

## Memorandum

**To:** All NMCAL Member Libraries  
**From:** Elizabeth A. Titus, NMCAL President  
**Subject:** Information Update 11/9/04

\*\*\*The NMCAL Executive Committee and Chairs of NMCAL Committees met on September 9, 2004 at NM Tech Joseph Skeen Library, Socorro, NM. Below are the minutes of this meeting which provides information on topics discussed and actions taken.

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New Mexico Consortium of Academic Libraries  
Meeting of the Executive Committee and Committee Chairs  
September 9, 2004—NM Tech Joseph Skeen Library, Socorro, NM

Present: C. Alire, L. Bolton, C. Frick, K.Knoth, J. Pawlak, and E. Titus (President)

### 1. NMCAL Website

>> Management of the NMCAL Website has been relocated to the NMSU University Library. Under the OTHER section on the new website is contact information for requests to make changes/updates. Also in this section is information on how to subscribe to the NMCAL listserv which is hosted by UNM University Libraries.

>> There was discussion on the website section for the travel scholarship.

**ACTIONS:** The executive committee agreed to continue funding for the travel scholarship. The website needs to include more specific information on this scholarship opportunity.

**ACTIONS:** L. Bolton will provide H. Reynolds with information on membership fees to be incorporated into the NMCAL website.

### 2. NMCAL -L

>> All NMCAL member libraries will be asked to make sure they have their official contact person subscribed to the NMCAL listserv. This is the primary way NMCAL communicates with its members.

**ACTIONS:** Each institution needs to review the names of those from their institution who are on the listserv to see if they are still valid. C.Frick will contact the non-nmcac academic libraries to see if they want to join the listserv and NMCAL. J. Pawley will contact the NMCAL members who need to subscribe to the listserv.

### 3. NMCAL Budget

>> L. Bolton reported the current budget balance for NMCAL is \$10,300.

**ACTIONS:** L. Bolton and E. Titus will work together to develop a budget reporting format which shows expenditures, income, etc. on an academic fiscal year basis.

**ACTIONS:** E. Titus will develop a draft fiscal policy statement for NMCAL. It will

include a check signing authorization policy which permits 2 individuals to sign checks for the organization.

**ACTIONS:** There was a discussion on providing each of the working committees with expense funds. The Executive Board approved allocating each committee with \$200.00 annually for expenses. The committee chair will be responsible for authorizing expenditures. Reimbursements will only be made if receipts for expenses are submitted.

**ACTIONS:** The Executive Board approved a \$1000. funding line for the travel scholarship program for 2004-2005.

>> L. Bolton reported that the announcement for 2004-2004 institutional membership dues would go out the the membership in the near future. A few NCMAL member libraries still had not paid their institutional membership dues for 2003-2004. They will be billed again.

#### **4. Bylaws Changes**

**ACTIONS:** The bylaws changes will be proposed to the NMCAL membership:

a. Recommendation to delete language which states the Vice-Chair's is responsible for doing website updates.

Comments: This approach has not worked out very well for the organization. Instead, it will be each member library's responsibility, officers, and chairs of committees for keeping their respective sections updated. Once a year a call to review and update information can go out to the membership.

b. Propose new language which splits the secretary-treasurer position into two separate positions.

Comments: Better distributes workload.

c. Proposed language which will eliminate "terms of service" for those appointed to committees. This excludes the Executive Committee which is composed of elected officers who have term appointments.

Comments: Simplifies the organization's committee structure.

#### **5. NMCAL Meeting Calendar**

>> The group worked on establishing NMCAL's meeting calendar for 2004-2005. There will be three meetings scheduled and the content/purpose of these meeting is briefly outlined below:

a. February 22, 2005- This meeting will be tied to activities associated with the NMLA Legislative Day which is scheduled for February 23, 2004. Camila Alire is responsible for coordinating this meeting. Location will be determined at a later date. This meeting will be ½ day for the NMCAL Business Meeting and ½ day meeting for the preparations surrounding NMLA Legislative Day activities. Dinner in the evening will be "dutch treat". Having former Governor Garrey Carruthers as a guest speaker is being explored.

b. March 30, 2005- The evening before the spring NMLA Annual Conference, NMCAL will sponsor a social evening only event. There will be a dinner in which there will be an

opportunity for those attending to share what is going on at their library with others.

If possible, an information swap table will be set up so library can share with each other handouts, brochures, etc. of interest to other libraries. Camila Alire will be coordinating this event.

c. June 9-10, 2005- The NMCAL mini-conference will be held in Taos, NM. Location to be determined at a later date. Kathleen Knoth will do local arrangements. Carol Frick will be responsible for programming.

**6. NMCAL Voting Procedures**

>> The NMCAL Executive Committee would like to institute e-voting procedures for NMCAL members. J.Pawley will be exploring ways to make e-voting possible and drafting e-voting procedures for further discussion and review by the NMCAL Executive Committee. Then the proposed procedures will go out to the entire membership for consideration.

**7. Action item for all Committee Chairs**

>> All committee chairs are asked to forward to Holly Reynolds (NMSU) the names of members who are on their committee. They are also asked to review their committee charges to make sure they are complete and accurate.

>> Carol Frick has agreed to be chair of the Professional Development Committee.

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\*\*\* The NMCAL meeting schedule for 2004-2005 is given below. Please mark your calendars and plan on attending. More specific information on locations, etc. to follow at a later date.

**February 22, 2005-----**NMCAL Membership Meeting in Santa Fe, NM (1:00 - 5:00p.m. with dinner following) and

**February 23, 2005-----**NMLA Legislative Day in Santa Fe, NM

**Program coordinator:** Camila Alire

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**March 30, 2005-----**Social Event Only in Albuquerque, NM. NMCAL members will have an opportunity over dinner to share with each other what is going on at their library.

**Program coordinator:** Camila Alire

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**June 9-10, 2005-----**NMCAL mini-conference in Taos, NM. (Local Arrangements: Kathleen Knoth)

**Program coordinator:** Carol Frick

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\*\*\*Kudos to all those that worked on getting the 2004 GO Bond passed! I have sent letters to the editor for all the local papers in our area thanking the citizens of New Mexico for supporting their libraries. I encourage you all to do the same in your local communities if you have not already done so.