ARLD Meeting Agenda
Friday, 1/21/22
1:00 PM to 3:00 PM

Zoom meeting link:
https://us02web.zoom.us/j/83518534645?pwd=d2h5UjIrR1NPUEpwSnFVbTdsYU9zUT09

Present: Kat Nelsen, Jenny McBurney, Preeti Gupton, Trent Brager, Alicia Kubas, Annie Larson, Maggie Parra
Excused: Kristen Cooper
Notes: Alicia

Agenda

1. Note Taking rotation
   a. Go in order based on initial of first name so Alicia will take notes first
   b. Notes/minutes need to be posted on MLA website
   c. After notes are approved for previous month, the current month’s notetaker should submit those with the following procedure:
      i. Download the notes google doc as a PDF; Go to https://www.mnlibraryassociation.org/page/contact_us and click on Web Page Revision Submission
      ii. Sign in and fill out form: the page you’re revising is https://www.mnlibraryassociation.org/page/ARLD; Page section is the header; Content: give a brief summary; Attach PDF
      iii. They should email you when they make the updates but double check to make sure it’s done right (check fonts and links, etc.)
   d. If you do not have the authority to post something, they may email you and copy Jenny, Kat, or Preeti
   e. Leave agenda item headings in black text, notes in purple, red text as action items can also stay

2. Review and approve December Meeting Minutes [all]
   a. Remove email and two links before submitting to website
   b. Approved

3. MLA Board Meeting Notes [Kat] (remove before submitting)
   a. Lots of discussion around COVID policy for events
   b. Changing board meeting times since ITEM members can’t attend until after 3pm
   c. Planning Committee for conference is moving forward; budget line for pheedloop in case it needs to go virtual

4. ARLD Day 2022 [Jenny]
   a. Friday, May 6, 2022, virtual with in person social event after
   b. Timeline (remove link before submitting)
i. Call for proposals went out on 1/20, due on Feb 4, can be extended to Feb 16

ii. Board reviews proposals prior to Feb. meeting, and selects proposals during Feb. meeting

iii. Use same schedule as last year: 9 concurrent sessions and a handful of round tables but can be flexible based on proposals we get

iv. Students encouraged to submit proposals

c. Finalizing keynote
   i. Jenny meeting next week

d. Budget planning
   i. Revenue:
      1. Registration fees
         a. Jenny confirm w/ office same as last year and check costs
      2. Sponsorships
         a. letter template - Jenny will send - contact no later than week of Feb 28
         b. Sponsor levels
            i. $500 level - recognized on MLA website/slide deck and 5 minutes to speak in intro of the conference
            ii. $250 - recognized on MLA website/slide deck
   ii. Costs:
      1. Keynote honorarium
      2. Sched (last year $200, includes embedded Zoom links)
      3. Zoom
      4. Is additional money needed for overhead?

e. Format of event (session or just keynote, social events, etc)
   i. Suggested schedule (from last year) - 8:30-3pm
      1. 8:30-9:00am: Welcome & Presentation of the Academic Innovator Award
      2. 9:15-10:15am: Concurrent Sessions 1
      3. 10:30-11:30: Concurrent Sessions 2
      4. 11:45-12:15: Roundtables & Lunch
      5. 12:45-1:45: Keynote
      6. 2:00-3:00pm: Concurrent Sessions 3

f. Registration and Website:
   i. Update website with session info March 14
   ii. Registration opens March 21

5. Innovator Award Committee [Jenny]
   a. Committee members - Jenny, Trent, Preeti
   b. 1st call for nominees will go out week of March 7
6. In-person regional social events after conference [Kat]
   i. Bekky volunteered for Duluth. Trent volunteered for Twin Cities.
   ii. Have not heard from volunteers for other regions; add a prompt for this in the registration email
   b. Do a survey of membership of where they would like ARLD to be and what modality they would like
      i. Also consideration of holding ARLD day on alternate years opposite of ACRL. Could alternate online/face-to-face with the ACRL years.

7. Unpacking white supremacy [Kat]
   a. January session
   b. CoP
   c. Anyone can repurpose content from website

8. Communications update [Maggie]
   a. Call for session proposals has gone out
   b. February Roundup?
   c. Send out via regular email blast
      i. Proposal reminder and extension
      ii. Legislative announcements
   d. 135 Twitter Followers
   e. 117 Facebook Follower

9. Legislative update [Alicia]
   a. Notes from December call
      i. 8 billion surplus is going to make this leg session much more complicated
      ii. Redistricting happening in early Feb
      iii. Push on broadband
   b. Social media advocacy for Virtual Leg Week
      i. #MNLibrariesLead→ ARLD retweet or post content on other social media channels
      ii. Stories via Google Form→ Share with ARLD social media and push forward to individual academic libraries to share out
   c. Alicia send out email blast content around leg advocacy and virtual leg week
   d. How to get academics interested and involved in leg advocacy?
      i. Virtual forum is the best first step
      ii. Talk to Maggie at Minitex about what meetings she’s doing with leg that are virtual that people might want to be at; same for regional library meetings if people want to tag along and see how it goes
         1. Can lurk in zoom room and get a feel for what happens
      iii. Good year to learn and listen since so many virtual options
iv. ARLD session about how to become more prepared/aware of legislative advocacy topics and tools that would be relevant to academics? How to find information about bonding/infrastructure funding for academic institutions? Funding 101 for Minitex, Metronet, other mult, etc.?

1. Or could be a roundtable discussion
2. How the funding process works and making it accessible; why you should care!
3. Funding for private colleges vs UMN/MNState
4. Just because you’re not the academic lib director, you can still advocate
5. Panel or roundtable with people who already do this work: union work in libraries, Minitex/Metronet, etc.
6. What lobbyist does and why we need lobbyists for libs
7. Mentor or buddy system for people who are planning to meet with legislator

e. Upcoming events (MLA Leg Update email went out yesterday):
   i. Legislative Day/Week Briefing, Tuesday, February 22nd at 9:00 a.m. (Tentative)
      1. Create calendar event and invite people (the board?)
   ii. February 28, 2022- Library Legislative Day @ the Capitol
   iii. February 28- March 4th- Virtual Library Legislative Week
   iv. Legislative Forum, Tuesday, August 9, 2022 (Tentative)

10. Membership update [Trent]
   a. No update; Trent will connect with Bekky

11. If time: Website updates [Jenny]
   a. Annie will work on the high priority updates listed below
   b. Plan to submit these updates one by one for the most part to keep better track of what has been fixed
   c. Update leadership roster
      i. High priority
   d. Remove ARLD Day 2021 info and update with 2022 info
      i. High priority
      ii. Delete what is currently there and replace with save the date and more info/registration coming soon
         1. Date/time
         2. Registration coming soon
      iii. In the “Documents” section add:
         1. ARLD Day Virtual Keynote Address - April 30, 2021
   e. Add links to 2021 documents section
i. Meeting notes (make PDFs, go through to remove indicated links, save copies to appropriate locations in ARLD folder)

ii. Slides & minutes from MLA conference ARLD Business meeting

iii. Info about ARLD Day 2021 and link to video online

   1. Link the schedule?

f. Link the ARLD Day 2020 video in the 2020 documents section

g. Update Bylaws doc and post on website

h. Include nomination schedule somewhere - link in area where current board members are listed

i. Think about: pages for past innovator award and keynote info

j. Remove list of 2022 candidates from the menu