

Assessment Summit in Siouxland

Wednesday, March 16, 2005

8:30am-2:30pm

Dordt College Campus Center
Sioux Center, Iowa

- ❖ Please join us for the annual IPAL conference! We'll spend the morning examining assessment and the role it plays at our institutions and in our libraries. A delicious lunch will be followed by an update from State Librarian Mary Wegner and our business meeting.
- ❖ Recognizing that Sioux Center is in the northwest corner of the state, we are hosting a catered dinner on Tuesday evening in the Board Room at Dordt College for those who arrive early. Information about the dinner is on the registration form.
- ❖ Please share this information with your staff, especially those who might not subscribe to the IPAL-L listserv.
- ❖ For more info, go to <http://www.ipalgroup.org/2005ipal.html>

Iowa Private Academic Libraries
Dordt College, Sioux Center, Iowa
16 March 2005

Conference Schedule

- 8:30-9:00 Registration and coffee/rolls in Campus Center - Eckardt Lounge
- 9:00-9:15 Welcome / Campus Center – Room 319
- 9:15-10:15 Assessment Summit / Campus Center – Room 319
- Introduction to Assessment/NSSE (Curtis Taylor – Dordt) (30 minutes)
 - LibQual (Karl Schaefer - Drake) (30 minutes)
- 10:15-10:35 Break – Campus Center - John and Louise Hulst Library
- 10:45-12:15 Assessment Summit continued / Campus Center – Room 319
- Institutionally-created Instruments (Sheryl Taylor – Dordt and Mary Heinzman - St. Ambrose) (30 minutes)
 - Info Literacy/SAILS (John Pollitz - St. Ambrose and Jill Gremmels - Wartburg) (30 minutes)
 - FYILLA (First year information literacy and learning assessment) (Jen Green - Grinnell) (30 minutes)
 - Question/answer time
- 12:30-1:30 Lunch / Campus Center - Defender Grille Area (lower level)
- 1:30-2:30 Business Meeting (including update from Mary Wegner) / Campus Center -- Room 319

Tours of the library are available before and after the conference.

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Business Meeting Agenda

Call to Order

Approval of Minutes of March 24, 2004 Meeting (see attached)

Treasurer's Report given by Linda Scarth

Old Business: Ebsco database payment schedule – Linda Scarth

Member assessment (we will continue with the \$100 annual assessment and it will be combined with the July Ebsco invoice)

ICF Grant status

New Business: Web site

Meeting with the State Library staff

Elections (see attached Nominating Committee Report for slate)

By-law changes (see attached)

Consortial Purchasing Coordinator position (see attached)

Community College inclusion in consortial purchases

Reports: Iowa Virtual Reference Desk Project – Marcia Keyser

Recognition of Service

Announcements

Welcome to New Chair Daria Bossman

Adjournment

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Nominating Committee Report

Slate of Officers for 2005-2006

Vice-Chair/Chair Elect: Richard Doyle, Coe College
Secretary/Treasurer: Linda Scarth, Mount Mercy College
Steering Committee: Nancy Carroll, Clarke College
Joyce Meldrem, Loras College

Continuing Members

Chair: Daria Bossman, Morningside College – continuing for 2 years (1 year as chair; 1 year as past-chair)
Past Chair: Sheryl Taylor, Dordt College – continuing for 1 year
Steering Committee: Julie Hansen, William Penn College – continuing for 1 year
Mary Heinzman, St. Ambrose University – continuing for 1 year

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Proposed By-Laws Change

Officers of the Consortium

Section 4.01. Designation and Election. The Members shall elect the officers of the Consortium which shall consist of a chairperson, a vice-chairperson, and a secretary-treasurer and such other officers and assistant officers as may from time to time be determined by the membership. The officers shall be elected from representatives of the membership at the annual meeting, and shall serve for a term of one year ~~from June 1 through May 31~~ ***effective upon the conclusion of the annual business meeting***. A nominating committee appointed by the steering committee shall submit a slate of nominees to the membership. The list of those nominated for officers shall be made known to the membership at least two weeks prior to the annual meeting of the Members. The officers of the Consortium may be re-elected. The Members by a two-thirds majority shall have the right at any time to remove any one or more of the officers with or without cause.

