



Catholic Research Resources Alliance

Agenda and Minutes for CRRA Board of Directors Monday, September 20, 2010

3:00pm - 4:00 p.m. EDT

2 p.m. CDT

Noon Pacific DT

Call-in Information Call-in number (US/Canada): 1-866-469-3239

Attendee access code: 216-605-75

Agenda

1. Confirm approval of minutes – March, April and June, 2010. The draft minutes are posted in the administrative area. Go to <http://www.catholicresearch.net/>. Choose admin area. User name is “catholic” and password is “portal.” Choose the tab for Documents, then Board of Directors.
2. Review and approve annual goals in strategic plan. Pat has updated the plan based on input at the June meeting in Georgetown. Pat sent the revised plan out to all CRRA participants and has posted it on the site. Again, on the site, go to the admin area. Choose Documents, then Strategic objectives and planning documents. The revised document is the [CRRA Plan Draft 2010 2011 072010.pdf](#). The objective is to formally adopt the plan.
3. Review and approve budget for FY2010-11. The CRRA Budget & Personnel Committee (Artemis, Janice and Jennifer) met on Sept. 14. The budget for FY2010/11 is attached but not posted on the CRRA site. Our objective is to approve the budget.
4. Discuss a proposed Membership TF which Janice will chair. The impetus for this topic was the question raised at Georgetown by Joe Lucia, Villanova, about dues for members with a range of financial capacity. Our objective is to provide input to Janice. Unfortunately, Janice may not be able attend this specific Board meeting. Joe Lucia and Evelyn Minnick have agreed to serve.

Announcements

1. Theresa Byrd, San Diego, is now on the CRRA Board e-list to replace Ed.
2. Steve Connaghan has agreed to work with me on revisiting our organizational structure. The question has come up from new members who want to get involved and from “old” members who

have suggested a procedures manual would be helpful to us. Steve and I will work this fall to prepare a proposal for Board discussion.

3. Michael Galligan-Stierle, new ACCU president & CEO, has accepted our invitation to join the CRRA Leadership Council. I will meet with him this fall on developing a proposal for partnering with ACCU with attention to opportunities for financial support for the Catholic portal.
4. An announcement was sent to all CRRA participants about meeting in San Diego on Thursday January 6. Thank you, Theresa, for hosting this event.

Minutes

Present: Theresa Byrd, Steve Connaghan, Artemis Kirk, Tom Leonhardt, Bob O'Neill, Tom Wall, Jennifer Younger. Janice Welburn earlier responded she was unable to attend. Tim Meagher said he would follow the lead of the Board on attending (or not) to ensure participation from the Scholars Advisory Committee (see explanation under the last topic for item 5).

1. The minutes for March, April and June 2010 were confirmed as posted on the web site. The Board also affirmed its wish to continue with reviewing, suggesting changes and approving minutes via email so that meeting time can be used for discussion of topics. Jennifer will incorporate changes sent into the minutes. No response by a stated date (in the email transmission) means approval. No further formal Board vote is required although the first topic of each meeting is a confirmation that the minutes were approved and posted.
2. Jennifer referred to the process used for developing this year's strategic plan (as noted in the agenda). After distributing to all CRRA participants, Pat received comments from two individuals, both of whom indicated approval. Subsequently, Pat and Jennifer added names of groups and/or individuals who will take the lead for particular goals and a target date for completion. It was acknowledged that all CRRA participants are stakeholders in the plan but that different groups will take on different assignments in moving the goals to completion. Bob moved and Theresa seconded a motion to approve the revised document "CRRA Strategic Plan Draft: Goals for 2010-2011," dated 072010. The motion passed unanimously. Pat will take off the draft designation and add a statement noting Board adoption.
3. Jennifer opened the discussion on the budget with the following points.
 1. A certified public accountant employed by the ND Hesburgh Libraries set up the CRRA financial records, including the budget, to be in line with national accounting standards.
 2. The 2010-11 membership dues letter (dated 07-28-10) to member directors reported expected funds of \$101,254 and expenses of \$88,750. Since then, several new members have joined. Also, St. Ed's sent a payment of \$7,500, not \$2,500 as was stated in the budget. At this time, the expected funds available total \$132,754 (projected dues revenue and cash carried forward from 2009-10) with expenses still projected at \$88,750.
 3. The budget shows a reserve fund of \$24,000. The CRRA Board Budget and Personnel Committee recommends using the voluntary contributions (BC, Georgetown, ND and San Diego - \$5,000; Marquette - \$4,000) to establish a reserve fund.

