University of Illinois Library School Alumni Association
Board of Directors Meeting

Friday, December 7, 2007
10:00 a.m.-2:24 p.m.
Illini Center
West Conference Room
200 South Wacker
Chicago, Illinois

Minutes

Attendees:

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

I. Welcome/Outcomes/Agenda Approval

President Mary Ellen Davis convened the meeting at 10:00 a.m.

Action: The Board amended the agenda to include "web project questions" under "LSAA Projects, 2007-2008" and corrected the people responsible for publicizing the LSAA Endowed Professorship to Derden, Stroud, and Unsworth. Ragen volunteered to assist. The amended agenda was approved.

II. Approval of Past Minutes

Action: The Board approved the August 2007 minutes and the October 2007 minutes with minor corrections. Petrowski will revise the October 2007 minutes and send the approved minutes to Towner to be posted on the web site.

III. Financial Report

Stroud reported that not much had changed from the last meeting. There is no change in our financial status. Stroud is working on closing the accounts so that LSAA can transfer the funds. Certificates of deposit have been dissolved but the money has not been formally moved to the Foundation. Income to date for FY08: $600.
Effective July 1, 2008, every GSLIS graduate will be a member of the LSAA. Graduates can opt to receive various levels of service (benefits). Current life members will be transferred (life members are eligible for top-tier benefits). Life membership costs $1,000 (which can be paid over time). All memberships will be sent through the Foundation (and will be tax deductible). As of July 2008, it will not be possible to make a direct donation to LSAA for operating expenses.

LSAA will maintain an account for operating expenses, but donations cannot be made for such expenses because LSAA is a not a non-profit organization (it is a [c]6 rather than a 501[c]3 organization). As of July 1, 2008, the LSAA operating account will have about $2,000 (per year for the next three years). The Board reviewed the minutes from August 2007 which confirmed that the LSAA investment funds currently held by the UIAA (CDs and money markets) will be liquidated with $10,000 going to the UIAA/GSLIS constituent account to support projects undertaken by the LSAA and that cash remaining after LSAA brings the endowment to $100,000 will be used to create a new endowment within the Foundation for the purpose of supporting the operations of the LSAA.

**IV. 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**

GSLIS has an option to hire three new junior faculty in the areas of library history and policy. Two members are retiring this year.

**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). At least two other library schools offer an undergraduate concentration in this area. The new major might shift GSLIS enrollment to 50% undergraduate students / 50% master's students. GSLIS would not need to double the faculty, but there would be space implications if the school became a college. The undergraduate major is seen as a feeder into doctoral programs. The informatics major would attract students who are interested in the nexus of people skills, information, and technology (rather than computer science from an engineering perspective). The prospective major will be the subject of the upcoming GSLIS faculty retreat on January 25, 2008 and comments from the Board are welcome.

**Corporate Round Table**

Unsworth reviewed the purpose and recent activities of the GSLIS Corporate Round Table (CRT). The CRT meets for lunch (sponsored by ADM) every other month in Champaign-Urbana. Currently there are 70 partners and interest is growing, especially in the insurance industry. The
meetings are an opportunity for students, faculty, and CRT members to meet and discuss common corporate library problems. Going forward, GSLIS may charge members for recruiting student interns for corporate practicums. The funds generated might be used to support the LAMP program (minority recruitment). In response to the suggestion that the LSAA consider raising money for an endowed professorship with a CRT focus, Unsworth urged the group to consider the availability (potential market for) such an individual as well as naming issues. The group discussed the possibility of creating a post doc, perhaps in the area of knowledge management. A post doc would require an endowment of at least $250,000 to generate the necessary income. Fellowship funds are matched. The CRT program is an opportunity for GSLIS to promote the value of the MLS degree to industry.

*Action:* Further discussion regarding a special focus for the LSAA endowed professorship was deferred to Item VII. (LSAA Endowed Professorship).

**Recruitment and Retention**
Prospects for establishing the first endowed GSLIS chair are very promising. An endowed chair requires $2.1 million while an endowed professorship starts at $500,000. Having an endowed chair will help GSLIS to retain distinguished senior faculty. Other schools (including Michigan, Washington, UNC-CH) have or will soon have endowed chairs. An endowed professorship will help to promote retention and recruitment at the associate professor level.

