



Thursday, August 1st

Attendance: Ruben F. Aragon (NMHU), Rollah Aston (ENMU – Roswell), , Martha Bedard (UNM), Lisa Beinhoff (New Mexico Institute of Mining and Technology), Holly Buchanan (UNM Health), Dennis Davies-Wilson (UNM-Los Alamos), June Frosch (for Jerry Klopfer New Mexico Military Institute), Kelly Gray (Clovis Community College), Sharon Jenkins (NMSU - Alamogordo), Peg Johnson (SFCC), Kathleen Knoth (UNM-Taos), Norice Lee (NMSU), Barbara Lovato (UNM-Valencia), Leslie Monsalve-Jones (Southwestern College), Akilah Nosakhere (NMSU- Carlsbad), Cynthia Ogden (UNM – Gallup), Valerie Nye (IAIA), Jim Pawlak (Eastern New Mexico University-Ruidoso), Tammy Powers (New Mexico State University – Dona Ana), Poppy Johnson Renvall (CNM), Christopher Schipper (SJC), Cecilia D. Stafford (NMSU – Grants), Devon Skeelee (New Mexico State Library), Elizabeth Titus (NMSU), and Melveta Walker (ENMU).

The meeting was called to order at 9:10am

Welcome

- Dr Pendergrass, San Juan College President, welcomed the membership to San Juan College and Farmington.
- Gayle Dean, Director of Foundation at San Juan College, also welcomed the group. She is responsible for organizing the items that were provided to the NMCAL membership in our gift bags.
- Chris spoke about the historic decision that was made at the April 17th meeting in Albuquerque, the decision to approve the joint purchase of Ebsco databases using GO Bond funds. He thanked Cecilia, Peg, Ruben, and Melveta for the work they did to move the purchase forward.
- The agenda was approved with amendments.

Old business (amended bylaws, IRS report, other)

- The following information was provided about the electronic votes conducted since the April 17th meeting:
 - The membership voted on an Ebsco Package to be purchased by the consortium using 1/3 of the allocated GO Bond funds for academic libraries. The vote was open April 26-May 3. 28 institutions voted for EBSCO Publishing Package 2a - \$897,750 (adds eBook Academic and eBook Community College): eBook Academic Subscription Collection, eBook Community College Subscription Collection, Academic Search Premier, CINAHL Plus with Full Text, Career Library, Computer & Applied Sciences Complete, Education Research Complete, Environment Complete, History Reference Center, Literary Reference Center, Points of View Reference Center, and Small Engine Repair Reference Center. **PACKAGE 2A WAS SELECTED.**
 - The membership voted to suspend the bylaws that requires a 30 day notification for all bylaws changes and voted to approve the inclusion of Article 2.D. in the bylaws: “No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.” The vote was open May 3 and closed May 8. 22 institutions voted. 21 voted: “Yes, I approve the suspension,” 1 voted “No, I do not approve the

suspension.” 22 voted “Yes, I approve the bylaws change,” 1 voted “No, I do not approve the bylaws change.” MOTION PASSED.

- The membership voted to suspend the bylaws in search of a nomination for Vice-President of NMCAL and the membership made nominations for positions. The vote opened May 8 and closed May 15. 16 votes were cast. 15 voted “Yes, I approve the suspension,” 1 voted “No, I don’t approve the suspension.” MOTION PASSED. 6 people were nominated for the position of Vice-President, 2 people agreed to run. 4 people were nominated for the position of 2-Year College Representative, 1 person agreed to run.
- The NMCAL Ballot for Vice-President and 2-Year College Representative was sent to the membership. The vote opened on May 28 and closed May 30. 16 votes were cast. Jim Pawlak was elected Vice-President. Sharon Jenkins was elected 2-Year College Representatives.

All of the votes were ratified unanimously.

- The membership discussed how many people needed to vote in order for votes and elections to be valid. This information does not need to be added to bylaws, it is a procedure that needs to be developed.

Melveta made a MOTION that the Executive Committee look at the bylaws and create a procedure and bring the procedure before the membership at the next meeting. The motion was SECONDED. The MOTION PASSED unanimously.

Chris congratulated the new board members on their positions.

