

## VALE Executive Committee

### Minutes of the June 6, 2002 Meeting

Present: J. Avrin, Bro. P. Chervenie, A. Ciliberti, John Cohn, Judy Cohn, C. Daze, M. Gaunt, A. Scrimgeour

1. Marianne Gaunt convened the meeting and asked Anne Ciliberti to provide the budget report. The final vendor contribution for the Users' Conference was received. Payment was sent to Jennifer Lehr, one of the facilitators for the Strategic Planning retreat. Payments for several small overpayments have been refunded to member libraries. Funds from the FY01 grant have been used up and funds remaining in the FY02 grant are being used for salaries.

Anne presented a proposed FY03 Operating Budget. Included is the 2.6% service fee that was approved at last month's Executive Committee meeting. Since the State Library will not be providing grant money for the next fiscal year, the service fee will fund salaries and fringe benefits. A new budget item, Committee Support, was added. This would be used to cover future committee needs such as software, supplies, etc.

Anne requested approval for reimbursement for refreshments provided during two VALE committee meetings. The Executive Committee then approved a motion to allow, without formal board approval on each occasion, a maximum expenditure of \$100 for committee refreshments.

The question was raised whether VALE would issue another Annual Report. There was consensus that it was a valuable public relations tool and it was suggested that member libraries would be willing to pay for additional copies.

The committee voted on and approved the budget, which will be presented at the next Council meeting.

2. Marianne and Anne reported on meetings with George Laskaris and George Carroll regarding the proposal for NJEdge to become the fiduciary agent for VALE. They are interested in working with VALE and there was discussion of the mutual benefits to a collaboration. There is active interest in a partnership but with the goal of retaining VALE's individual identity. The group agreed that Marianne should explore further the possible parameters of a more formal relationship with NJEdge.
3. Marianne presented a draft document called a Memorandum of Understanding that many consortia use to clarify member library obligations to the consortia and/or to the fiduciary. Regardless of which institution serves as VALE's fiduciary agent, it may be appropriate for VALE to have a document stipulating each institution's responsibilities. It would act as another formal mechanism beyond the Bylaws to obligate members to fiduciary, database license restrictions and other responsibilities. The group agreed that

such a document was valuable and that copies of all license agreements should be sent to the subscribing institutions at the time the invoice is sent. The next step prior to adopting the document will be a review by the Rutgers legal counsel.

4. Anne presented the latest draft of the Bylaws and the group discussed how best to articulate the representation of the research institutions on the Executive Committee. After discussion, final wording was adopted and the draft will be presented to the Council for approval at its June 21 meeting. Minor editing was suggested and approved regarding the Mission statement.
5. A draft of proposed VALE goals prepared by Richard Sweeney was presented by Marianne for discussion. After deliberation, the group agreed to add two goals related to ongoing assessment and funding efforts. Members volunteered to prepare 2 to 3 objectives for FY03 related to each goal statement for discussion at the next meeting. Marianne and Anne agreed to wordsmith Rich's draft statements and the two new ones added by group.
6. Marianne has reserved Busch Campus Center for the VALE User's Conference for Wednesday, January 8<sup>th</sup> with the following day for a snow date.
7. Jane Crocker announced that she will present a program on digital reference service at the June Council meeting.
8. Marianne distributed a list of proposed dates for Executive Committee meeting in FY03. The next meeting is scheduled for July 8<sup>th</sup> at 2:00.

Prepared by: J. Avrin