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Proposed IPAL Consortial Purchasing Coordinator

Responsibilities of the member libraries:

- refer all consortial purchase offers to the IPAL Coordinator
- respond promptly to the coordinator's requests for information or commitments
- send payments for databases made out to the Iowa Private Libraries to the IPAL treasurer within the established deadlines to avoid late fees from the vendors

Responsibilities of the IPAL Steering Committee:

- communicate with the coordinator and the member libraries about needs
- provide the coordinator with current database contact information for each member
- send the invoices to the member libraries with explicit instructions, including due date, to ensure timely payments
- pay the bills in a timely manner
- provide the coordinator with an appropriate honorarium to be determined by the steering committee (value up to 80 hours of compensated time) to be presented at the annual meeting for the previous year's service
- review the need for and the responsibilities of the coordinator annually
- recruit replacement coordinator as needed

Responsibilities of the IPAL Consortial Purchasing Coordinator:

- establish a working relationship with selected vendors or vendor representatives
- present the requests of member libraries to vendors
- work with the representative in developing the pricing strategies
- arrange an extended payment due date with the vendors to accommodate IPAL invoicing college libraries and college business office payment responses.
- get the commitments of participating libraries for each database
- prepare the proportional cost spreadsheet for each library and database and submit to treasurer for invoicing the member libraries
- communicate with the steering committee and member libraries in a timely manner
- establish working relationship with Iowa State Library database coordinator
- establish working relationships with other educational group representatives (Regents Institutions, Community Colleges, Iowa Education Consortium, K-12)
- inform the steering committee of need to train replacement one year in advance of the change
- train replacement so ensure efficient transition

IOWA PRIVATE ACADEMIC LIBRARIES
2004 Annual Meeting
24 March 2004, Cowles Library, Drake University

Minutes of the Business Meeting

The Business Meeting of the 2004 IPAL Conference was convened at 1:30pm by Karl Schaefer, Chair.

Karl thanked 24/7 Reference for sponsoring the conference breakfast and Houchen Bindery for sponsoring the morning's chocolate break.

Minutes of the 24 March 2003 Meeting: Rich Doyle MOVED "That the minutes be approved as distributed," which motion was seconded and CARRIED.

Memorial Presentation: IPAL presented a gift book to Iowa Wesleyan College in memory of Patricia Newcomer, who had died during the past year. Paula Kinney accepted the gift and gave a brief tribute.

Treasurer's Report: Karl relayed Linda Scarth's report that, as of 29 February, IPAL had \$1,312.13 in checking and \$2,582.57 in the money market account.

Karl gave a preliminary report on conference costs, with income of \$1,300 (which included 45 registrations and the corporate sponsorships) and expenses of \$1,316.

OLD BUSINESS:

EBSCO Late Fee: Jill Gremmels reported that EBSCO in 2003 had given IPAL a 30-day period for paying the total bill, and had charged us a late fee when we missed the window. After many telephone calls and negotiations, however, EBSCO had finally forgiven IPAL the late fee and would establish a 60-day window for 2004 payment.

NEW BUSINESS:

Nominating Committee: The Nominating Committee proposed the following slate of candidates for IPAL officers:

Vice Chair/Chair Elect: Daria Bossman (Morningside)

Steering Committee: Nancy Carroll (Clarke)

Julie Hansen (William Penn)

Mary Heinzman (St Ambrose)

Steve Duffy MOVED "That nominations be closed, and that Daria Bossman be elected by acclamation," which motion was seconded and CARRIED.

After the first ballot, Karl declared that Julie Hansen had been elected to the Steering Committee, and Nancy and Mary had tied. A second ballot also resulted in a tie. John Goodin made a MOTION which, after discussion, read "That both Nancy Carroll and Mary Heinzman be offered positions on the Steering Committee and, if they both consented to serve, that one position be understood to be ad hoc." The motion was seconded and CARRIED.

Sheryl Sheeres Taylor (Dordt) will be Chair. Continuing officers are Secretary-Treasurer Linda Scarth (Mount Mercy) and Steering Committee members Rebecca Stuhr (Grinnell) and Pam Rees (Grand View).

Assessment: After discussion, Jim Kennedy MOVED "That IPAL again collect the annual membership assessments," which motion was seconded and CARRIED. Invoices for \$100 per institution will soon be sent.