NMCAL and the IRS

- Peg provided an update about reinstating NMCAL’s 501(c)3 status. The amendments to the Bylaws and Articles of Incorporation were approved by the state of NM. The IRS had requested information that has already been sent, and Peg continues to send them all of the documents they are requesting. Peg suggested that the NMCAL Bylaws be separated from the Articles of Incorporation. ACTION: The Executive Committee needs to look at separating the Bylaws from the Articles of Incorporation. Chris thanked Peg for her work.
- Introductions
- Several members of the board expressed concern about having a vendor sponsor the NMCAL lunch. There might be a conflict of interest. The State of NM is starting to pay attention to vendor relationships and audits are occurring. Martha suggested that the size and amount of funds spent on an event such as a lunch should be investigated. Members also recommended that future vendor events and presentations be separated from the meeting’s formal agenda so that attending presentation by vendors is optional for NMCAL members.

Ebsco Joint Purchase

- Melveta reported on her work with Ebsco for the \$897,000 package that was selected.
 - There were difficulties figuring out what organization would accept the invoice. HED would not accept the invoice and would not pay for the project in a single payment. DFA and other organizations were approached about paying the invoice. Eastern New Mexico University agreed to be the financial agent - explaining that the state would save \$130,000 if a single payment could be made for the entire state. In order for the State to agree to pay the purchase, all GO Bond receiving institutions had to sign a certificate agreeing that 1/3 of GO Bond funds could be spent on this project.
 - There were institutions interested in a joint purchase of CINAHL Complete. Eastern has paid all of the invoices for this purchase and participating institutions will be invoiced. The CINAHL and EBSCO packages should all be turned on as of today.
 - The Ebook collections are new to some institutions and those are turned on. The eBook collections are: Academic Collection AND the Community College Collection. Melveta encouraged people to make sure local pieces are in place to access all of these resources.
 - Hank Wolf is the new EBSCO rep that we can work with if there are problems.
 - July 1 was the start date for the cycle.

- Beth had questions about how the project would be assessed and if the project could be assessed at the end of the purchase period. Melveta said that EBSCO collects this data and we will be able to gather the info at the end of the funding.
- CINAHL Complete has been turned on for all NM institutions even though only a few institutions are paying for it. The group had a discussion about how CINAHL is used by students across disciplines, and how it will be used by institutions that are not paying for the upgraded service. Holly suggested that at the end of the period CINAHL's use should be assessed and pricing might be spread out across more institutions.
- Mevelta reported that the State Library now has the ability to be a fiscal agent for database purchases. There is a possibility that the State Library can act as the NMCAL fiscal agent in the future.
- Devon explained that DFA has recently changed how it understands library databases - that they now see the databases subscriptions as a subscription and not a single item purchase. With this new understanding, the databases will not need to go out for RFP.
- Cecilia said she would work on creating information for all of the institutions to access the Ebsco products and she will place that information on the NMCAL website.
- There was a discussion about publicizing the joint purchase with GO Bond funds. A statewide release needs to be sent out and information needs to be provided to our local campuses. Melveta cautioned about talking about specific cost of databases in the press releases because vendors don't allow us to publicize specific amount. Chris shared that the Executive Committee has discussed having an event at the NMLA Mini Conference in Los Alamos and hosting a ribbon cutting ceremony as a way to get the attention of legislators.

“Visualizing Library Data” was a presentation provided by Beth Titus and Norice Lee.

Lunch and vendor presentation: W.T. Cox

NMCAL attendees took a tour of the San Juan College Library.

“Library Leadership” was a presentation provided by Martha Bedard and Holly Buchanan.

State Library update – Devon reported on the State Library.

- She sees academic librarians as a sources of leadership for public libraries and encouraged the NMCAL membership to reach out to small public libraries by offering mentoring to these institutions.
- State Library's budget will be flat next year. A small increase of \$100,000 has been allocated to State budget for training for public libraries. \$50,000 of the budget increase has been allocated for a program called: STEM to Read. The program is based on ALA's Every Child Ready to Read. It is an early childhood education program that will be starting with pilot programs this year in Las Cruces, Albuquerque, and Taos. Five museums will be partnering with libraries in the project. The State Library will have more information at the October NMLA conference. STEM to Read has been working with Department of Public Education and will be asking for communities to support for literacy the last week of September and first week of October this year.
- The State Library has hired 8 new staff members and will be hiring 5 more people to fill empty positions. New staff members include: Tribal Library Coordinator, Alana McGrattan, and Youth Services and Outreach Consultant, Gorland. The library still needs to fill the marketing position.
- The State Library's newsletter, *The Hitchhiker* will become an online publication for librarians in New Mexico. It will be a site for information on what is happening in libraries in New Mexico. David Hurley is directing the project and hopes to go live with the site in August.
- State Library staff members are proposing several programs for the NMLA Mini Conference including sessions on: Tela-health, Foundation Center and Grantsmanship for Librarians, and Maker Spaces - circulating 3D printers around the state.
- El Portal hosting the Gale Databases is mainly used by academic and school libraries. State library staff want to educate public libraries about the resources. Plans are underway to change the website and create a more intuitive experience for users.
- The State Library migrated to a new catalog; from Sirsi/Dynix to Polaris. There was an anticipation that Polaris would be open to public libraries to use as a catalog. That option is not available yet. Devon said the State Library is not competing with the Libros consortium. It is thought that Polaris will be used by small public libraries.
- DFA's change in thinking about the databases as subscriptions instead of purchases will end the need to send our RFPs for database subscriptions. Information will still be gathered about purchasing from database users, but the purchase will not be required to go through the RFP process. Devon suggested that there could be a parallel system put into place for academic library database subscription purchases.

