ARLD Meeting Agenda
Metronet Conference Room (#317)
1619 Dayton Ave.
St. Paul, Minnesota 55104
Friday, 5/17/19
2:00 PM to 4:00 PM

Join Zoom Meeting
https://zoom.us/j/426667330

Present: Megan Kocher, Jenny McBurney, Janis Shearer, Ginny Moran, Phil Dudas

Online: Cindy Gruwell, Allie Thome

Excused: Amy Mars

Agenda

1. Review and approve April Meeting Minutes [all] - approved

2. MLA Board Meeting Notes [Megan]

3. ARLD Day 2019 [Phil]

    a. Presentation materials?
        i. Everyone contact the presenters that you moderated, say thanks again and ask if they are comfortable sharing their slides for the website
        ii. Send slide to Phil
    b. Innovator award press release - still waiting on photo
        i. We have the photo, Janis is finalizing press release to be sent to member list in a template email and posted on website
        ii. Send ARLD Day stuff to Mackenzie, moving forward send to Leslie
    c. Event recap email/Round-Up
        i. Recap of ARLD Day, use the previous example as a template
    d. Send thank you note to each presenter??
        i. Will be included in the email where we ask for slides
    e. Evaluations
        i. Evaluations spreadsheet - over 50% response rate
            1. Strong program
            2. A few people said they missed the lightning round
            3. White, male keynote speakers
            4. Liked the food, location, tours, and social time
        ii. Send to presenters?
    f. Sched - thoughts?
        i. Don't think any presenters uploaded their presentation materials
        ii. We liked having the one-page handout that Allie made, and Sched seemed fine, easy to use and wasn't too hard to set up

        1. We could modify the presenter form for next time to make it easier to upload to Sched

g. No stage
    i. Usually there's a riser platform, it was ok this time since it wasn't too full but would be more of a problem if more people
        1. Wasn't listed in contract
        2. Phil will check with Jodi to see if this has been included in the contract previously
        3. Next time could have someone get even earlier to check on details like that

h. Temperature issues
    i. After we pointed it out they fixed it, but we don't know why it happened

i. Need to figure out a way to cap the tours
    i. Not great that we can't cap it during the registration process, the tours were very full
    ii. Ask Leslie to check on this
    iii. Also, next year some people will have already done the tours, so maybe fewer people will be interested
    iv. Other options:
        1. Don't list the tours in the registration, have it be a separate email blast
        2. First 10 people who show up in person
        3. Is there a way to do it in Sched?
        4. Do we know who the first ten people who registered are?
        5. Make the tours bigger and don't go in the rare book room

j. Land acknowledgement - any feedback?
    i. Next year, add local businesses, suggestion via email from Jody Gray

k. Out of pocket expenses
    i. For keynote, all the incidentals add up pretty quickly
    ii. Ask MLA: Can this be documented as an expense? There's a speaker line in the budget, could reimburse from that
        1. Rules about reimbursement for alcohol?

l. Program/map
    i. Lactation space - it is hard to find, maybe have a blurb in the program describing how to get there

m. Attendance
    i. 3 onsite registrations, 89 preregistrations, 3 or 4 no-shows
    ii. LOEX/ACRL could have made an impact on numbers
    iii. Could we rethink the event?
        1. Experiment with date, location, format?
        2. Surveys say they like the location
        3. Survey the membership and ask why
            a. Cost? Location? Time of year?
        4. Is there a related drop in academic membership in MLA? - this month's membership report was not broken down by divison
            a. We get ACRL numbers each year - here's our Membership doc

5. PLD has a keynote in the morning, a breakout session, lunch, afternoon keynote, then a larger discussion in the afternoon
    a. at the Radisson Hotel Brooklyn Center
    b. a shorter day overall, 9:30-3:15, happy hour afterwards
    c. Venue is probably cheaper, maybe food is too
6. We should continue this conversation next month

2013	148
2014	144
2015	142
2016	130
2017	100
2018	110
2019	92

iv. Budget?
    1. Free registration for next year
    2. Phil and Megan will look it over together
n. Photos saved? - see below
o. Pre-conference - went great, good evals
p. Prepare list of future ideas
q. Sound - test microphones in advance, in the morning
r. Update innovator requirements (no current ARLD board members)
    i. Janis will ask Leslie to update on the website: https://www.mnlibraryassociation.org/page/mn_acad_innov_award