**Capital Campaign Progress**
The current GSLIS goal is $15 million. The original goal was $7 million and GSLIS is on track to raise $20 million. Stroud noted that bequests do count toward the goal, so it is important to notify GSLIS if the school has been named in a will. Public funds and grants cannot be counted towards the campaign goal.

**Alternate Spring Break**
Currently there are 31 requests for placements, up from 12 last year.

**ALA Midwinter Meeting Activities**
GSLIS will have a booth on the exhibit floor at the ALA Midwinter Meeting in Philadelphia. An alumni dinner might be planned.

**Rose Bowl**
Tickets are very difficult to come by even for large donors. Stroud reviewed the various events planned for Pasadena and Champaign.

**V. Awards Nominations/Review**

Discussion: The group discussed the need for a "policies and procedure" manual to capture the
operational details that were lost when the Bylaws were changed. Various operational instructions were suggested for the Awards Committee, including:

- Right of the committee not to present an award if the pool is not strong;
- Nominations/submissions will be carried forward for three years;
- Winners will be selected from the pool;
- Committee will help staff in soliciting nominations and submissions.
- How the Awards Committee would be constituted.

**Action:** Next year the Awards Committee will be chaired by the vice-president/president-elect who appoints two other alumni (who do not have to be Board members) and will include a faculty member to be recommended by the Dean. Faculty members will select the winner of the student award.

**Follow Up:** Davis will advise Derden that she is chairing the 2008 Awards Committee.

**VI. Nomination Committee Officers**

**Discussion:** The Board reviewed Article VIII/Section 1 (Nominating Committee) of the LSAA and discussed the desirability of having a faculty member serve as one of the three members. Also discussed the need to develop a "values and criteria" document to inform the work of the committee. Discussed the need for a knowledge-based Board.

**Action:** Petrowski agreed to serve as a member of the Nominating Committee.

**Follow-Up:** Davis will contact Donohue and invite Unsworth to recommend a faculty member to serve on the committee.

**Follow-Up:** Slate is due by April 18 (progress report due next conference call on Feb. 15).

**VII. LSAA Projects 2007-2008**

Connecting Alumni with Students

Davis and Welch shared their respective letters (one for alumni and one for students).

**Discussion:** Suggestions for distributing the letters included the e-GSLIS newsletter and broadcasts to faculty and students. Reviewed the mechanics of the online bulletin board.

**Action:** Ragen volunteered to draft a blurb for the bulletin board.

**Action:** Stroud will develop a communications plan by January 1, 2008

**Action:** Davis will write a letter for alumni (comparable to Welch’s letter) by December 31, 2007.

**Action:** Agreed to extend the meeting by 15 minutes.
The GSLIS ACRL Chapter is interested in sponsoring mock interview panels and would like to bring Mark Sandler in as speaker.

*Follow-Up:* Stroud will post this opportunity to the bulletin board to alert alumni to this opportunity.

**Alternate Spring Break**
The Alternate Spring Break is scheduled for March 17-21, 2008. Thirty-one applications have been received. GSLIS is currently looking to place approximately 10 students in Washington, D.C., and 10-15 in Chicago. The school has received many corporate requests.

*Follow-Up:* The host application that organizations submit will be posted on the LSAA web site.

**Toolkit for Establishing Chapters**
Weaver reported on current activities of the fledging Washington, D.C. chapter. The Board articulated the following purpose and outcomes for the chapters including:

- To demonstrate board support for GSLIS
- To broaden pre-professional and professional opportunities (jobs)
- To provide networking/connections (for students, retirees, etc.)
- To facilitate student recruitment
- To facilitate faculty (adjunct) recruitment
- To promote research collaborations
- To provide continuing education opportunities
- To promote collaboration

*Action:* Agreed to extend the meeting by 15 minutes.

*Discussion:* The group raised but did not resolve questions relating to board representation, the application process, number of members needed to form a chapter, and usefulness of investigating similar structures in other alumni associations.

*Follow Up:* Davis asked Kauzlaric, Weaver, and Stroud to define the minimum number of members for a chapter, and governance structure before the next conference call.

**LSAA Endowed Professorship**
Stroud’s article will appear in the January newsletter. Ragen will work with Stroud and Unsworth on this project.