- Renovation will be occurring in the Carruthers Building – Archives is out of room and will be expanding into the State Library’s space. The agencies are talking about creating one service desk for the library and archives. They are also looking at options for consolidating staff space as a way to encourage collaboration.
- The NMCAL membership asked Devon to include academic libraries (and all libraries) in her communication.

Health Insurance Exchange

- There was a discussion about the role the state has in the Health Insurance Exchange. There is advertising out right now that states people can go to any library to learn how to participate in the exchange. Holly said she would create an FAQ sheet on the Health Insurance Exchange. The FAQ will include contact/referral information for patrons.

Legislative Committee - Ruben Aragon led a discussion about legislative efforts.

- An amount for GO Bond has not been determined because the bonding capacity has not been determined. LFC will have a hearing that will include libraries in October or November. Librarians will be invited to be part of audience at LFC hearing. The hearings usually take place in Santa Fe.
- Library Legislative Day will be January 30, 2014.
- The official wording for the 2012 GO Bond was reviewed. Ruben asked if the language needed to be changed for the 2014 Bond.. It was agreed that language should be put in to state that that GO Bond funding cannot supplant existing funding.
- Devon said there is no rule that governs how GO Bonds are funded and distributed for academic libraries. This rule is missing and NMCAL should work with HED to get a rule put into place outlining the Bond distribution.
- Holly mentioned that there was a differential for public and school libraries in the past that allowed them to receive a larger portion of the GO Bond funding, but the differential has never been made for academic libraries.
- Ruben's summary:
 - Funding for higher education needs to be higher
 - The language for the 2014 bond needs to be changed
 - The Legislative Committee will create the rule and work with HED
- Devon said the State Library will be asking to be included in GO Bond allocation received by public libraries to fund the bookmobiles.
- Poppy reported on the meeting with Kehoe.
 - The group discussed problems with GO Bond funding and the need to develop a funding scheme similar to SB 541. Kehoe said not everyone has spent all of their GO Bond funds. The group explained that some libraries were paying for recurring costs with GO Bond funds and so would be spending their portions later. Kehoe was surprised to learn this information.
 - Kehoe expressed concerned that not all consortial purchases could be used by all libraries because of technology/access issues. A technology upgrade was suggested. Questions were discussed: how would one do a technology upgrade for all NM libraries? How would one fix different technologies in the state?
 - Kehoe suggested that librarians start a plan for planning. In January ask for money for a consultant to review the needs of technology in all of the state. Kehoe is on board with having funding for a consultant who would review technology to prepare for technology upgrade. She would like to have a summary of the technology needs in the state.
 - The group discussed upgrades to technology and what a consultant might assess: wiring upgrade, wireless upgrades, new computers.
 - Kathleen asked that the group not lose sight of the fact that libraries still need a stable source of library funding and we should not forget about the purpose of SB 541.

NMCAL Website

- Beth asked for permission to work with webdesigner to update the NMCAL website. She will draft something and submit it to the Executive Committee. Members were asked to visit the website, check links, and send correction to Carol Boyse.

The meeting adjourned 5:15 and the NMCAL Group Dinner was held at the St. Clair Winery & Bistro.

Friday, August 2nd

The meeting was called to order at 8:30 am.

Approval of Minutes, meeting at NMLA, April 2013

- Beth APPROVED. The approval was SECONDED. APPROVAL PASSED.

Treasurer's Report – Tammy Powers

- A written report was submitted with this summary:
 - 4/18/2013-8/1/2013
 - Balance as of 8/1/2013 \$10,332.00
 - Previous balance as of 4/17/2013 \$ 9,909.21
 - Credits (Dues & WT Cox): \$1987.50
 - Debits: \$1564.71
 - A dues announcements will go out to the NMCAL membership in the next couple of weeks. Watch email for submitting payment. The dues will all be the same.
 - Dennis said there is a scholarship missing on the treasurer's report, he will look into it and get back to Tammy.

