University of Illinois Library School Alumni Association  
Board of Directors Meeting  
April 18, 2008  
10:20 a.m.-2:18 p.m. CST  
Alice Campell Alumni Center  
Urbana, Illinois

Minutes

Attendees:

Board members: Mary Ellen Davis, Julie Derden, Nanette Wargo Donohue, Jane Kauzlaric, Mary Jane Petrowski, Mary Wilkes Towner  
Ex Officio: Kim Anderson, Diana Stroud, John Unsworth, Cindy Welch  
Absent: Patti Grove, Mike Ragen, Gwenn Weaver, Terren Wein  
Visitors: Joe Rank, Melissa Gold

I. Welcome/Outcomes/Agenda Approval

President Mary Ellen Davis convened the meeting at 10:20 a.m.

Action: The Board shifted the order of the agenda items: Item IV (Update from Alumni Association) was changed to Item II and Item VII (Nominating Committee Report was changed to Item III. The amended agenda was approved.

II. Update from the Alumni Association (Rank)

The new membership model goes into effect July 1, 2008. Rank explained how the new "universal membership model" grew out of the strategic planning process and re-written IRS guidelines. The revised guidelines allow qualifying not-for-profit organizations such as the Alumni Association to treat dues as taxable gifts. Under the new plan, all alumni will be members and membership levels will be commensurate with services and dues. Complete details can be found in the "University of Illinois Alumni Association Report to the Library School Alumni Association (April 18, 2008)" and the position paper on the universal membership model. (Copies were distributed to Board members.)

Discussion: We will need to update the LSAA web site when the new membership information
becomes available. Under the new membership model, there is no guarantee that we will make as much in gifts as we did in dues ($1,000,000). This model represents the "bleeding edge," but there has been a good response to the plan. UIAA is committed to supporting unit alumni activities. Our FY09 operating budget will be based on the average of the 2006-2008 dues (last three years). Funds will be available at the beginning of the fiscal year (they will not accrue). The hope is that our operating budget will rise with inflation over time. The Board thanked Rank for his presentation.

III. Nominating Committee

The LSAA slate for 2008-09 was announced:
Vice President: Cynthia L. Helms, (Centennial High School, Champaign, IL)
Treasurer: Donna Schaal (Lincoln Trails Library System, Champaign, IL)
Director 2008-2011: Irene Hoffman (OCLC)

Discussion: The GSLIS database contains the names of 6,000+ alumni, so it may be more practical to use the LSAA web site to identify potential board members. Unsworth will know later this spring if corporate funds are available to upgrade meeting space to facilitate virtual participation. If the space can be upgraded, the Nominating Committee can work to include broader geographic representation of members, including constituent groups. Although the board conference calls this year were judged to be as effective as face-to-face meetings, the value of face-to-face meetings is still important for building community and assimilating new board members. Various mechanisms were discussed including meeting at ALA Annual Conference, requiring members to attend at least one face-to-face meeting during their first year.

Action: Petrowski will develop new policies and procedures for the Nominating Committee for review at the next Board meeting. The new procedures will include a mechanism for obtaining input from GSLS staff. Petrowski will also include the requirement to meet face-to-face with the UIAA Foundation in the list of job responsibilities for the Treasurer.

Follow Up: Donohue will send names and terms for the orange card to Stroud and the names of candidates short listed (but not contacted) to Davis for consideration in 2010.

IV. Approval of Past Minutes

Action: The Board approved the December 2007 minutes and the February 2008 minutes with minor corrections.

Follow Up: Petrowski will revise the minutes and send the approved minutes to Towner to be posted on the web site.
V. Financial Report

To date there have been no expenses. The March 2008 report has not yet been received, but LSAA now has $10,000 in checking and $100,000 in the endowed professorship fund. LSAA will pay bills from the Busey checking account. If we need more money, we will have to transfer funds from the Foundation. The Foundation will transfer interest once a year (into the Busey checking account). We can look at the past three years to determine what we will be receiving next year in interest. We also have $45,000 in a secondary CD that will generate interest. As of December 2007, the LSSA income from dues was $1,629.92. In the future we can anticipate receiving approximately $2,500-$3,000 in dues. Our total operating budget is approximately $3,200.

Discussion: The Board briefly discussed providing support for the Alternate Spring Break. After discussing the advisability of posting the LSAA financial reports on the web, the group decided that a short annual report summarizing the Board activities would be desirable. This report would include a short statement of LSAA revenues and expenses. The Board thanked Mary Wilkes Towner for her service as Treasurer.

Action: The Board agreed to publish an annual report of LSAA activities, including expenditures and revenues.

VI. Updates from Dean and Assistant Dean

Unsworth expressed regret for not being able to attend the meeting in person due to a pressing campus matter.

New Hires
Three new faculty hires will add expertise in the areas of informatics, information history and policy. Additional junior hires are in negotiation. Faculty size has increased from 20 to 30 since Unsworth’s arrival. An eight-person NCSA research group funded by Mellon will be moving to GSLIS in July.

Interdisciplinary Undergraduate Major in Informatics
GSLIS is working with the provost’s office to explore the creation of an undergraduate major in informatics (a minor currently offered). The major would be offered in parallel by more than one college if agreement is reached regarding a core curriculum.

