

**DRAFT**

**BPM Executive Board Meeting**  
**Saturday, June 25, 2011**  
**JW Marriott Hotel • Orpheus Room**  
**8:00 – 10:00 AM**

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**In Attendance:** John Budd, Marie Radford, Christie Koontz, Bob Branciforte, Amanda Ros, Sue Stroyan, Beth Paskoff, Diana Vogelsong, George Gaumont, Shannon Tennant, Sue Searing, Lorraine Haricombe, John Paul Walters. **Absent:** Daria DeCooman, Kay Braye.

**Approval of Minutes (San Diego).** Motion to accept and seconded. Passed unanimously.

**Approval of Agenda.** Accepted with additions.

**New Business** (*tabled until later in the meeting*).

- 1) Facebook and LinkedIn Update (Ros)
- 2) ACRL (Radford)
- 3) Announce winner of ALA/BPM Award (Budd/Stroyan)
- 4) Adjunct faculty's role in selection of Beta Phi Mu candidates (Stroyan)

## **Reports**

**Executive Director's Report.** Koontz reported that it has been a good year at Beta Phi Mu, as we have an additional new chapter, St. Catherine's University @ Minneapolis/St. Paul – Beta Beta Xi. The national office continues to receive more feedback and response from chapters due to stability of office and protocols and the regular intervals of *The Pipeline* newsletter. We continue to remind chapters that individuals can be initiated at the annual G-ALA. ScholarSelect – the online scholarship management system – is a good investment, greatly increasing efficiency and enhancing effectiveness of committee reviews. Bob Branciforte's accounting background/practices bring increased structure to the national treasurer's role.

**President's Report.** Budd stated that the main order of business is trying to connect connections between Beta Phi Mu and other organizations within ALA and LRRT. Budd proposed that BPM partner with LRRT to explore possible collaboration and co-sponsorship of programs and awards. He is working to set up an awards committee and once it goes through, he will write up the award announcement in time to meet LRRT's submission deadline and to disseminate publicity. If the paper warrants, the first award would be presented in 2012. Budd suggested that this be advertised on our website via both member lists and any affiliate or ALA divisional website – whatever we can think of that would be appropriate, e.g. RUSA, ACLA, Library History Roundtable. For the record, Radford is against designating a journal for it, as many times the author already has a place where he/she wants it to be placed. In other words, designating a journal could be a barrier to someone submitting. Budd added that LRRT has about 1,500 members – one of the biggest round tables.

**Treasurer's Report.** Branciforte stated that Beta Phi Mu's bank has, until recently, been Wachovia. However, as of June 11th, Wachovia was bought out by Wells Fargo. Prior to the merger, Branciforte met with a Wachovia branch manager about Beta Phi Mu making more than the paltry amount (under \$10) in interest we earned on our \$45,000 CD.

A discussion ensued regarding the purpose of CD funds. Koontz affirmed that these monies are meant to be a rainy day, risk-free fund. Ross suggested perhaps splitting it into two sums – one of which might be more lucrative in a higher risk environment. Paskoff stated that she supported sitting tight and not losing any of the CD's value – especially since BPM is not relying on this for scholarships, etc. Koontz agreed that if we had a larger staff to ‘mind the funds’ then we could take more risks. Gaumond concurred that someone needs to monitor it and also felt that perhaps Wachovia’s rate is too low. Gaumond suggested looking at other financial institutions and making a comparison as to whether a CD is a good thing when compared to, say, a Money Market Fund – although interest rates are variable. Gaumond also felt that a laddering CD -- over time – might also be a viable option. Budd affirmed that while it appears the money is a reserve – we should still work towards building it up so we have on hand 20% of annual operating costs, at a minimum, and think strategically – three, four, five years down the road, e.g. how they are trending and how we can project into the future. Budd added that perhaps any move should be delayed at this time, given that the host institution is slated to change in 2012. Stroyan felt adamantly that this issue has come before the board too often and needs to be resolved.

**ACTION TO BE TAKEN:** Branciforte will 1) submit his findings by 9/15/2011 – CD laddering vs. Money market -- whichever makes the most sense to optimize Beta Phi Mu's investment; 2) meet with bank representative, Charlotte Snyder, who may be able to provide a hypothetical scenario that Beta Phi Mu can choose in the short run or wait until a new host home is established; and 3) present options to increase the CD's value to the board at 2012 Midwinter Meeting. This type of action will need to happen between board meetings. Paskoff suggested having a report ready by September 15 and then have an interim board discussion. The board can vote electronically, facilitating a decision between board meetings. Koontz agreed one of the things Beta Phi Mu continues to need is relevant committee work between board meetings to keep both the board and committee active.

## Committee Reports

**Scholarship Committee.** Searing summarized her report (*see attached*), starting off by acknowledging the hard work and dedication of the committee members. Searing then asked if we could change the purpose of the Lancour scholarship to specify support for foreign research or specialized study, but not for merely attending a foreign library school. This re-wording would be in keeping with the original intent of the scholarship. Budd and Stroyan stated that the language is okay to tweak. Searing also would like to add a CV requirement for the Garfield Fellowship since most, if not all, PhD students already have one. The board approved. Searing also wondered about a CV or Resume for the Reed & Woolls scholarships? Stroyan stated that we can certainly do that. Searing brought up the issue of the deadline for receiving recommendation letters, which is currently the same as the deadline for receiving the candidate’s application materials. A discussion followed and it was generally felt that a deadline is a deadline and the current system works for nearly all applicants.

