Richmond Academic Library Consortium

Location: Virginia State University

June 7, 2005

In Attendance:

Ginger Young, presiding (R-MC); Sheila Carrington (VSU); Virginia Cherry (RBC); Joe Coalter (Union-PSCE); Elsie Wetherington (VSU)

1. President Ginger Young called the meeting to order at 10:15 AM. All introduced themselves.

2. The minutes of the April 12th Board meeting were approved without amendment.

3. Treasurer’s Report:

Paul Porterfield reported through an email that dues letters were sent out in May for the next fiscal year, and some libraries have already begun to make payment. He suggested that the dues should be received as soon as possible.

RALC provided support for the recent copyright seminar provided by Solinet. Each library in RALC was invited to send a staff person to the seminar, and that person was to be reimbursed for $100 of the registration fee. If all libraries did not send a person, then their allotted reimbursement could be used by a library with more than one staff people attending. The total allocation for reimbursements for this event was $1,000.

The same arrangement has been approved for an upcoming Solinet seminar on “Evaluating Library Services” scheduled for July 18 at the University of Richmond.

Elsie Wetherington asked why RALC continues to increase annual dues when RALC has a reserve of $20,658. Virginia Cherry suggested that RALC pro rate its dues charges based on the relative size of each library’s budget. The Board agreed to place a discussion of this matter on the agenda of its October meeting.

4. Technical Services Committee:

Rachel Frick, the chair of the committee, reported via an email that she must resign as chair because of increasing professional obligations at the University of Richmond combined with personal issues. She noted with regret that the Technical Services committee has been inactive this past year. She believes that this is in part due to the fact that most members are active in the PRPL (Potomac Technical Processing Librarians). For this reason, she suggested that a small task force be appointed to coordinate educational and training activities with PTPL. The task force might be comprised of three people, one of which would be a member of PTPL and a second a member of the Virginia Library Association.

5. Media Co-op Committee:
Sheila Carrington submitted a new form for collecting annual statistic for the Co-op (see attached). She plans to develop the form so that it can be completed and submitted on the web. She noted that statistics from Co-op members are due by July 30 of this year.

6. Shared searching:

The Board discussed the need to reinstate the capability of searching all RALC catalogs from a single interface on the web. This matter will be placed on the agenda of the Board’s October meeting.

7. RALC website:

Virginia Cherry emphasized the need for RALC minutes to be sent promptly to the RALC webmaster, Hong Wu. It was suggested that the Board consider a modest one time honorarium for the webmaster. This matter will be placed on the agenda for discussion at the Board’s October meeting.

8. Archiving of RALC materials:

Virginia Cherry reported that original documents relating to RALC have been deposited in the RBC archives for safekeeping. A copy of these materials were made and a bound copy placed in RBC’s collection.

9. Amendment to the RALC Bylaws:

Ginger Young submitted a motion to amend the Bylaws of RALC. According to Article IX of the Bylaws, the bylaws may be amended at any regular meeting of RALC by a two-thirds vote of the total membership, provided that the amendment has been submitted in writing at the previous regular meeting. Ginger Young’s submission of her motion in writing was intended to satisfy this requirement. At the Board’s October meeting, the Board will be asked to vote on the alternative Article V below. The modifications to Article V, Section 1 are marked in bold. The fundamental change is a move from four meetings a year to three meetings a year. The June meeting would no longer be required by the bylaws:

Article V, Meetings; Section 1. Regular meetings: The regular meetings of RALC shall be held three times a year. The meetings shall be held in October, January, and April. An agenda for each meeting shall be distributed at least three days in advance of this meeting. The President serves as chair of RALC meetings. In the absence of the President, the Vice-President will serve as chair of a RALC meeting.

10. RALC Pass Survey:

The chair passed out a survey conducted by Helen McKann regarding RALC passes that allow students to borrow materials from other libraries in the consortium. The Board will consider the survey results as well as the current RALC “Interinstitutional Loan Agreement” (both attached) at its October meeting.

11. Library Annual Reports:
The Board discussed various forms by which different schools make annual reports to their administrations, and it was suggested that each member bring to the October meeting an example of the annual report that they normally offer to their school.

12. After discussion of current activities at member libraries, the meeting adjourned at 11:15 a.m.

Next Meeting:
Tuesday, October 11th
at Richard Bland College.

Two files attached:

Annual Statistics Form

RALC Loan Agreement & Survey