GSLIS
The school is in good financial shape. The LEEP program (now 50% of enrollment) is as large as it should be. Looking ahead, the school will need to hire a director for the undergraduate program when it becomes a reality.
Endowed Chair in Library History
The $2.1 million endowment will cover most of the salary for this position to be announced at the 60th anniversary of the school on October 31, 2008. A group of twelve donors is providing most of the funding for this position.

Endowed Professor of Practice
This position, with a $500,000 endowment, will be shared with the University Library. With a focus on intellectual property, special collections, technical services, the position will be filled by a senior hire. This position is the first joint effort with the University Library and the first joint endowed position shared by two units.

Capitol Campaign Progress
GSLIS has reached 62% (over $10 million) of the current goal. A campaign focused on students and faculty, currently underway, has achieved 76% participation. Other developments: a donor who is not an alumnus is interested in establishing a graduate assistantship at the Science Center in St. Louis and another donor is interested in families who home school. These are new areas for GSLIS.

VII. Awards Announcement
The 2008 LSSA award recipients were announced including Gail (Fish) Bush (Distinguished Alumna Award); Jennifer Ward (Leadership Award); Curt McKay (Distinguished Service Award); and Alex Reczkowski (Student Award).

Discussion: The notification process will include sending a letter to the recipient by the chair of the Awards Committee, cc’ing the Assistant Dean, and making a PDF copy. The timeline for the awards needs to be added to the web site. The nominations are open year round, but close on April 1 for the current year.

Action: The group agreed to review the eligibility criteria for the awards which were revised four years ago.

Follow Up: Davis will present the awards at the 2008 ALA Annual Conference and Stroud will prepare a script for the presentations.

VIII. LSAA Projects Update 2007-2008
Toolkit for Establishing Chapters
Discussion: Suggestions for next steps included: working with the Assistant Dean’s office to determine where alumni are concentrated; defining regions/areas; fleshing out the survey with
questions using Irene Hoffman’s survey as a template; creating a communication infrastructure; creating chapters over time (one region a year perhaps); creating an "Always Illinois" Facebook site.

**Follow Up**: Derden will develop the outline further for the next board meeting.

**Web Editor and the LSAA Board**

Discussion: If a Web Editor position were to be added to the Board, LSAA would need to amend the bylaws. The LSAA student representative could serve as the web editor, working with Towner over the coming year to learn the content management system. Following the Moodle demo, Towner agreed to serve as the LSAA Web Moodle advisor.

**Action**: The Board approved the creation of a "virtual consultant" to the Board for an undetermined length of time.

**Follow Up**: Derden and Towner will work with someone from Stroud’s office.

**LSAA Archive**

The materials were transferred to GSLIS on April 18, 2008.

**LSAA Endowed Professorship**


**Alternate Spring Break**

Melissa Gold, a GSLIS student who participated in the 2008 Alternate Spring Break, reported on her experience at the National Library of Medicine working on a veterinary medicine portal project.

**Discussion**: GSLIS could use additional financial support for this program as well as help finding placements.

**Action**: Agreed to place Alternative Spring Break on the agenda for the next Board meeting.

**IX. New Business**

**Next Meeting**

**Discussion**: The Board was asked to consider the need for a longer meeting, perhaps 10:000 a.m. – 3:00 p.m. The next meeting was tentatively scheduled for August 22, 2008, in Bloomington.
Outgoing Board Members
The Board thanked Mary Ellen Davis for her service and congratulated Cindy Welch on her new appointment at the University of Tennessee at Knoxville.

X. Adjournment

The meeting was adjourned at 2:18 p.m.

Mary Jane Petrowski
Secretary
Submitted July 30, 2008

Follow-Up Actions

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<tr>
<th>Person Responsible</th>
<th>Action</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Nanette Donohue</td>
<td>Will send names and terms for the orange card to Stroud and the names of candidates short listed (but not contacted) to Mary Ellen Davis for consideration in 2010.</td>
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<td>Mary Jane Petrowski</td>
<td>Petrowski will revise the December 2007 and February 2008 minutes and send the approved minutes to Towner to be posted on the web site.</td>
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<td></td>
<td>Review changes to the award criteria and procedures.</td>
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<td>TBD</td>
<td>Publish an annual report of LSAA activities, including expenditures and revenues.</td>
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<tr>
<td>Julie Derden</td>
<td>Will further develop the toolkit for establishing</td>
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<td>Name(s)</td>
<td>Task Description</td>
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<tr>
<td>Diana Stroud</td>
<td>Stroud will prepare a script for the LSAA award presentations at the ALA Annual Conference for Mary Ellen.</td>
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<tr>
<td>Julie Derden, Mary Wilkes Towner, Diana Stroud</td>
<td>Will develop a transition plan and structure for the LSAA web site.</td>
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<td>Mary Jane Petrowski</td>
<td>Will develop new policies and procedures for the Nominating Committee for review at the next Board meeting. The new procedures will include a mechanism for obtaining input from GSLS staff. Petrowski will also include the requirement to meet face-to-face with the UIAA Foundation in the list of job responsibilities for the Treasurer.</td>
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<tr>
<td>All Board Members</td>
<td>Comments on the solicitation letter to Diana Stroud by May 28, 2008.</td>
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<tr>
<td>Julie Derden</td>
<td>Include Alternate Spring Break on the September 2008 board agenda for further discussion.</td>
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