Budd was willing to give the scholarship committee discretion for unusual circumstances and stated that if publicity is broader (AL Direct, sent to programs, ListSrvs, NMRT liaison (Ros), ALISE, sent to school reps, ALA has a listing of all scholarships, reminder to campuses) then more people will be aware of the deadlines. Koontz suggested stronger post-award publicity, perhaps adding some language to the application, e.g. “If you are a scholarship recipient, please read these FAQs – and submit a report and photo to Beta Phi Mu headquarters.” Radford asked if anyone present would be willing to chair the

Scholarship Committee since Searing is going off the board. Ros agreed to serve as Scholarship Committee chair for 2012.

**Monograph Series Report** (*see attached*). Haricombe reported that they had a very productive teleconference with the two submissions. The first one is in the pipeline for 2012. Second is on the topic of NYC's Public Libraries waiting on one reviewer's comments. Almost all the chapters have been written and the expectation is that it will be completed over the summer and will then be submitted to various publishers. On the question of royalties, Budd affirmed that there is no requirement for Beta Phi Mu to be the recipient of royalties. "We can ask authors to consider 25% but they are not required to do so."

**Elections Committee.** Stroyan stated that we're all set for the General Assembly election and suggested that at the next Midwinter Meeting, we stagger terms of the directors.

### **New Business**

1) **Facebook and LinkedIn Update.** Ros stated that we now have a Facebook page with our info and that a message went out to all Facebook and Linked In members in pre-existing situation with the goal of trying to be a real resource for our members. Ros also reported that she has discovered that we can make Facebook charts (!) and that we are getting response from chapters.

2) **Radford Reports from ACRL.** Radford shared that she was the incoming chair of ACRL Research Coordinating Committee that wrote the call for proposals for the recently published value report. Radford decided to explore co-sponsoring this panel with ACRL. Straw Vote since not yet in place – interested in co-sponsoring? Budd stated that, pending a positive outcome, we can commit to this.

3) **Announce winner of ALA/BPM Award.** Stroyan stated that the ALA/BPM Award Winner will be officially announced Tuesday evening – Leslie Farmer from Long Beach State University. Stroyan suggested spotlighting her on Facebook, *The Pipeline* newsletter, the BPM web site, etc. and that we need to follow-up as to why the national office wasn't notified.

4) **Adjunct faculty's role in selection of Beta Phi Mu candidates.** Stroyan stated that this topic was in response to an email she had received asking for guidance re: adjunct faculty's role in determining who gets invited to join Beta Phi Mu. A brief discussion followed and Stroyan felt strongly that this is a local question since every individual chapter makes that decision because every chapter has a different make up. Budd concluded that the answer is -- it's a local question.

Paskoff asked if we can get a list of ALA accredited schools, including Canadian schools. Budd stated that, while there are no Canadian Beta Phi Mu chapters, Paskoff is welcome to send a nudge.

### **Unfinished Business.**

Budd began by saying that we need to distribute an RFP (*Request For Proposal*) for the new host institution of Beta Phi Mu and suggested that a document be drafted that defines the commitment needed to host the Society. Budd felt that the best fit would be a Master, ALA accredited institution. Paskoff asked how many hours or what percentage of time the Executive Director spends on Beta Phi Mu and stated that it is difficult to discuss hosting by other campuses without more detailed

information. Paskoff also asked about the Treasurer position. Koontz responded that headquarters has job descriptions and an operations manual. Paskoff asked Koontz to send a single email with attachments. Budd stated that, in order to write an RFP, we absolutely have to know what percentage of time – at least an estimate – is required to oversee Beta Phi Mu. Koontz estimated it was six to ten hours a week on average. Budd reiterated that nobody is going to respond to an RFP without a percentage of the Executive Director's volunteer time.

**ACTION TO BE TAKEN:** Headquarters will send a copy of the contract, job descriptions for Koontz, Walters, and Branciforte, plus the Operations Manual. Radford asked if she, Beth, and John – as Executive Committee – could take this on. Budd requested that the above mentioned materials be sent ASAP to Budd, Radford, Paskoff, Ros, and Tennant and that we need to send out the RFP in the Fall. Budd also suggested making May–July a transition period. Target Date for the RFP is August 15. The Executive Committee will draft with a quick turnaround and release the RFP – reasonable to post October 1. Also attach most recent Treasurer's report. Final by December 15. Budd concluded that, in the call, let us set the ideal start date as May 1 to begin transition.

Tennant shared that UNC Chapel Hill might be interested. Paskoff stated that LSU SLIS has space and that, “after July 1<sup>st</sup>, we might be able to do some hiring.” Private institutions were discussed. Budd thought that perhaps Dominican might be interested.

There was a brief discussion about terms of office. Stroyan stated that at the G-ALA it should be three two-year terms with the possibility of renewal; two people for non-renewable three-year terms. Three people who will have completed a two-year term in 2013. Elaine Yost and two other people who complete terms in 2014. Koontz concluded that we need an elections committee.

**Meeting adjourned at 10:12 PM.**