

**Council of Research and Academic Libraries (CORAL) Director's Meeting
Our Lady of the Lake University
Sueltenfuss Library
Friday, December 5, 2008
2:00 pm.
Unapproved Meeting Minutes**

Officers in attendance: Judy Larson (President, OLLU); Basil Aivaliotis (Treasurer, UIW); Teresa Martinez (Secretary, BUA)

Other Attendees: Leslie Stapleton (DRT); Tracey Mendoza (NLC); Tina Mesa (PAC); Candace Peterson (SAC); Celita DeArmand (SAC); Aubrey George(SAPL); Candace Scott (SU); Anita Lang (SRI); Martha Rinn (TLU); Jonquil Feldman(UTHSCSA); Cheryl A. Anderson (UIW); Nancy Kaida (NVC).

Welcome and introductions

A quorum was established at 2:20 p.m. and Judy Larson called the meeting to order.

Approval of minutes

The minutes of May 2, 2008 were approved in a motion by Candace Scott and seconded by Anita Lang.

Treasurer's Report

Basil Aivaliotis gave the treasurer's report. He stated that there was \$25,241.61 in the savings account and 3, 850.41 in the checking account. Nineteen invoices have been sent out for CORAL dues and six payments have been received.

Revised bylaws

A copy of the section of the bylaws up for vote was distributed. The following suggestions/changes were made:

Section 4. "A Member may be represented *at meetings* by a substitute representative from its institution..." (Candace Scott)

Section 5. deletion of second "*may vote*" as a cosmetic correction

Section 6. The group discussed and gained insight from Candy Peterson about why this section was included. In the past, there has been uncertainty about whether or not an institution was still a member. It was suggested that if someone does not want to be terminated a clause must be inserted to establish a corrective course. A motion was made by Tracey Mendoza and seconded by Tina Mesa and was unanimously approved to add the following to the end of the section: "*After notification, members may take corrective action during this process by paying their dues or participating in meetings.*"

ARTICLE IV-OFFICERS. Discussion centered on reasons why only library directors were allowed to be officers when there are capable staff at member institutions who could handle the responsibility. It was agreed that the "life blood" of CORAL now rests with interest groups. Others stated that historically, before TexShare, CORAL relied on the library directors to provide resources (personnel and funds) for grant writing, creation of joint collections, etc. Furthermore, it was the library directors who had the authority to change library policy. Aubrey George noted that it is necessary to communicate financial needs in advance for financial planning. He recommended that allotments for projects which require staff time also be made four months in advance. Candace Scott suggested that director's sign off for staffing and budget needs. Anita suggested that officers be bonded.

Candace Scott moved to accept the following changes to Article IV:

Section 4: delete "The President must be the Library Director or equivalent in any member institution"

Section 5: delete "for the remainder of the CORAL year"

Section 6: delete "The Treasurer may be a staff member at any member institution"

Section 7: delete "The Secretary may be a staff member at any member institution"

Section 8: delete: "Said election must be held within 30 days of the vacancy and will be held via written correspondence."

The motion was seconded by Aubrey George, the motion passed unanimously.

CORAL communications

Nancy Kaida gave a presentation on the proposed new Wiki as a communication tool within CORAL. Members suggested that perhaps when the Wiki is completely functional, the current CORAL web page be discontinued. Some advantages of the Wiki are: all topics on the discussion forum are indexed and searchable; constant updates; software is easy to use; and an instant messaging feature. The amount of space available for images is limited—which helps keep costs low. Nancy agreed to check on prices to increase storage capacity, possibly at a discount rate for being a non-profit. A suggestion was made to establish procedures on who is given permission to make changes at various levels of authorized authors. Nancy is available to help with the creation of Avatars. Everyone agreed that this tool is a good starting point and we should build on it.

Interest groups

Judy Larson proposed that each interest group be initiated by a director. The directors agreed to use the wiki to generate interest and then pass the responsibility to someone else to actually lead the groups. The groups, by director willing to initiate the connection, are:

Tracey Mendoza: Reference & Instruction

Tina Mesa: Technical Services

Anita Lang: Digitization

Jonquil Feldman: Professional Development

Judy Larson: Circulation; ILL

Martha Rinn: Technology and automation

Candace Scott noted that the bylaws may need changes with regard to interest groups because as stated now there are many requirements to be an interest group; all agreed that the changes should come out of the interest groups themselves. Aubrey George noted that there is less need for a formal structure to the interest groups because they can meet online as needed. It was suggested that interest groups may want money for their activities and that is why the formal structure was in place. All agreed to let the bylaws stand as they are for now.

Professional development for 2009

Celita DeArmond proposed that CORAL take advantage of Trinity's invitation to Megan Oakleaf to speak at Trinity in late spring 2009 and invite her to speak to CORAL members as well. Dr. Oakleaf has not agreed to come to San Antonio yet, but if she does, her presentations could help CORAL members validate the importance of the library/LRC to their academic community and accrediting agencies. She is a nationally recognized speaker whose work focuses on assessment rubrics. The approximate cost, sans food, is \$1500 (speaker honorarium, no travel cost included).

A suggestion is to charge a nominal fee to attendees from member libraries and a more substantial fee to attendees from non-member libraries. Potential attendees may come from Texas State, UT Austin, and the Valley.

CORAL director's agreed that money is not an issue because our strong financial position. Celita DeArmond will confer with Michelle Millet to decide on amounts to present to CORAL. Martha

Rinn suggested that when the potential cost is derived, an electronic vote to approve the use of CORAL funds for this professional development seminar might suffice.

New business

Judy reminded everyone about the TLA luncheon on Tuesday, December 9th at our Lady of the Lake University. Everyone should RSVP with Janna.

Also, Judy asked if anyone would be interested in joining together to write a LSTA grant. No one agree to do it at this time.

The meeting adjourned at 4:00