HELIN Board of Directors reports

4-17-2020

HELIN Board of Directors Minutes 4.17.2020

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HELIN BOARD OF DIRECTORS MEETING
Friday April 17, 2020
9:30am – 12:00pm
Video conference call

Minutes

Attending: Anne Sperlongano, HELIN (ex officio); Betsy Learned, RWU (past chair); Carissa DeLizio, RIC (treasurer); Dawn Emsellem, SRU (chair); George Hart, CCRI; Megan Brooks, WHE (vice chair); Rosie Hopper, JWU (secretary) Regrets: Russ Bailey, PC

1. Approval of meeting minutes 03/20/20

Motion by B. Learned, seconded by G. Hart, to approve the minutes.

Motion passed unanimously

2. Treasurer’s report (Carissa)

The Board reviewed the monthly and quarterly spending reports. It was noted that spending for business insurance is over budget by $61.00. It was suggested that the Board consider increasing the allocation for this line item in in FY21.

3. Business manager report (A. Sperlongano)

Sperlongano and Emsellem reported that the accounting firm agreed to conduct a full audit rather than an audit review but could not get to it until after June 2020. The Board agreed to postpone the audit until the new fiscal year. Sperlongano will confirm that HELIN will have no billable expenses from the accountant in this fiscal year.

4. Database renewal commitment date extension (D. Emsellem)

Due to financial uncertainties related to the pandemic, the Board approved allowing HELIN libraries a rolling deadline on providing the business manager with FY21 database subscription decisions. Sperlongano agreed to follow up with vendors to convey this need for flexibility.

5. Unconference planning (A. Sperlongano)

It was confirmed that the on-ground event will be officially cancelled. Sperlongano reported that as an alternative, the Annual Conference Planning Committee is planning to offer a virtual session featuring professional development webinars led by representatives from EBSCO and OCLC, as well as an update from the HELIN Board, delivered by the chair. M. Brooks confirmed that the virtual session could be hosted through the Wheaton College Zoom account. Sperlongano also reported that the
giveaways ordered for the 2020 on-ground event will be stored for distribution at the 2021 HELIN annual conference.

**Action:** M. Brooks will ask the HELIN Annual Conference Planning Committee to proceed with a public announcement to HELIN about cancellation of the on-ground event, plus a “save the date’ announcement about the virtual event.

6. **Nominating committee (B. Learned)**

Learned informed the Board that she is building a slate of candidates for Board officer positions of secretary, treasurer and vice chair/chair-elect. She asked Board members to continue sending in their nominations. Elections will be held at the Board meeting in June.

7. **Pressbooks.edu (D. Emsellem)**

Several Board members confirmed that their budgets would probably not allow for a HELIN-wide subscription. It was agreed that thinking collectively about resource-sharing is more important than ever in light of anticipated fiscal challenges resulting from the pandemic.

8. **Strategic Directions Taskforce**

The Board reviewed the proposed timeline for the work of the Taskforce:

1. The Board reviews the draft and discusses changes or additions at the March 20 Board meeting.
2. The task force incorporates the Board’s feedback and sends the revised draft to the membership for their review by April 17.
3. The task force considers feedback from the membership and incorporates changes to the draft prior to the May 15 Board meeting.
4. The Board reviews the final draft and votes on approval at the May 15 Board meeting

The preliminary document (formatted as a table) was reviewed. It was suggested that the table identify the target duration for each of the three categories, i.e. strategic directions, strategic priorities, and strategic action plans.

The Board discussed the intersectionality of research support that has traditionally been provided by librarians, and contemporary demand for support of faculty in course creation and optimal deployment of instructional technology.

**Action:** R. Hopper will save a revised format of the Strategic Directions Table to the HELIN Google Drive governance folder.
**Action:** By May 1, 2020, Board members will add comments to the copy of the Strategic Directions Table stored in the governance folder of the HELIN Google Drive.

**Action:** HELIN directors will reach out to their instruction and outreach librarians to inquire about interest in a) conducting HELIN virtual presentations or panel discussions on best practices in library support for online instruction design and delivery; and b) participating in a HELIN special interest group on the topic.

9. **PALNI collaboration (D. Emsellem)**

Emsellem reported that she and M. Brooks had met virtually with Noah Brubaker to discuss future areas of collaboration between PALNI and HELIN. They expect a follow-up meeting with Brubaker and his supervisor in May to discuss concrete ideas for collaboration on OCLC WMS enhancement requests, as well as on the employment of consortium member library staff in providing consortium-wide services.

10. **Library leadership questions or topics for discussion**

The Board held an open discussion.

11. **Next meeting**

The next meeting is scheduled for Friday May 15, 2020.

Recorded by,

Rosita E. Hopper