4. Communications [Janis]
    a. May Roundup items - no date set yet, likely 28th or 29th
    b. Photo for Innovator Award is ready, Janis is preparing a press release to send to Leslie to post on the website and email to membership
    c. PB Works - continuing transition to Google Drive
    d. If you have photos from ARLD Day or the preconference, sent to Janis or upload to Google Drive > Images folder > ARLD Day 2019
    e. Problems with Management HQ emails - has been resolved, test message will be going out later this month
5. Dialogue/event updates
    a. June 12 Webcast: Controversial Topics and Difficult Dialogues - Strategies for Addressing Misinformation in the Library [Amy and Allie]

1. Amy: More webcasts have been added:
   http://www.ala.org/acrl/conferences/elearning/webcasts

ii. To run the webinars, Amy and Allie will have to contact Megan Griffin mgriffin@ala.org

1. Allie will write to Megan and CC Amy and list both locations (cost is included since we are the MN Chapter)

iii. Location(s)

1. MCTC
2. Concordia (holds about 24 people)

iv. RSVP Form

1. Includes email address so Allie and Amy can contact people about logistics like parking
2. What's the cut-off date for RSVPs? Helpful to know how many people are coming to estimate cookie needs

v. Snacks

1. If you have off-campus people at Concordia, you have to order 2 weeks in advance - just estimate attendance numbers at that point but don't cut off registration that early
2. What's the budget for each location? Probably $50 max

vi. Communications

1. Allie can promote at Concordia, Fargo/Moorhead listserv
2. Allie and Amy will work with Janis to write a description to be sent to members, post on social media
   a. Allie will write first draft and send to Amy and Janis
   b. Post by May 29th, or sooner is fine

b. ACRL's Project Outcome for Academic Libraries Workshop [Megan]

i. - Megan to work on finalizing dates, sharing final dates with Erinn/Mariya.

1. Potential ARLD Day dates:
   a. "Regular" date: April 24 (preconference 23rd)
      i. Conflicts with Art Library Conference (Ginny) and USAIN (Megain)

  b. 1 week later: May 1
  c. 2 weeks later: May 8
  d. 1 week earlier: is April 17
  e. Megan will ask about May 1 and May 8 (second choice is April 17)
      i. potential conflict could be LOEX (ask Amy)
      ii. also see if the price will be different
  ii. - Date selection will initiate the work of the LAC (Erinn/Mariya)
  iii. - LAC will request the workshop with ACRL
  iv. - LAC will review tasks and determine what tasks fall within LAC responsibilities, and which would go to the ARLD Day planning group (such as registration, marketing).

c. OER Dialogue [Cindy]
  i. Need to confirm date: OA Week is October 21-27
  ii. Have the instruction room, seats about 50

6. Ran out of time - the rest of the agenda will be saved for next time
  a. Final comments - where are we at for number of contacted emails through MHQ?

7. MLA Conference Session - Edits to the following need to be submitted by June 6th

  a. ## Proposal Submission Form Information:

  b. **Proposal ID:** 64

  c. **Session Title:** ARLD Division Meeting and Poster Session

  d. **Full Session Description:** Current Academic and Research Library Division (ARLD) members (along with anyone interested in learning more about our organization) are invited to the ARLD Division Meeting.   There will be a short business meeting followed by a dazzling (and informative) poster session. ARLD bingo (with prizes) will be making a return.

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business meeting followed by a dazzling (and informative) poster session. ARLD bingo (with prizes) will be making a return.

    f. **Session Format:** Group Discussion

    g. **Session Level:** Beginner

    h. **Conference Track(s):** Collaborate

    i. **Additional Speaker information:** Amy Mars

    j.

8. Anti-racist leadership training ideas [Megan]
   a. [Me and White Supremacy](#)
   b. [YWCA](#)
   c. [Anti-Racist Pedagogy Across the Curriculum Community of Practice](#)
   d. [Anti-Racism Study Dialogue Circles - FREC](#)
9. Legislative Update [Ginny]
10. Membership Update [Cindy]
11. Intellectual Freedom Update [Megan]
12. Anything else? [All]