

ACL Board Minutes
Friday, January 26, 2024
11:00am–11:53am
Meeting via Zoom

Present: Angela, Caroline, Catherine, Celia, Joshua, Joy (minutes), Kimberly, Mika, Nina, Penny, Shani

Upcoming meetings:

- February member meeting: In person at OPL
- March member meeting: Zoom
- April member meeting: In person at Berkeley Public Library
- Next Board meeting in April

Meeting at Berkeley PL

- Before April's meeting, BPL staff will share parking info and instructions for entering the building before 10 a.m.

Committee updates

Book Review & Distinguished List (Caroline, Joy, Lesley)

- Happily, we've already reviewed many of the books that received ALA awards this week.
- There are about 75 books confirmed on the Distinguished List, and we're in good shape with the voting for books still under consideration.
- Catherine, Celia, and Joy have met to transition the management of book reviewing mentors from Membership to Joy.

Budget & finance (Joshua, Kimberly)

- Receiving income from Performers' Showcase and membership fees.
- If anyone has technical problems paying for Showcase attendance on Brown Paper Tickets, people may pay their admission on site at the Showcase.

Editorial (Penny, Sarah)

- New process of posting reviews online is going smoothly. Today was the deadline for posting January's reviews, and only one volunteer missed the deadline.
- Thanks to Mika for proofreading reviews before they're shared more widely. Mika has created proofreading files as a resource, and the proofreading process is taking less time.
- If we increase the number of monthly book reviews, Penny said there will be enough volunteers to post them online.

Helfeld (Catherine, Celia)

- Meeting Monday to plan. More details soon.
- Former Helfeld Scholar Jennifer will join the committee.
- Joshua said that funds haven't been shifted from the Helfeld account to cover Scholars' membership and Performers' Showcase attendance in the past two years. Next week Catherine and Celia will figure out how many memberships and Showcase tickets that would be, and they will notify Joshua.

Membership (Catherine, Celia)

- Renewal reminders have been sent to last year's members. Have received some renewals, about 20% of anticipated total. Will mention book reviewing in next reminder message.
- Will table at Showcase to promote joining. Making buttons and have swag.
- As mentioned earlier, Catherine and Celia met with Joy about transitioning management of mentor pairings. Catherine and Celia will continue to provide input and support.
- New members are interested in book reviewing and will need training. Penny sent her training files to Mika and Sarah, who will lead a training at our March meeting. Penny mentioned that a training video from a year ago is available online.

Mini-grants (Penny)

- First announcement was posted, and applications are due on March 15th.
 - Penny and Jenny will evaluate applications. Both are retired and will be objective.
 - \$1,500 available with \$500 maximum per applicant.
- <https://www.bayviews.org/2024-mini-grant-applications-welcome/>

Nominating (Angela, Catherine, Shani)

- Would welcome one more member, ideally a person who has belonged to ACL for some years, as relationships are key to recruiting potential officers.

Professional Development (Angela)

- Super librarian Mychal Threets scheduled in February.
- Book review training/refresher in March.
- Working on reader's advisory training for April.

The storage cabinet at Oakland PL

- Because of upcoming renovations at OPL Main, we might need to make other arrangements for the ACL storage locker.
- What's in the cabinet? Refreshment items (e.g., napkins), editing materials (old), and books intended for sale the following month.
- Most coffee and tea items were donated to OPL.
- Some members brought home items (large files) for interim storage.
- There's a very old laptop. Joshua will probably take it, delete files, and recycle it.

OPL construction update (Nina)

- Renovation contract is still being finalized for OPL Main.
- Anticipated that OPL Main will be turned over to contractors from approximately late May until September 30th. Given that construction is involved, the 9/30 return date might be delayed.
- Use of auditorium: As a precaution, Nina advises making alternate plans for in-person meetings through December.

More about the storage cabinet

- Nina said that the cabinet was purchased with ACL funds to store coffee supplies and books.
- The cabinet must move out of Room 28 during the upcoming renovation.
- If ACL wants to keep the cabinet in the long term, that might be an option. Many renovation details currently unknown, including size of other storage options at Main. If it's possible to move the cabinet and temporarily store it at OPL, Nina will do so. However, if alternate storage is too small, someone from ACL might need to pick up the

cabinet and store it in a garage if we want to keep it. Nina will stay in contact about the situation.

Shelves in OPL storage room

- There is space at BPL Central to store books currently in the OPL storage room.
- Need to figure out logistics, including transfer of items from OPL to BPL.
- Please empty and tidy OPL storage shelves and keep the storage room floor as empty as possible. During renovations, Storage aisles will be needed for other items, possibly even the ACL cabinet.

Books arriving from publishers during OPL renovations

- From June 1st until September 30th (or later), contractors will control the OPL Main building.
- Nina doesn't know our retrieval options yet. There will be limited space for items to pile up. OPL Delivery & Sorting will operate from a hub not at Main.
- ACL members wondered about temporarily changing the mailing address, but this would not be a practical option. Publishers are slow to update their records, and it would be a further pain to change again when returning to OPL.
- It might be a fallback option to route incoming ACL boxes to Chavez branch, but workflow would be difficult.
- If there are publishers from whom we no longer want to receive books, this would be an ideal time to request removal from their mailing lists.
- Do we still want to receive books from publishers? Yes, we want to maintain a relationship with publishers who are willing to ship us books. While more reviewers are borrowing review titles from libraries and using e-galleys, we still review books received from publishers.

OPL updates

- Nina suggested that we check with her again in April. Please invite her to the next ACL Board meeting. If we need to touch base sooner, contact Nina.

Storage cabinet, continued

- Do we need it? Joshua said that it's wise to retain a designated space at OPL if possible and that the cabinet is preferable to members storing ACL items at their homes. Multiple board members agreed with these points.
- If practical, consolidate book storage into the cabinet so it doesn't take up two spots (cabinet and storage room shelves).

Monthly meeting location

- Angela noted that hosting on Zoom every other month helps us to expand professional development offerings (connect with people in other states). Some members can attend only on Zoom.

Snacks at meetings

- Angela asked about funds for snacks at in-person meetings. Joshua said it's in the budget.
- ACL used to have designated volunteers to buy snacks. Will call for such a volunteer at next meeting. Good task for a new member. Joshua advises bringing receipts and getting reimbursed at meetings (not waiting, as receipts get lost, etc.)
- For February's meeting, Caroline will bring coffee, Angela will bake, and Penny will bring juices.

Action Items

- Before April's meeting, BPL staff will share parking info and instructions for entering the building.
- Next week Catherine and Celia will figure out how many memberships and Showcase tickets have been used by Helfeld Scholars during the past two years, and they will notify Joshua.
- Nina advises making alternate plans for in-person meetings through December. (Has the BPL Community Room already been reserved this far out?)
- Figure out logistics, including transfer of items from OPL storage to BPL.
- Empty and tidy OPL storage shelves and keep the storage room floor as empty as possible.
- Invite Nina to the next ACL Board meeting.
- Call for a snack volunteer at February's meeting.