Library School Alumni Association  
Board Meeting Minutes  
Graduate School of Library and Information Science  
Urbana, Illinois  
August 29, 2005

Present: Susan Barrick; Mary Ellen Davis; Stephanie Davis-Kahl; Nanette Wargo Donohue; Donna Dziedzic; Janet Hawkins Guydon; Sara Tompson (via conference call); Mary Wilkes Towner; Roslyn Wylie; Dean John Unsworth.

Welcome

A hearty thank you to Dean Unsworth for inviting us into his lovely home for our meeting.

New and returning members introduced themselves, as there have been several additions to our group.

Minutes

April meeting minutes approved with changes.

Financial Report – Mary Wilkes Towner

- reports will be coming out monthly
- we have $750 plus carryover in accounts  
  - have approx. $600 in checks coming in  
  - owe $500 to GSLIS for ALA bus trip
- our CDs have come due:  
  - 3 year: rollover  
  - 1 year: converted to 3 year  
  - one set of CDs coming due each year, more ability to equalize
- no foundation report as of yet, MWT will send update when received
- charts:  
  - yellow = spending: highest for last/this quarter  
  - new charts = flow of income, quarterly breakdown of income and expenses  
  - melon = draft budget
- money market has increased
- involuntary stock sale?  
- have a large pot of money, will discuss later in meeting in committee report
- MWT provided an overview of budgets, carryover and funds
- funds tied up in UIAA – we use for items beneficial for GSLIS, told each December how much we have; in the past, funds used for Fellowship Fund, mentoring, Wilkinson lecture. Can only touch the interest.
- 1999 Board decided to reinvest interest back into fund until it reached $150,000 (approx. 10 years)  
  - financial strategy decision – Board wanted to sell stocks. At that time, the plan was to put $50,000 into different funds. Stocks not sold due to devaluation. One stock sold back due to corporate stock callback.  
  - August 1999 minutes has summary of discussion (http://lsaa.lis.uiuc.edu/minutes_aug99.html)
- Finance committee needs to revisit stock issue
- Lionelle E. will be on Finance Committee
MWT has not received paperwork on funds or stocks, but has talked to C. Kiddoo about getting this information
- 2 requests for funding (see agenda)
- MWT would set up Finance Committee to investigate and recommend issues and solutions for our financial needs – we have a significant amount of money and important decisions to make about directions to go to with our CDs, stocks, cash, etc.
- Question: Do we have access to UIAA financial advisors?
- Answer: Yes, once our committee has convened; they can assist us with long term investments and day-to-day money matters
- discussion of interest in Finance Committee followed:
  - concern about moving quickly
  - concern about no working budget
- discussion of draft budget (melon sheet) followed:
  - on draft, GSLIS pays for receptions due to difficulty with

Dean's Report

- Activity since April
- Most imp: Susan Barrick has departed to Gainseville- Kirby new job.
  - V. sorry to see Susan go
- Position has been posted after delay because divided reporting
- GSLIS/ university Dev
  - One information interview wit applicant; will move someone here if necessary; job posted nationally
- Shawn McCormick, SB’s assistant, been with us 15 years, so a lot of institutional memory, with access to databases, can ask her questions too.
- Chantelle Houghland also a resource for Alumni Relations and development
- Hope to have hired within 6-8 weeks

- New website for GSLIS!
  - much difference, much better
  - standards for accessibility (sec 508)
  - CMS
  - XML- based, can use in teaching as good example of website
  - best site at university at the moment
  - V. pleased with resnet
- New server room kept us up and running during head and humidity
  - no downtime during Zotub worm
- Emphasis on increasing participation in Annual Fund in upcoming Am. Report, please encourage people to give, increase giving
  - 20% of alum give, highest level on campus- average gift size low
- Dean trying to convince Administration for budget increase, so Annual Fund important factor in getting increase

- Provost support in unusual circumstances- two additional people hired with bridge funding from Provost. Both connected with tuition- generating programs- undergraduate minor- other managing CAs in Digital Library. Also got spousal hiring support. METS guy- Jerry McDonough and Lorrie Kendall

- Chinese summer Library Program
  - produce great Chinese academic libraries
  - 3 week program
Chinese student Assoc provide much support
tours, ALA trip full academic program, alum visits
Marianne Steadley and Fire Institute Library organization
good networking opportunities for Chinese students
will repeat it in the future
Mary Ann P reported a very successful visit

- Conference activity: lots over the summer
  - Humanities Computing Conference
    - analysis showed LIS most well represented, followed by English, Computer Science
    - VIVC most well represented
  - Slavic Digital Text Workshop (DL)
  - German Emblems Book Workshop (DL)
  - meeting of all partners in NDIP with brief presentations to Board at LOC
  - IT Deans met in Vancouver; interesting mix of LIS/IT
    - Data mining project of courses, frequent occurring terms and their schools
    - could see clusters of peers, related schools
- Faculty Retreat: day long at ACES library
  - focus on masters curriculum
  - taking positive steps toward more faculty participation in MC curriculum
  - streamline to curriculum
  - provide 2 year horizon for students so students can plan better
  - more communication between FT and Adjuncts in curriculum
  - better use of human resources, getting more out of full time faculty, more appeal to MS students
  - may have team teaching between FT and Adjuncts
- June 9th: local retired alumni Tea
  - Q: Trend to revigorate MS curriculum?
  - A: Not really, in I-Deans group, several offer majors, we don’t want to but we want to provide on-ramp to MS program

Meeting recessed for lunch at 11:30 pm and reconvened shortly thereafter.