Professional Development Report – Dennis Davies-Wilson

- NMCAL Professional Development Scholarship Spring Update
 - Jonathan Butz (NMSU), who was one of the Professional Development Scholarship recipients in April declined the award after the NMLA Conference, as he was the recipient of another award that covered his expenses. Therefore, only four scholarships totaling \$800.00 were awarded in the end.
- Professional Development Sessions for NMCAL Retreat 2013
 - Many thanks to Norice Lee and Beth Titus for their presentation of *Visualizing Library Data*, and to Martha Bedard for her presentation of *Library Leadership* during the retreat.
- NMLA-Mini Conference, Fall 2013
 - The NMLA Mini-Conference will be held in Los Alamos on October 17-18, 2013, at Mesa Public Library and Fuller Lodge (next door to the library). The deadline for submission of proposals is August 15. Please contact Dennis if you have an idea for a presentation and need the assistance of the Professional Development Committee. If you are submitting a proposal on your own that is of interest to academic libraries, please let Dennis know, so that he can apprise the membership of academic library program offerings.
 - A ribbon cutting for the GO Bond database purchase has been discussed. The location will probably be at the library at UNM-Los Alamos. Dennis requested that funds be made available for food for a reception at the ribbon cutting. The group agreed that funding would be made available to provide refreshments.
 - Dennis has contacted Mike Crow at Ebsco. Dennis will submit a proposal for Mike to do an information session on EDS for the mini conference.

Resource Sharing Committee Report – Cecilia Stafford

- Cecilia will be working to help keep the NMCAL website up to date. She thanked Carol Boyse for making updates so easy.
- Cecilia provided examples of the resource sharing proposal forms that the committee has drafted. Look at draft forms and documents and send Cecilia email about changes you would like to see made to the documents. These forms can be used for any consortial purchase - the forms are not limited to use for GO Bond discussions.

Certificate

- There was a question about certificates sent out by NMCAL to recognize retirements. One will be sent to Deborah Anderson. Peg has a certificate she will send Chris.

Legislative Committee Report & G.O. Bond 2014

- Ruben provided spreadsheet showing the distribution of GO Bond funds.
- There was a discussion of the recognition NMLA provides to legislators. Do we want to continue to provide the chocolate recognition? Poppy spoke about the need to have consistency, this is something we have done for a long

time and is something associated with NMCAL. It was generally agreed that NMCAL would continue with the chocolate for the January meeting.

- Ruben led a discussion about drafting a bill for library technology consulting work. What are the crucial points we want to include in a two page letter to describe the needs for the consultant?
 - Concern with technology gap in libraries across the state. There needs to be a state-wide approach to technology.
 - Chris spoke about the issue of technology that was part of the Santa Fe NMCAL retreat in 2011. At that meeting Linda Kehoe wanted NMCAL to work on drawing from the Technology Enhancement Fund. People who attended the May 2013 meeting with Kehoe said that this is a continuation of the use of the Technology Enhancement Fund - that a portion of this fund be used to fund a consultant.
 - We need to continue to leverage the current joint purchase for database and optimize the use of these electronic resources.
 - Recognize local responsibility, in order for academic libraries to build a state-wide knowledge and access system - requires ratcheting up of technology in a state-wide effort.
 - Need state-wide technology standard for academic libraries and an organized way to distribute the money.
 - This is an institution-wide effort, not a library specific issue. Language that recognizes that this is an institution-wide program.
 - Access to information – preserve and acquire information for the whole state of New Mexico. Like a statewide archives. This is hardware, software, processes, policies.
 - Using the word "standard" - as a way to describe what we are doing - because it is about training and people.
 - What do we want libraries to look like in the future?
 - The library's role in the life-cycle of information. Assessment might result in a repository for print.
 - Some statistical data needs to be gathered in order to show why we need a consultant. Budgets are not increasing but materials costs are increasing. Number of computers that cannot be upgraded and need to be replaced.
 - Because we are on the frontlines of delivering information we see the need.
 - Need to tie into diversity and graduation rate goals that have been set by HED. In order to do this the technology issues need to be increased.
 - The bandwidth entering campus is the problem.
 - Get support from CHEKS and campus CIOs.
 - Department of Information Technology is doing assessment statewide broad band mapping. Devon – She found out it is up to the State Library to do assessment of libraries in this mapping project. The State Library can do speed testing and is looking at doing public libraries, academic libraries could be included in this speed testing. DoIT is doing a long range plan to look at health, education, and economic development. The library perspective has not been included in their research. A consultant was hired to do this assessment. DoIT is only focusing on broadband. Library needs are beyond broadband.
 - The following ideas were mentioned: Statewide licensing of software. Scanners. Wireless printers. More wireless technology. Increased computer labs. Environmentally sensitive scanners and printers. Equipment replacement cycle. Technology upgrade cycle. Video conferencing. Interviewing space for students. Presentation rooms. Programs to help distance learning. Study rooms with equipment. Visual learning space. Power grid with more charging options. Larger monitors to allow for working in collaboration groups. Simulation centers. Sandbox. STEMH technology support. System securing. RFID
 - Looking at library space design - facilities master plan to deal with future and current trends in student learning needs.
 - Devon described a program called Library Edge paid for by Gates Foundation. This is a program for Public Libraries. It is a national initiative to create benchmark standards for public libraries. Very careful consideration has been given to technology needs. The current focus of the program is on self-assessment and next steps for libraries. Devon encourages NMCAL to look at the benchmark standards at: www.libraryedge.org. It is a voluntary assessment program that provides tools and best practices. It is connecting library needs to community priorities.
- Kathleen asked if Linda Kehoe was ever recognized by NMCAL. She has not been recognized. There was a suggestion to invite her to the January meeting and recognize her. Also discussion about inviting her to the ribbon cutting in Los Alamos.