Virtual Reference: Marcia Keyser (Drake) reported on the planning, policies, and challenges of the online reference service, named Ask Us Online. The service currently involved Buena Vista, Drake, Graceland, and St Ambrose.

Iowa College Foundation Grant: Rod Henshaw, John Pollitz, and Dave Netz (Dordt) distributed a draft for a grant application to the ICF, and reported on the discussions and work that had gone into the draft. They noted that the three-year grant would be fully funded, and that the line for staffing was an annual figure, so that the total for staffing would be \$150,000.

State Library: Barb Corson relayed Mary Wegner's regrets at being unable to attend, and reported on the stable outlook for the budget and the cuts suffered as a result of the Reinvention Act. The EBSCO contract was to remain intact for another year. The distribution of some 57,000 CDs looked to be imminent. A Gates Grant of \$140,000 would allow follow-up training, and the State Data Center site was being updated. Librarians from Bulgaria would be visiting the state in April and May. Iowa Publications Online was being tested, and there was now a calendar of events on the site for the Iowa Center for the Book.

FirstSearch: Betty Rogers noted that information on FirstSearch would go out in the middle of April, and she distributed a list of upcoming changes to FirstSearch. Betty also distributed registration forms for the upcoming ILA Leadership Institute.

Recognition of Service:

Steve Duffy paid tribute to the work that Jill Gremmels did making our EBSCOhost subscriptions a reality. John Goodin thanked Daria Bossman for her work in compiling IPAL statistics. And Karl Schaefer thanked Betty Rogers for her years and efforts with FirstSearch. All three will receive tokens of appreciation in the form of Amazon.com gift certificates.

Departures: Karl noted upcoming resignations of some longtime IPAL members and leaders, including Mary Ann Bartz (Waldorf), Robert Klein (Loras), Elizabeth Kaschins (Luther), and Joel Samuels (University of Dubuque). Karl also reported that Mary Anne Knefel had been named the new Director of Libraries at UD, effective 1 June.

Karl thereupon turned the gavel over to the incoming Steering Committee Chair Sheryl Sheeres Taylor.

Sheryl announced that the 2005 Conference, to be held at Dordt College, had been tentatively scheduled for **Wednesday, 16 March**, with a possible focus on assessment. Sheryl thanked Karl Schaefer for his service as Chair, and also thanked departing Steering Committee members Dan Boice, Steve Duffy, and John Goodin.

Chris McKee MOVED "That the meeting be forthwith adjourned," which motion precipitously PASSED. The meeting adjourned at 2:42pm.

Daniel Boice
Secretary *pro tem*

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Local Hotel Information

Econo Lodge - Sioux Center (0.6 miles from Dordt)
86 9th St. Circle, N.E., Sioux Center
712.722.4000