**VIII. Electronic Meetings**

*Action:* This item was deferred to the next meeting.
**IX. New Business**

The following questions regarding the Web site were answered:
1. Letter from LSAA President has been posted on the web site.
2. Format for minutes: html preferred for ADA compliance; if this is not possible, then PDF format is acceptable.
3. Missing/Unapproved Minutes: The November 2004 minutes are still missing. Stroud has located the April 2006 minutes.
4. Suggestions for Other Content to be Added to LSAA web site: a link to the bulletin board, financial information including the approved budget, constituent report, information about the discussion list for the Washington, D.C. group, solicitation for the LSAA endowed professorship, hot link to the Alternate Spring Break page, pictures of LSAA events, pictures of award winners, link to alumni newsletter.

*Follow-Up:* Davis will contact Towner about her willingness/availability to serve as the LSAA "web editor" position when she steps down from the Board.

**Archive Project**

Ragen volunteered to help with the LSAA archive.

**FY08 Budget**

*Action:* The FY08 budget was approved minus encumbered expenses of $500 for student award winner.

*Follow-Up:* Davis will ask Towner to revise the budget to reflect this change and post to the web site.

**Spring Meetings**

*Action:* Next conference call set for Friday, February 15, 2008, 11:00-12:00 pm CDT.

*Action:* Spring meeting set for Friday, April 18, 2008, 10:00 a.m. -2:00 p.m. in Champaign, IL.

**X. Adjournment**

The meeting was adjourned at 2:24 p.m.

Mary Jane Petrowski
Secretary

Submitted December 12, 2007
Revised January 2, 2008
Revised July 30, 2008
## Follow-Up Actions

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Action</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>Mary Jane Petrowski</td>
<td>Send August and October 2007 minutes to M. Towner for web site</td>
<td>Sent 10 December 07</td>
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<tr>
<td>Mary Wilkes Towner</td>
<td>Post August and October 2007 minutes to the LSSA web site</td>
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<tr>
<td>Mary Ellen Davis</td>
<td>Update Julie Derden on Awards Committee appointments</td>
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<tr>
<td>Unclear</td>
<td>Create a &quot;policies and procedures&quot; manual to capture operational guidelines for committees</td>
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<tr>
<td>Unclear</td>
<td>Create a values and criteria document for candidates</td>
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<tr>
<td>Mary Ellen Davis</td>
<td>Update Nanette Donohue on the Nominations Committee</td>
<td>Contacted 7 December 07</td>
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<tr>
<td>Unclear</td>
<td>Develop values and criteria for prospective board members</td>
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<tr>
<td>Donohue</td>
<td>Report 2008 slate to the Board by April 18, 2008; provide progress report on Feb. 15, 2008 (next conference call)</td>
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<tr>
<td>Ragen</td>
<td>Draft a blurb for the bulletin board by December 14, 2007 and share with the Board.</td>
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<tr>
<td>Davis/Stroud</td>
<td>Draft a communications</td>
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<tr>
<td>Plan by January 1, 2008</td>
<td>Draft a letter to alumni by December 31, 2007 promoting the bulletin board</td>
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<tr>
<td>Stroud</td>
<td>Will post information about the mock interview panel opportunity for alumni to the bulletin board</td>
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<tr>
<td>Stroud</td>
<td>Will send Alternate Spring Break host application to Davis to be placed on the LSAA web site.</td>
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<tr>
<td>Weaver, Kauzlaric, Stroud</td>
<td>By April 18, 2008, define chapter governance structure and minimum numbers</td>
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<tr>
<td>Davis</td>
<td>Add &quot;electronic meetings&quot; to the spring agenda.</td>
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<tr>
<td>Stroud</td>
<td>Send April 2006 minutes to Towner for web site</td>
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<tr>
<td>Davis</td>
<td>Will determine if Towner is willing to serve as the LSAA web editor</td>
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<tr>
<td>Davis</td>
<td>Will ask Towner to revise the FY08 budget to remove encumbered expenses of $357.24, $142.00, and $80.20 and adjust income and expenses accordingly.</td>
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<tr>
<td>Towner</td>
<td>Post revised FY08 budget on web site</td>
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