- Ruben asked what percentage of the total part of the budget do academic libraries want. Members of the group said that the percentage NMCAL requests should be tied to the total percent of the State budget that New Mexico receives. Beth believes this is about 43% of the total state budget. The Legislative Committee will look into this.

New Business

- Announcements
 - Martha Bedard taking the position as Vice Provost of Libraries at the University of Connecticut.
- New Standing Committee: Publicity & Marketing
 - Poppy will head up the committee. Sharon and Kathleen agreed to serve on the committee. Dennis also said that library staff members with strong skills in this area should be encouraged to serve. It does not just have to be a committee of directors.
 - Ribbon cutting ceremony - coordinate event with local campuses across the state. The committee should work on this and coordinate the October event. Plans should be to have the ribbon cutting on Thursday night at the UNM-LA library. The committee should check with TV stations to see if they will do a news spot. The Executive Committee talked about inviting the Governor and other elected officials to the event. There are representatives we all work with, encourage them to attend the event. We should contact our local reps about attending the event. There are lots of other things we have done with GO Bond - things that are unusual and beneficial that the committee can include in the publicity. Contact Sharon about "ordinary" projects that have been conducted with GO Bond funds.
 - Dennis asked that the committee create a collage poster that we can use in the ribbon cutting and/or library legislative day. These posters can be used to show images of what has been done. Anything that has ever been done with the GO Bond money can be part of this poster and publicity.
 - Secretary of HED should be invited to the event. HED should be represented and have the opportunity to speak. Key legislators who have been supportive of libraries.
 - Contact Poppy and Chris with publicity and marketing ideas.
- Question of term of office for Committee Chairs
 - There isn't a term limit or time for chairs to rotate off the committee. Instead of creating a formal process for committee chairs, Dennis suggested that when someone is done with a project or does not want to serve any more that they resign from the committee.
- Academic Librarian of the Year Award
 - Ruben Aragon was recognized as Academic Librarian of the Year by NMCAL. Melveta as a friend and colleague spoke about his accomplishments. Ruben is the glue that holds NMCAL together.

Questions and Announcements

- Internet Filtering - Peg reported SFCC has content filtering on their campus. SJC, NMMI, Gallup would like to be part of the discussion. Poppy said she had experience gathering faculty support for turning off the filters and with faculty support the library led the way in making campus changes.
- Job Description – Peg will be hiring a paraprofessional. She asked for job descriptions of Circ Assistant.
- NMCAL Logo - Melveta asked if there a way to get a standardized copy of the logo. Dennis is going to work on the logo and make the background opaque and take out the lines that surround the image. Dennis will send it to the marketing committee.
- Inventory Policy - Kelly asked if anyone has a written inventory policy. How often do people do an inventory? They have a new CFO saying they need to do an inventory every year. They are not using RFID. Her sense is that most people do not have a written policy. Martha suggested doing sampling and that this isn't a standard practice for libraries. Poppy suggested that Kelly send out a survey to the NMCAL list to gather information. She also suggested citing an acceptable loss policy for library property.
- Weeding project – Cynthia is working on a weeding project and would like advice and/or experience on conducting a collection-wide weeding project.

Lyrasis provided a presentation about their membership model for individual libraries and consortia.

The meeting adjourned at 12:30.