

## VALE Executive Committee Meeting

### Minutes

Friday, April 13, 2018, 12:00 p.m.

Alexander Library, Rutgers University, New Brunswick, New Jersey

Present: L. Beninghove, E. Chapel, S. Chudnick, J. Cohn, H. Craven, G. Fallon, K. Schalk-Greene, A. Hoang, M. Nizolek, M. Ochoa, T. Pavlovsky, J. Toth, K. Wagner

Absent: M. Chute, S. Muir

1. **Call to Order/Welcome**
2. **Approval of the minutes** of the February 2, 2018 VALE Executive Committee meeting (Toth)
3. **Treasurer's Report** (T. Pavlovsky)
  - a. Taras Pavlovsky will follow up with Amanda Piekart about payment for out-of-pocket VALE conference-related supplies in January 2018.
4. **Orders of the Day**
  - a. Update on personnel matters. Ed Chapel reported that Melissa Lena has accepted the position of VALE Program Manager and she will begin work on April 30. It is a non-aligned position. Her office space is being prepared. It will be a priority for Melissa Lena to meet with all members of the Executive Committee as soon as possible.
5. **Treasurer's Report** (T. Pavlovsky) – continued.
  - a. We are underspent in the salaries/fringe line due to not having a Program Manager in the position.
  - b. This year's service fee was 2.862%.
  - c. In the Other Outside Services line there is a charge for \$14,000 for scanning of all VALE paper documents left in the office. Joe Toth will follow up regarding this charge.
  - d. For the FY19 proposed budget, Consulting/Professional Services should be reduced from \$10,000 to \$6,000. The fee for Consortia Manager should be \$18,540 for each half of FY19 because we signed on for a 3.5 year contract. Conference budget and honoraria should be the same.
  - e. Scenarios will be projected with and without service fees for the Online Textbook Network (OTN).
  - f. Total FY19 expenses should be \$188,390.
  - g. A discussion ensued about the sustainability of our current model, vendor relationships, intrinsic value of VALE, and our strategy and value proposition.

- h. Ed Chapel proposed the following motion: We move to approve the operating budget as proposed with included costs associated so that the budget is fully-funded and without a deficit. We move to establish by reallocating the operational reserves a project and capital reserves for the organization.
  - i. The Executive Committee is considering the recommendation of the task force that OTN is worthy of implementing.
  - j. Ed Chapel moved to approve the proposed FY19 budget as presented using the zero based budget pending final adjustments. The motion was seconded by Kurt Wagner. Taras Pavlovsky will circulate the final version electronically in two weeks. All were in favor and the motion passed.
  - k. Ed Chapel made a second motion to establish a projects fund (capital fund) for VALE strategic initiatives. The motion was seconded by Taras Pavlovsky and all were in favor.
  - l. At the Members Council Meeting on Thursday, June 7, a presentation will be made to the membership about OTN, expenses, and funding.
  - m. The Executive Committee directs Taras Pavlovsky and Ed Chapel to meet with Joe Reardon to discuss recasting VALE fund accounting to allow for special projects for the motion.
- 6. VALE-NJEDge Partnership. (J. Toth/E. Chapel)**
- a. Ed Chapel reported that the NJEDge Board retreat will be held May 3. The VALE Partnership Review Committee consists of Joe Toth, Ed Chapel, three representatives from VALE, and three representatives from NJEDge.
  - b. Joe Toth stated that a review of the Memorandum of Understanding (MOU) should take place in the Partnership Review Committee (PRC) meeting.
- 7. Purchasing and Licensing. (J. Cohn, G. Fallon)**
- a. The #1 priority is renewals for Melissa Lena's first weeks/months in the Program Manager position. Melissa should meet with Judy Cohn and Greg Fallon.
- 8. Outreach. (S. Muir, K. Wagner)**
- a. It was discussed that we should ask the Members Council to review local contacts on VALE website for accuracy, and we should ask through a poll format about Reciprocal Borrowing usage and statistics.
- 9. Orders of the Day.**
- a. Kurt Wagner's slot is up for the nominating committee as his term is expiring, therefore he is thus off the nominating committee. Scott Muir will replace Kurt. Heather Craven's seat is up; she is Vice-Chair. Kurt Wagner and Ann Hoang will send out a call for nominations to the Members Council. An extensive discussion ensued.
  - b. Taras Pavlovsky stated that the first order of business for next year should be a discussion regarding the number of research institutions, etc.

and changes that have taken place over the years, and a fresh look at the by-laws.

- c. Joe Toth stated that providing training for Melissa Lena should be a top priority.
- d. Ed Chapel stated that we have a timeline from Judy Cohn and Judy Avrin and this could be supportive in the debrief. He suggested that if we consult those documents, we can identify a list of priorities. The first priority is training on renewals and Melissa Lena will eventually be working with all VALE committees.

**10. Planning and Assessment.** (L. Beninghove, M. Ochoa)

- a. A strategic plan process and timeline draft has been developed and committee members are being sought. The group will meet via phone with Melissa Lena after April 30.

**11. LLNJ report.** (K. Schalk-Greene)

- a. LLNJ is working on their contract. Kathy Schalk-Greene reported that there will be a Spring Membership Meeting on June 13 with a speaker from the Center for the Future of Libraries.

**12. State Library report.** (M. Chute, M. Nizolek)

- a. Mary Chute will send the big report next week.
- b. The following classes will be offered:
  - i. Yesterday's news for today's technology
  - ii. New Jersey libraries grow biz
  - iii. Tips from Business & Resource Innovation Center (BRIC)/Philadelphia Free Public Library
  - iv. Fundraising, proposal writing at the State Library

**13. Old business.**

- a. **Accessibility.** (J. Cohn)
  - i. Refer to handout from Judy Cohn regarding Accessibility. Seton Hall University librarians had proposed getting these statements included in vendor licenses.
  - ii. We may decide to seek legal opinion on this matter.
  - iii. We should review LibGuide on ADA Accessibility.
  - iv. Joe Toth will put a message/post on the ICOLC listserv.
  - v. Judy Cohn will respond to Seton Hall after further discussion.
- b. **Open Educational Resources (OER) update.** (G. Fallon)
  - i. The Passaic County Community College (PCCC) OER event will take place on May 11. The registration fee is \$20.