Van Buren  
Eugene, OR 97204

Hallberg, Steven  
Natl. Member - n 02/86 - 02/88 Years - 2  
1230 S.W. Park  
Oregon Historical Society Lib.  
Portland, OR 97205

Osheroff, Shiela Keil  
Natl. Member - n 12/85 - 10/87 Years - 2  
1625 NW 23rd  
OSU Kerr Library  
Corvallis, OR 97330

Richards, Diane  
Natl. Member - n 03/86 - 10/87 Years - 1  
4105 SW Hocken #201  
Beaverton, OR 97005

Sharp, Gary  
Natl. Member - n 10/86 - 10/87 Years - 1  
OLA c/o No.Bend Public Library  
North Bend, OR 97459

Snyder, Carol  
Natl. Member - y 08/85 - 10/86 Years - 1  
855 Valleywood Dr. SE  
Salem, OR 97306

Blue Mt. CC  
Blue Mt. CCo,  
Natl. Member - y 10/85 - 10/86 Years - 1  
Box 100  
Pendleton, OR 97801

BNA Corp Library  
Schmidt, Holly  
Natl. Member - y 08/85 - 10/87 Years - 2  
Blackwell North America  
Lake Oswego, OR 97034

Chemeketa  
Cochrane, Linda  
Natl. Member - y 10/85 - 10/86 Years - 1  
684 Illinois Ave. N.E.  
Salem, OR 97301

Subcommittee Tasks

Treasurer (V.P.)

1. Receive registrations
2. Bank money
3. Compile list of registrants with pertinent information
4. Send copies of list of registrants to Packets Comm. Ch., Local Arr. Ch. and Pres. with 48 hours of registration deadline.
5. Pay bills and send reimbursements as needed.

Entertainment Committee

1. Determine nature of entertainment.
2. Contact and make written agreement with outside entertainer(s) regarding fee and services to be performed.
3. Send letter to vendors requesting financial support for entertainment.
4. Purchase and transport to Menucha beverages, cups, plates, napkins, and other supplies as necessary for the party.
5. Arrange for pre-party set-up and post-party clean-up.
6. Send copy of all written correspondence to President.
7. Keep local arrangements committee (M. Seaman, ch.) informed of any special needs at Menucha.
8. Submit all expenses with receipts and itemized reimbursement form to V.P.

Local Arrangements Committee

1. Contact Menucha to determine date and amount of pre-payment. Arrange for payment to be made by V.P.
2. Make food arrangements with Menucha: meal menus, including vegetarian option; breaks (coffee, tea, juice), party snacks. Determine cost of extra food items.
3. Consult with Menucha about when they need to receive meal, linen, and bed counts. Registration deadline should be based on this information.
4. Clarify with Menucha our previous arrangement about wine at the party.
5. Provide head-counts to Menucha as needed, and order beverages for breaks.
6. Arrange for set-up of physical facilities as needed.

Packets and Registration

1. Prepare bibliography of further reading.
2. Prepare list of participants and institution from data supplied by V.P.
3. Prepare request for thank you letters to contributors.
4. Prepare program
5. Have all literature printed and stuff folders.
6. Purchase folders, name tags, and marking pens for registration.
7. Make room assignments: type on labels and affix to folders.
8. Plan registration procedures; make any arrangements for physical set-up through M. Seaman; staff registration desk at conference.
9. Submit all expenses with receipts and itemized reimbursement form to V.P.

10. Conference Evaluation

Papers Evaluation Committee

Estimated Budget  
 MENUCHA CONFERENCE 1986

Estimated Expenses

Conference Center

Dormitory rms. & meals	90 x \$36.00	3240.00
Semi-private rm. & meals	1 x \$44.00	44.00
Party snacks	95 x \$.80	76.00
juice at breaks	50 x \$.40	20.00

subtotal \$3380.00

Speakers

Keynote speakers fee		750.00
<i>omit</i> Paper presenters' travel	6 x \$50.00	300.00)

subtotal 1050.00

Party Expenses

Live music		300.00
Beverage		75.00
Misc. (prizes, decorations, etc.)		25.00

subtotal 400.00

Packets

Folders		30.00
Printing: literature and program		140.00
Supplies (name tags, markers, etc.)		30.00

subtotal 200.00

TOTAL ESTIMATED EXPENSES \$5030.00

Estimated Revenue

Conference registration	84* x \$50.00	4200.00
Grants from foundations		1200.00
Donations from vendors		<del>600.00</del>

