

Richmond Academic Library Consortium
Board Meeting
Minutes
April 11, 2016, 9:30am – noon
William Smith Morton Library, Union Presbyterian Seminary

Present:

Kevin Butterfield (University of Richmond)
Pam Foreman (Virginia Union)
Irene Handy, (Richard Bland)
Megan Hodge, (Virginia Commonwealth University)
Laurie Preston (Randolph-Macon)
Michael Rawls (VCU)
Christopher Richard (Union Presbyterian)
John Ulmschneider (VCU)
Hong Wu (J. Sargeant Reynolds)

Agenda and minutes:

The minutes were edited to make a correction in the participants list. Agenda and minutes were then approved by acclamation. A quorum of RALC Board members was present.

Treasurer's report

RALC treasurer Mike Rawls reported on the budget balance of 2015-16 and the budget proposal for 2016-17.

- 2015-16 Budget Report
We have a surplus in each of the service categories of Interlibrary Loan Courier Service, Professional Development, and Media Co-op Supplies. However we committed \$3000 to scholarship, which was \$2000 more than budgeted. Therefore, we have a deficit of \$99.68.
- 2016-17 Budget Proposal
The new budget proposal is pending on the outcome of new resource sharing management. The courier service is up for renewal by the end of this month and we need to make a decision on the renewal. Moving away from the current courier service will lead to a big surplus. We'll then need to decide if we want to reduce membership dues or to increase scholarship.

It was confirmed that Professional Development budget can be used to fund speaker fees, or to reimburse expenses for hosting RALC events, such as retreats or professional development activities.

Committee reports

Public Services Committee:

Committee Chair Megan Hodge shared with the Board the RALC Courier Service Working Group Recommendations regarding the tracking of RALC statistics and interlibrary loan options.

- The Work Group recommended to discontinue the courier service. RALC statistics will be reduced to track only the loans shipped and copies sent electronically. OCLC will be used to track these statistics which will be more accurate. A custom group is created in OCLC for this purpose.
- The Work Group is recommending that the media booking form be eliminated and that all libraries loan media through ILL and that OCLC be used to collect statistics for both books and media.
- The Work Group conducted extensive research and listed 5 scenarios for the Board to consider as RALC Interlibrary Loan options. The Work Group recommended scenario 1: No Consortium-wide plan; institutions decide individually on a replacement (UPS/USPS/etc.) While eliminating the courier service will save significant amount of money for smaller institutions, it proves to be much more costly for the two heaviest lenders: VCU and UR.
- All libraries, both public and private, except Union Presbyterian, are eligible for discounted UPS rates through an incentive agreement, which also includes free shipping materials. However, some institutions with multiple UPS accounts need to double check that the discount does apply to the specific library UPS account.
- \$3.64 is the average cost per shipment via UPS incentive agreement. The price will go down for USPS.
- Reimbursement scheme: No trends can be calculated, therefore is not recommended as a feasible route.

Special Collections & Archives Subgroup

The group had a productive meeting in March and explored the initiative of creating a RALC Archives of Finding Aid. The purpose of the initiative is to highlight significant collections, identify and propose unique collections in each institution for digitization, provide training for more institutions to participate in Virginia Heritage, the sole repository of many of the finding aids for the vast number of primary documents across the Commonwealth. Joint grant and shared internship were discussed to support the initiative.

Old business

- Attending board members voted to cancel the courier service by the end of the month. Members debated whether or not to reduce membership dues for 2016-17 if the courier service is to be eliminated. It was decided to keep the membership dues steady at \$300 per institution this year and reevaluate it during the upcoming year. It was suggested to remove media co-op budget and to add another scholarship in the budget proposal for 2016-17.
- Attending board members decided to adopt RALC Courier Service Working Group Recommendations:
 - Discontinue the courier service. Each institution will decide individually on a replacement (UPS/USPS/etc.) Moving away from the courier service will pose the biggest financial hit to the two big lenders, VCU and UR. John suggested that the Work Group make stronger statements regarding the drawbacks as well as justifications for leaving the courier service. Kevin said that UR's UPS budget will absorb the cost and he considers it as part of his responsibility to do the common good for RALC. John said that what is more important than the change is to understand that we all have the responsibility to share resources. The courier service has been an important part of RALC services. John invites members to ponder what will become of RALC if the courier service is eliminated. The responses are that members will continue to give priorities to each other and that RALC will evolve its role to focus on professional development, such as peer instruction observation, archive and digitization, etc.
 - Eliminate media booking request form and use OCLC to collect statistics for both books and media.
 - Megan Hodge will compile a message to inform RALC members of the proposed changes.
- Board members consider the RALC Archives of Finding Aid a great resource sharing tool and encourages the Subgroup to continue to explore the initiative. Currently RALC has no union archives. This will enable us to digitize and share what we have. This will be a very helpful program for smaller institutions and K-12.

New business

- Election of RALC Officer:
A quorum was declared to elect Christopher Richardson as the Vice President of 2016-2017 and President for 2017-19.
- Change to RALC Scholarship Award Guidelines and Procedure:
Currently the RALC Scholarship for the Profession awards a maximum of \$1,000 for the academic year, \$500 per semester, to qualifying applicants. Awards are annual and are made once each year, disbursed on a semester basis. The RALC Board makes award decisions at the April Board meeting. The revised procedure will adopt rolling enrollment to require the RALC Board to make awards decisions twice a year on August 1st for fall semester and Jan. 1st for spring semester. Decisions can be made via email or other telecommunication means. Kevin Butterfield will make the revision to the

procedure.

- Announcements and discussion regarding news from RALC institutions:
Board members shared news from their institutions.

Meeting adjourned at 11:45am.

Minutes submitted by Hong Wu