- Committee Appointments:
  - board members asked to volunteer for committee, also to ask around
  - Nanette: Finance
  - SDK: Membership
  - who asks for volunteers outside the Board? Susan or Donna or others?
  - Faculty member on Awards Committee- mix people so difference groups can represent
  - Nanette has people interested in Networking and Reception plus new Susan and Julia Glynn
  - Laura and Mary Ann: Bylaws
  - MWT: Nominations
  - Shawn will update roster
  - Julie D: Committee
  - next GSLIS Fall Orientation meeting- poster from LSAA

Committee Reports:
- Awards: have a committee!
DRAFT

- see agenda for specifics
- committee doesn’t have authority to name awardees acc. to Bylaws
- LSAA needs to know more than what is available
- 2 Options:
  - Change Bylaws
  - Process for approval

*MED moved to present rec. to membership for Awards committee to be final authority. 2nd by Laura, approved; will be brought to membership and next ALA.

- Bylaws: see above

- Committee: see agenda
  - Fellowship: Mary Ann will send handwritten note as thanks for giving to Fund
  - $75K- $38K (ballpark)
  - Short $37K for matching Fellowship
  - LSAA gave $6K last meeting
  - Also LSAA board donated as show of support
  - Next steps for fundraising? Email might be option, another letter?
  - Has fellowship been activated?
  - testimonial from Fellowship student?
  - don’t have a student now, but working towards it
  - interest provides stipend, school waives tuition
  - Marlo W. could give us information on students, also information on website
  - LSAA gave Susan photo album as bon voyage gift

- Membership: should we pursue stipends for students or focus on Fellowship?
  - impact on one person vs. Fellowship?
  - GSLIS provides money for domestic, $1000 for international conference for students
  - tabled till a later date when finances more settled

- Networking and Receptions: see agenda

- Nominations: accepting suggestions now
  - Recruit LEEPers, more national board membership?
  - online meetings? Videoconferencing? Have space on campus for that. University charges for space, but reasonable.
  - Solutions OK for small groups
  - online easy
  - may be interesting to try? Committees may work better.
  - Nanette knows a few people from Synergy who would be interested in Board
  - deadline April 1st, March 15th? For spring meeting
  - slate needs to be on postcard

- Student Outreach:
  - get to student groups to let them know LSAA is here
  - non-financial assistance
  - speakers from GSLIS, bring more to campus in-person or virtually
  - Q: Mock interviews?
A: Career series done form GSLIS/ Student Groups, so practical advice/ practice would be great
Communication about any mentoring outreach needed
more communication to student groups
speakers brought in, student groups could publicize to us
food helps networking
skills for marketing and selling yourself
tie into disciplines
Bus trip to ALA: more people signed up than showed up, still less expensive than reimbursing individuals for mileage
Not currently enrolled students not allowed on bus- need to investigate how to include alums (insurance?) Could keep doing it to build interest.
29 people (50 signed up)
recruiting tool for LSAA
connect it to Reception
Extra waivers may be a way around University rule
Bus trips? Possible spending item?

Finance Item: go over budget and say yea/nay to items?
Virtual LEEP Reunion: speakers, raffles
  exclusionary? Name change? to GSLIS virtual Reunion? to clarify that all are involved. Nice tie-in for recruitment
Concern about spreading money too thin
  additions to budget: student lounge repairs
  Wait—bus trips, Virtual reunion, Fellowships, member conference stipends
Committee items: postage/printing= $2500?
  depends on email/paper
  include online renewable link
  ask Shawn for contact emails for lapsed members
UIAA create customized LSAA page?
"front page" to UIAA page with information about code for GSLIS
932 members, 732 lifetime, remaining year to year
  allegiance/ affiliation
Benefits should be included in not
Email to lapsed members first
Students expressed that more professionally-oriented activities would be helpful than parties/ receptions
LSAA presence face-to-face at student events/ parties
Dinner for awardees? Low effort, low impact.
Suggestion to do one or the other instead of everything: Holiday party? Face time award? $200
Recruiting new members/ supporting fellowships
Agreed on communication 2700- high priority
Agreed on graduate award 200- high priority
Agreed on alum award 75- high priority
2975+ misc.= $3500 approx.
communications cost: talk to MWT and SMC- project by project breakdown
orange post card: 1650
letter in July: 500
2nd letter: 500
lapsed members: misc. line
Motion to accept budget priorities?/ directions?
- MED moved to approve budget ceiling $3200 in area committee endowing the fellowship
- Janet/Mary Ann seconded, approval

Partial Share of stock (item 2, p.3)
- money market account gets money from sale
- fairly infrequent, small amounts of money less than $100
- MWT moved to give CK authority to sell partial stock share of $100, if offered advantageously by said company
- Nanette seconded, approved.

Questions:
- Does current Board want us to move stocks into safer area?
- Permission to explore options?

Endowed Fund: Bylaw states (see agenda)
- Very little left since $6K gift
- get interest every year to spend
- do we want to revisit this? Would require change in by-laws?
- cannot sell stock and add stock money to endowment
- bad idea to have this level of policy in Bylaws: remove section 1 completely?
- have separate policy for Endowments completely?
- Finance committee will take up this issue
- 1999 minutes didn’t clarify L/t endowment and stocks, so murky
- orange postcard needs this information, also website.

New Business:
- Urbana address incorrect (210 W. Green St.) PL (MWT)
- Update contact list, Shawn
- Mailman list for LSAA? Check with PrairieNet
- Unified talking points for LSAA (Committee and members)
- LSAA membership mailing list: on PrairieNet

Next Meeting
- Send ideas to MED/ SDK
- Pins
- ALA statistics trifold as model for talking points

Next Meeting: November 4, ACES Library, UIUC

Meeting adjourned at 2 pm with thanks to all for a productive meeting.

Respectfully submitted by:
Stephanie Davis-Kahl, LSAA Secretary