TOTAL ESTIMATED REVENUE \$6000.00

*Break for early reg.*

~~300.00~~ *probable*

\* 90 Registrants less keynote & paper givers (6)

PROPOSED AMENDMENTS

Article V (paragraph 5)

currently reads:

Recorder and Newsletter Editor: The President will appoint two members of the Advisory Board to serve one-year terms as Recorder and Newsletter editor.

change to:

Recorder: The president will appoint a member of the Advisory Board to serve a one year term as recorder.

New Article VII Newsletter Editor

The President will appoint a newsletter editor to serve a one -year term. This term may be extended by mutual agreement of the President, the Advisory Board and the incumbent editor.

Duties: The Newsletter editor will carry-out all responsibilities associated with preparing the Chapter newsletter, unless otherwise delegated by agreement of the Advisory Board. The Newsletter Editor will attend Advisory Board meetings and report on Newsletter business. The Newsletter Editor may participate in all Advisory Board discussions, but will not vote on specific motions made in Advisory Board meetings.

Change number of subsequent Articles to reflect insertion of new Article VII.

Association of College & Research Libraries  
Oregon Chapter  
Advisory Board Meeting  
August 22, 1986  
Corvallis

PRESENT: Roy Bennett, Linda Cochrane, Michael Engle, Shirley George, Faye Powell, Nancy Powell, Kris Rankka, Maureen Seaman, Terry Soohoo, and Pat Wand.  
ABSENT: Charles Abshire, Tom Stave, and Isabel Stirling

MINUTES

The minutes of the last meeting were approved.

INTRODUCTIONS

The following new members of the Advisory Board were introduced and welcomed: Roy Bennett, OSSHE Representative; Linda Cochrane, Community College Representative; Shirley George, OSL Representative (for Wes Doak); Kris Rankka, Newsletter Editor; and Terry Soohoo, Vice-President/President-Elect.

TREASURER'S REPORT

N. Powell reported that the chapter needs more money. Dues expected with Menucha registration should help. Half of Menucha's fee has been paid, with the balance due in September. Major grant support is expected from the Rose Tucker Foundation, and probably from the Johnson Foundation as well. The Treasurer's Report is attached.

MEMBERSHIP REPORT

The current membership list was distributed, and the membership report will be mailed.

NOMINATING COMMITTEE

F. Powell reported that the following persons have agreed to run for Advisory Board positions in the Fall election: Terry Ann Soohoo as Vice-President/President-Elect; and for the two vacant At-Large Board positions, Verle Anderson, Harold Otness, Maureen Seaman and Leslie Wykoff. In addition to the elected positions, there will be two amendments to the Association Articles to be voted on. The mail-in ballot will appear in the September issue of the newsletter.

PRESIDENT'S REPORT

N. Powell announced that the ACRL Guide to Policies and Procedures has been revised. She has copies for those who need one.

The Chapter will receive \$140 from National ACRL in response to the \$400 budget submitted (\$1.50 per member). Election results for National ACRL are also available, as is grant award information. The Chapter has also been awarded \$300 for special funding in order to support a pre-conference OLA/WLA workshop. This was one of twelve awards made nationally. ACRL and CLEP-O have discussed co-sponsoring a pre-conference event.

T. Soohoo has agreed to represent ACRL on LAMGO.

ARCHIVES

F. Wand said no responses have been received from members from the call for additional ACRL archival material. Organization of material now in hand is underway. M. Engle announced that space is available in the Pioneer Special Collections Room at Linfield College. A backfile of certain documents will be compiled for the President's use. A few copies of the ACRL history are still available and will be made available to new board members.