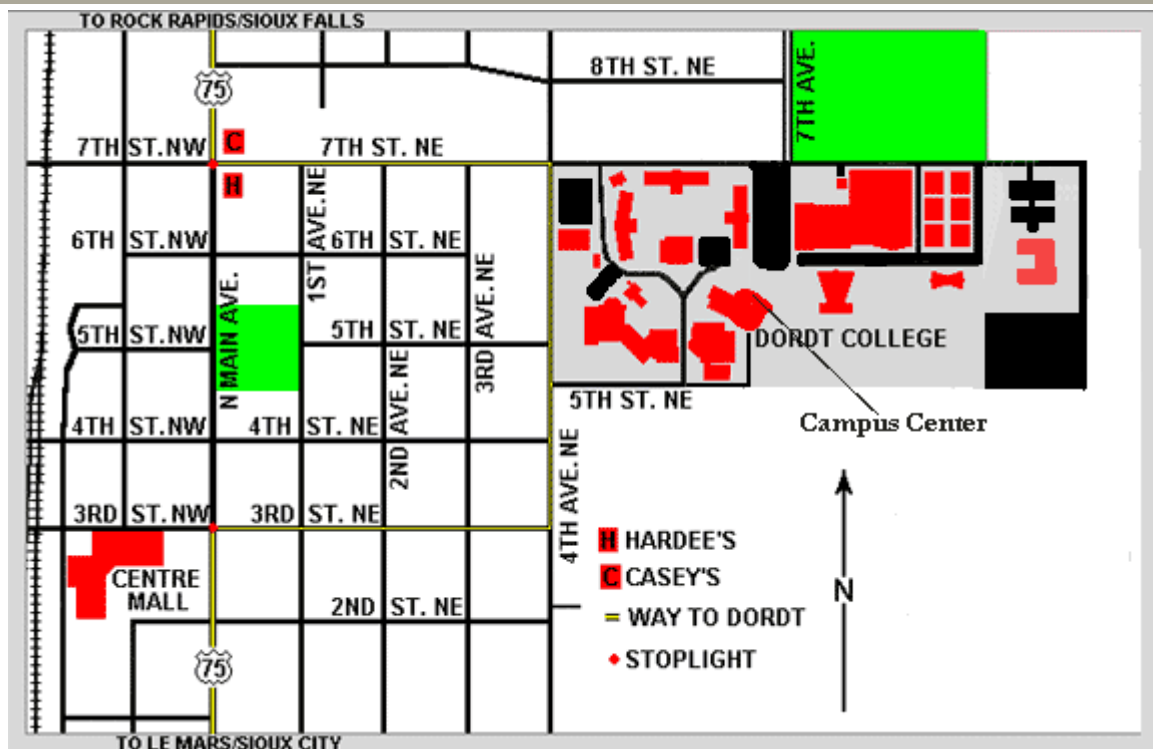
Super 8 Motel - Orange City (10 miles from Sioux Center)
810 Lincoln Place, Orange City
712.737.2600

Dutch Colony Inn – Orange City (10 miles east of Sioux Center)
706 8th Street SE, Orange City
712.737.3490

Super 8 - LeMars (20 miles south of Sioux Center)
1201 Hawkeye Ave SW, LeMars
712.546.8800

AmeriHost Inn & Suites - Le Mars (20 miles south of Sioux Center)
1314 12th Street SW, Le Mars
712.548.4910

Directions to Dordt College



Dordt College
498 4th Ave NE
Sioux Center, IA 51250-1697

Sioux Center is located in the northwest corner of Iowa. Enter the city on US Highway 75, and continue on the highway until the northern-most stoplight (the first stoplight when coming from the north, the fourth one when coming from the south). Turn east onto 7th St NE, (see map). Dordt College is approximately one block past the first stop sign, on the right side of the road.

Parking is available in the lot in front of the Campus Center. The library is located within the Campus Center.

Registration will take place in the Eckardt Lounge which is on the main-level of the Campus Center.

Iowa Private Academic Libraries ◦ Conference Registration Form
Dordt College, Sioux Center, Iowa
16 March 2005

Participant Information

Name: _____

Library: _____

Institution: _____

Address: _____

E-mail address: _____

Conference Fees

The conference fee of \$20 per person includes programming costs, lunch (a sandwich/salad/soup buffet which will accommodate vegetarian needs), and refreshments during breaks. The Tuesday evening dinner is not included in the conference fee.

The Tuesday evening dinner, for those arriving early, will take place in the Board Room of the Campus Center and will begin at 6:30pm. The cost will be \$15 per person. It will feature an entrée, baby red potatoes, Key West vegetables, spinach salad, rolls, and beverages; coffee drinks and cheesecake will be served in the Humble Bean, our campus coffee shop, following the dinner. Please indicate your participation and entrée choice below.

I will participate in the pre-conference dinner on Tuesday (\$15 p.p.): yes no

- Grilled Iowa Chops
- Portobello Mushroom Ravioli (vegetarian option)

Payment Information

Conference fee: \$ _____

Pre-Conference dinner: \$ _____

Total fees: \$ _____

**PLEASE MAKE ALL CHECKS
PAYABLE TO IOWA PRIVATE
ACADEMIC LIBRARIES**

- Check for total amount enclosed.
- Will pay upon arrival.

Deadline for registration is Wednesday, March 9. Although registration will be accepted at the door, advance registration will reserve your place at lunch.

Please mail completed forms to Sheryl Sheeres Taylor
John and Lousie Hulst Library ◦ Dordt College
498 Fourth Avenue NE
Sioux Center, Iowa 51250

Questions? Call Sheryl at 712.722.6047 or email staylor@dordt.edu