LSAA Board Meeting Minutes

April 17, 2004

Present: Susan Barrick; Jean Koch; Rudy Leon; Linda Miller; Mary Ann Pohl; Ellen Swain; Sara Tompson; Mary Towner; John Unsworth, GSLIS Dean; Marlo Welshons, GSLIS Assistant Dean; and Roslyn Wylie, LSAA President. Paula Havlik attended as UIUC Alumni Association representative.

Roslyn Wylie introduced guests and new members. Mary Ann Pohl made a motion to approve the minutes of the November 1, 2003 meeting. Rudy Leon seconded the motion and the motion passed.

Budget: Jean Koch reported that LSAA is a little behind in its income projections for this time of the year. In addition, two bills from FY 2003 are outstanding and need to be addressed. Koch provided background information concerning LSAA finances for those new to the Board. She suggested that LSAA merge its Bank One account with its money market account at Cozad. Linda Miller indicated that we should investigate this option. Miller moved to accept the budget report. Mary Ann Pohl seconded the motion and motion passed.

Dean's Report: Dean Unsworth outlined GSLIS activities over the last months, including: a now annual GSLIS research showcase event aimed at prospective students; a new certificate of advanced studies digital libraries program; and administrative efforts to rework policies for travel, practica, tuition waivers, etc. The Dean also discussed new faculty and staff positions as well as the robust GSLIS student application pool. In regard to the GSLIS Campaign, he suggested that LSAA provide partial funding for student professional travel or a lecture series. In response to Roslyn Wylie's inquiry concerning the amount suggested, Susan Barrick cited $1400 as a possibility.

UIAA Report: Paula Havlik outlined Alumni Association activities including the membership campaign. She reported the possibility that special allocation funds will be cut for the coming year. At the conclusion of her remarks, she presented Roslyn Wylie an Orange and Blue Award in appreciation for her work as LSAA President.

Assistant Dean for Communications: Marlo Welshons explained that GSLIS is instituting a regular alumni newsletter each May and an annual report each fall. GSLIS is adding a second development position to help produce these publications. Welshons suggested that LSAA may include an LSAA "tip in" in both publications in lieu of a postcard mailing. GSLIS will absorb the cost of this enclosure. This option may not work well this year since the date of the newsletter is not set (and the LSAA mailing is time sensitive due its awards program). Board members stated that they liked the postcard and were afraid it might be "lost" in the newsletter, however the production savings was very attractive. Welshons suggested that LSAA could do a quarterly e-update to alert readers to the LSAA enclosure in the newsletter. Susan Barrick stated that a
webpage note could serve the same purpose. Linda Miller offered the possibility of having a raffle or contest that would encourage people to read the LSAA tip in. Jean Koch underlined the importance of using orange cardstock for visibility. Mary Ann Pohl motioned that LSAA use the orange insert in the newsletter this year, provided that LSAA can go back to the postcard if needed, and that LSAA gage the success of the insert via email and/or contest. Rudy Leon seconded the motion and the motion passed.

**Asst Dean for Development:** Susan Barrick reported that Roslyn Wylie and Mary Ann Pohl will participate in Convocation in May. In addition, the GSLIS mentoring database includes 80-90 mentors at present. GSLIS’ survey of 800 alumni in the Chicago area concerning the school received a 57% response rate. GSLIS will conduct a similar survey in Washington D.C. next year. In other news, the Indiana Library Association-GSLIS event was not well attended; LSAA will have a presence at the Missouri Library Association meeting this year; and the LEEP reunion is scheduled for a second year in the fall.

**Student Representative Report (ALA):** Rudy Leon thanked LSAA for its support of the newly established ACRL student division. She mentioned that Kevin Hawkins, ASSIST student president, left GSLIS for an employment opportunity. Leon indicated that she has worked to increase LSAA visibility among students. Roslyn Wylie mentioned that LSAA has appreciated its ties with GSLIS students.

**Awards Committee:** Mary Ann Pohl announced the award nominations for 2004 (listed in attached hand-out). Linda Miller made motion to accept the award nominations and Jean Koch seconded the motion. The motion passed. Pohl discussed her revisions and streamlining work on the awards guidelines. The Board agreed to vote on these changes at its August 2004 meeting.

**Nominations Committee:** Jean Koch motioned to approve the LSAA Board nominations (listed in attachment). Sara Tompson seconded the motion and the motion passed. The Board then discussed Linda Miller's proposal to add another director’s position to the Board, and to rotate the positions of secretary and treasurer among Board members. (Board members would choose the secretary and treasurer.) Presently, these positions are for one year. Koch indicated the treasurer’s position needed to be longer than a year because of the learning curve. Barrick mentioned the Alumni Association will have to approve any changes to the by-laws. Linda Miller motioned that the Board bring to annual meeting proposed changes to the bylaws as stated, subject to approval of the Alumni Association and email vote from the LSAA Board. Mary Ann Pohl seconded the motion and the motion passed.

**Student Outreach Report:** Sara Tompson questioned Susan Barrick about the progress of the website. Barrick stated that the designer is working on it.

**Old Business:** The Board discussed the possibility of funding, in part, GSLIS students' professional travel needs. Susan Barrick noted that $2,950 is needed to fund the remaining requests for this year. She mentioned that LSAA could fund all or part of this amount. Mary Ann
Pohl suggested that a mechanism for deciding who receives the funding is needed and that LSAA should not be responsible for these decisions. Jean Koch suggested that LSAA give $3000 out of the Foundation pool. However, Barrick indicated that LSAA should not give more than the request. Sara Tompson made a motion that LSAA support 4 students' requests. Linda Miller seconded the motion and the motion passed. Jean Koch made a motion that LSAA take $2950 from the Foundation account to support the students. Mary Ann Pohl seconded the motion and the motion passed.

**New Business:** The Board briefly discussed the possibility of LSAA funding a distinguished lecture series. Roslyn Wylie recognized retiring Board members with a gift.

The meeting adjourned at 1:17pm.