In Attendance:
John Ulmschneider, presiding (VCU); Virginia Cherry (RBC); Paul Porterfield (UR); Vonita Foster (VUU); Abdul Miah (JSRCC); Tim Williams (JSRCC); Ginger Young (R-MC); Elsie Weatherington (VSU); Jim Rettig (UR)

Call to Order:
John Ulmschneider called the meeting to order at 10:05 AM.

Minutes of the June 14, 2001 meeting:
Minutes of the June 14, 2001 meeting were approved as submitted.

Treasurer's Report - Paul Porterfield
- All dues have been paid
- Expenses are tracking with the amounts budgeted
- Approximately $600 has been expended on continuing ed
- The Finance Committee will meet to prepare for the spring meeting; the Finance Committee will consist of Paul Porterfield, Ginger Young, Elsie Weatherington, and John Ulmschneider
- Committee should let the treasurer know if they anticipate any out-of-the-ordinary requests in FY02-03

Committee Reports:
1. Technical Services Committee report—Virginia Cherry on behalf of Joy Galloni
   - Virginia Cherry summarized the committees April 27 meeting at Union Theological
   - A preservation workshop was held at the Library of Virginia July 26-27
2. Film Co-op report—Paul Porterfield
   - A workshop on how to read a film was postponed to January 7, but was snowed out that date. It will be rescheduled.
   - Paul Porterfield will also discuss how DVDs can be used in teaching
• Dywana Saunders is still compiling statistics from the last fiscal year
• A discussion of polices regarding replacement of VHS videos with DVDs of the same titles ensued. Practices vary.

3. Public Services committee

• Ellen Andes produced the RALC brochure distributed at the VLA conference in October
• Virginia Cherry thanked the Public Services Committee for producing the RALC brochure distributed at the VLA conference. Committee members also provided local information service in the conference exhibit area.

4. Web site

• VCU has completed a union catalog search capability. See the RALC link on VCU’s “Catalog” tab on its Web site.
• Is there a way to register its own domain for RALC’s Web site? Perhaps www.ralc.edu? This would give RALC better visibility and make its site easier to find. Ginger Young will investigate.

5. William & Mary membership in RALC

• John Ulmschenider will discuss this issue with Connie McCarthy before RALC’s next board meeting.

6. Follow-up to January 2001 retreat

• How do we review progress towards goals set at the retreat? How do we report and publicize the work of groups? How do we determine whether or not to continue each group?
• We need to assemble the documents from the retreat in order to create a summary
  1. John Ulmschenider and Ginger Young will compile the summary
  2. Perhaps committee chairs have flip chart sheets and notes that will help
• John Ulmschenider will request from each committee a report on its accomplishments. This will ask for:
  1. Statement of the committee’s charge
  2. Membership roster
3. Meetings held

4. Accomplishments

5. Recommendations

6. Work remaining to be done
   - The summary report will be distributed prior to the April meeting.

7. Scholarship Committee report—John Ulmschneider
   - John Ulmschneider distributed a draft proposal for a scholarship program to assist RALC library employees pursuing a master’s degree in library science
     1. The committee has the VLA and the Asian-Pacific American Library Association Scholarship guidelines
     2. The Finance Committee will review the proposal
     3. A number of suggestions were made; additional suggestions should be sent to the committee

**Announcements:**

- SACS approved new accrediting guidelines in December 2001
  1. The guidelines emphasize goals, assessment, and performance measures; budgets must be tied to and support goals
     i. This is a challenge to libraries since we are more familiar with input measures
  2. VCU is preparing for a SACS review with a site visit scheduled in 2003
  3. Will SACS continue to include a librarian on each site visit team? We don’t know.

- A review of institutional budget outlooks concluded the meeting. To sum up, Private institutions are looking at very limited growth or flat budgets while state institutions are looking at 8% cuts in the next fiscal year and perhaps worse the next year.

**Adjournment:**

The meeting adjourned.

- Next RALC Board meeting: Thursday, April 11 at Virginia Union University
- Following RALC Board meeting: Thursday, June 13 at Richard Bland College