In Attendance:

John Ulmschneider, presiding (VCU); Virginia Cherry (RBC); Paul Porterfield (UR); Vonita Foster (VUU); Abdul Miah (JSRCC); John Trotti (Union-PSCE); Charles Lewis (JSRCC); Ginger Young (R-MC); Elsie Weatherington (VSU); Jim Rettig (UR)

Call to Order:

John Ulmschneider called the meeting to order at 10:08 AM.

Corrections to the Minutes of the January 31, 2002 meeting:

Minutes of the January 31, 2002 meeting were approved with corrections:

- Starting time from 10:005 AM to 10:05 AM
- Technical Service Report was delivered by Virginia Cherry on behalf of Joy Galloni
- Ellen Andes produced the RALC brochure distributed at the VLA conference in October

SACS procedures:

Ginger Young reported that she has been appointed to a SACS accreditation team. It appears librarians are still included.

Treasurer's Report - Paul Porterfield

- The Treasurer distributed a written report and commented on the budget’s use and behavior during the past year.
- The Treasurer distributed a document listing College of DuPage video workshops on virtual reference that RALC has paid to downlink and record. The Public Services Committee will set up showings of these for RALC library staff at the University of Richmond.
- Procedural changes during the past year in accounting at the University of Richmond make it difficult to determine the actual current balance. It appears to be in excess
of $28,000, not $25,000 as noted in the summary of the 2/25/02 meeting of the Finance Committee.

- The Treasurer briefly reviewed the Finance Committee’s recommendations for revisions to the dues structure.

**Committee Reports:**

**Finance Committee report and recommendations—John Ulmschneider & Ginger Young**

- President Ulmschneider reported that the RALC.org domain should be registered by now.

- The current dues structure involves some member institutions paying more than others. It recommends
  1. Create a single dues category.
  2. Establish uniform dues at $1,450/yr
  3. This change has implications for governance. If each parent institution rather than each library of an institution is a member (unlike the present where each library of an institution must join individually), then bylaws changes may be needed.
  4. Under the proposal for a new dues structure dues would be restructured to make RALC purely a membership organization, not an organization with a la carte dues based upon services received.

- Ginger Young moved that the president appoint a committee to review the bylaws and report recommendations for consideration at the June meeting. The main issue to be addressed is the definition of what a RALC member is.
  1. The motion passed.
  2. President Ulmschneider called for volunteers to serve on an ad hoc Bylaws Revision Committee.
     I. Ginger Young will chair
     II. John Troti and Abdul Miah will also serve.

  3. Paul Porterfield recommended that the committee focus on Article III of the bylaws.
  4. Later in the meeting a review of Article VII, section I was added to the charge.
• Virginia Cherry recommended adoption of recommendation #2 for a new dues structure in the Finance Committee 2/25/02 meeting summary
  1. The motion passed.
• Elsie Weatherington recommended creation of a mechanism to establish an audit procedure as a matter of prudence.
• We also need to review the current arrangement whereby the University of Richmond serves as RALC’s fiscal agent.
• Consensus was clear that the current treasurer is doing a very good job.

William and Mary inquiry about membership - John Ulmschneider William and Mary does not have an interest.

**New Business:**

• For the June 11 meeting we need:
  1. Report from the scholarship ad hoc.
  2. Committee reports from the committee chairs.
  3. President Ulmschneider will invite current committee chairs and incoming chairs to that meeting.
• Article VII, sect 2 of the bylaws is unfortunately vague about when in the course of the year new committee chairs begin their terms as chair.
  1. Ginger Young suggested that this issue be addressed in a report on this issue separate from the Article III and Article VII, section I report (see above).
    I. An ad hoc committee consisting of John Ulmschneider, Jim Rettig, and Paul Porterfield will prepare this report.
• COOP—Paul Porterfield
  1. Paul Porterfield reported that efforts continue to gather statistics for 2000-01. It appears that the trend continues of less borrowing of media materials among COOP schools.
  2. In contrast, in-institution use of locally owned materials is increasing, collections are growing, and budgets are maintaining buying power.
  3. Courier service has been working very well.
• Virginia Cherry encouraged use of the listserv to keep RALC members

The Secretary will post draft minutes to the listserv after approval by the Board.
**Announcements:**

- Union-PSCE, due to its merger, has been through its second accreditation review since 1997. All present extended sympathy to John Trotti.

- President Ulmschneider would like RALC to seek local partners for grant funding to document and digitize the documentation of Richmond area history, particularly African American history. He thinks the RALC members can bring their deep involvement with community to strengthen a proposal.

**Adjournment:**

The meeting adjourned. The next meeting will be held on Tuesday, June 11, 10:00 AM at Richard Bland College.