#### OLA Coordination

The Oregon Coalition for Libraries (OCFL) is the name that has been selected for the newly formed organization. Five library organizations will be included in the coalition: ACRL; SLA; OEMA; OLA; and OHSLA. Representatives from these organizations will make up the governing council. OCFL is envisioned as a service support organization, providing services to its member organizations by contract. Types of services to be provided include secretarial, conference planning, lobbying, and publications. There are working groups which are investigating incorporation, public relations, governance structure, work of the lobbyist, and joint publications. The Council will be meeting September 17, and, subsequently, every month. A document should be ready for associations to discuss in the Fall. Member organizations will be asked to make a contribution to OCFL, in the case of the smaller ones, a minimal one. The question of dues was not discussed. T. Soohoo will report back on how LAMGO sees its function, if any, once the coalition is in operation. Lynn Chmelir will be asked to update the membership at Menucha on the development of OCFL. M. Seaman, as treasurer of OLA, will handle funds and contributions for the coalition. ACRL may want to use OCFL as its accounting agent.

In keeping with its legislative emphasis, there will be an OLA-sponsored meeting at Marylhurst on September 26, 1 p.m. on "Libraries in the Legislature." Both gubernatorial candidates have been invited to speak, though they have not yet accepted.

The OLA/WLA Conference will be at Jantzen Beach in Portland April 22-25. Theme is "Pure Gold 2."

#### MENUCHA PLANNING

1. Proposed budget: Foundation funding support is expected to be approximately \$1,000.
2. Ruth Miller has accepted the Board's offer of a speaker's fee and will pay her own travel expenses.
3. Sub-Committee Reports:
  - a. Treasurer: Persons registering by October 5 will pay \$50; late registrants, \$58. Linens are \$6 extra. No linen option after October 5. Day-only registrations, \$30. Registrations will be sent to T. Soohoo.
  - b. Entertainment: Menucha will provide party snack trays @.75 per person. A band and caller for the party have been engaged. Total cost, approximately \$200, depending on whether they need to rent a sound system.
  - c. Local Arrangements: Menucha can accommodate 108 persons. We usually reserve for 70-90. Two semi-private rooms for the speakers are needed. Linen count needed two weeks in advance; food count, one week in advance.
4. Contributed Papers:

Papers have been received from 6 persons. N. Powell will remove names and code before passing on to the jurors, P. Wand, R. Bennett, and L. Cochran.
5. Program/Schedule:

The membership meeting will be 1:15-2:15. F. Powell will announce the results of the election and introduce the new officers. L. Chmelir will report on OCFL.

JoAn Segal will represent National ACRL and will be asked to discuss how ACRL can help the individual librarian deal with the stresses/strains of computerization in libraries. P. Wand will serve as her host and will introduce her.

The revised program schedule is:

Thurs.	2:30-3:45	Keynote Speaker
	3:45-4:00	Break
	4:00-5:00	Two papers
	6:00	Dinner
	7:00-8:00	Two papers
	8:00-9:00	Pumpkin carving contest
	9:00-	Country dance
Fri.	7:30	Breakfast
	8:30-9:30	ACRL Speaker: JoAn Segal
	9:30-10:00	Break
	10:00-11:00	Two papers
	11:00-12:00	Wrap-Up Panel (J. Segal, R. Miller, N. Powell)
	12:00-1:00	Lunch
	1:00	ACRL Advisory Board Meeting

#### NEWSLETTER

The newsletter label indicates membership renewal date. Membership is \$6/year, or \$9/two years. Renewals should be sent to T. Soohoo.

#### OSL INFORMATION

S. George reported that OSL has a new business librarian, Abegal Del Foss, who will be working with the state Economic Information Network, among other things. Also, OSL has received a \$120,000 grant to index traffic safety information over the next three years. Three new staff persons will be hired for the project: 1 reference librarian, 1 computer systems analyst, and 1 clerical person. The index will be available to all libraries. There are also plans for a Computer Map Index when funding is available. Telefacsimile equipment has been received which will be part of an Eastern Oregon network. The budget for the next biennium was sent to the Governor today which includes a request for developing an Oregon database, reimbursement for ILLs within the state, the Purolator courier, continuation of the Conspectus Database, and a Last Copy Center. S. George will write up a description of the legislative program for the ACRL newsletter.

M. Engle suggested the State Library provide a roster of OSL staff. S. George said a type of roster will be forthcoming in the near future.

#### ANNOUNCEMENTS

Newsletter deadlines will be the last weeks of August, November, February and May.

The next Advisory Board meeting will be at Menucha.