4. Jennifer will revise the budget to show a \$7,500 dues payment from St. Ed's and to identify Catholic as a founding member.
5. Jennifer will update the budget quarterly to include revenue from new members.

Steve asked where the voluntary contributions are recorded. Jennifer said they were included in the revenue figure for FY2009-10 although not separately identified as such. Budget note seven provides a more detailed explanation about the voluntary contributions made by whom, when and how recorded. All agreed a reserve fund is a good step.

Tom Leonhardt moved and Bob O'Neill seconded adoption of the FY2010-11 budget with two amendments mentioned above in point 4. The Board voted unanimously to adopt the budget. Jennifer will revise and redistribute to the Board.

This is the first year for which a budget has been developed. The Bylaws charge the Board with setting dues and fees, but do not speak to budget development. The Board Budget and Personnel Committee, established in 2009-10, prepared this year's budget for Board review and approval. Other institutionally-based member organizations, such as the Association for Research Libraries and the Center for Research Libraries, submit the budget to the members for approval. As CRRA governance develops, we will want to consider this best practice and develop an appropriate process for the CRRA.

4. As stated earlier, Janice Welburn has agreed to chair a proposed membership task force. Joe Lucia, Villanova, and Evelyn Minnick, St. Josephs, have agreed to serve. The charge will ask the group to recommend a dues structure that will provide sufficient financial support for developing and sustaining the Catholic portal while also making membership affordable for institutions with a lesser capacity. Bob indicated the concern of affordability came up indirectly at the recent Collections Committee meeting. They were discussing uncommon collections held in small seminary libraries, such as the Saint Charles Borromeo Seminary Library Rare Book Collection that has over 17,000 volumes, including a remarkable collection of Catholic prayer books that date to the 19th century. The seminary archives also holds a collection of 80 nun dolls, each dressed in the pre-Vatican II habits of different Catholic women's religious orders operating in America in the pre-Vatican II era. The seminary archives is separate from the library, being directly under the archdiocesan chancery as the Philadelphia Archdiocesan Research Center or PAHRC (<http://www.pahrc.net/>), perhaps making the concern for affordable CRRA participation even more relevant. The Committee would like to see a dues structure that would make it possible for smaller institutions to come aboard. Theresa spoke in support of affordability. Steve mentioned a very small seminary in Washington D.C. has inquired as to how to make use of CRRA services. This particular seminary library is so new and so small that it may not have collections to contribute, but nevertheless, is interested in making use of CRRA resources. Tom Leonhardt followed up by suggesting that perhaps there is an interest in being part of a cooperative venture and it might be useful to define a category for member support. Artemis moved and Bob seconded a motion to move ahead with setting up this task force. Jennifer and Janice will write a draft charge for review by the Board and the task force.

5. Other topics discussed plus one topic – Board membership - not discussed.
 1. Tom Wall asked for statistics on what use is being made of the portal. Identifying available statistics is in this year's plan. Pat and Eric will identify available statistics and discuss with committees, including the Board, in January 2011.
 2. The Board agreed to hold bi-monthly meetings in November, January, March, and May and possibly June, with a target day and time being Wednesday at 4 p.m. ET. Jennifer will query Board members via Doodle.
 3. Pat Lawton's appointment ends in June 2011. Although her salary and benefits are paid by the CRRA, Pat's appointment is as a library faculty member at ND and therefore her reappointment follows ND practices. All library faculty appointments at ND are term appointments. All cases for first-time reappointment must be reviewed by the Libraries' Committee on Appointments and Promotion. Pat and Jennifer will ensure the necessary documents are submitted for the review. Jennifer worked with the CRRA Board Budget and Personnel Committee last spring for Pat's annual review. She will consult the Committee for any needed assistance and report back to the Board. Jennifer expects the reappointment process to be completed in December.
 4. Topics for the November Board meeting. Bob will report on recent discussions of the Collections Committee on interpreting the scope of the collection policy. This is an important issue in recruiting new members because it is important that their content add to the scholarly value of the portal. The specific question asked if an in-depth collection on the work of Maria Montessori, an educator and devout Catholic, was "in scope." One theme is Women saints and Women's religious; Montessori was a lay person. Bob would like to report on the Collections Committee discussion at greater length at the November Board meeting as the initial thinking of the Committee is to interpret what is of interest regarding "Catholic" in broader rather than narrower terms.
 5. Board composition. Several of us have been discussing the question of whether Board membership should include more than one member from the same institution. With a view to answering "no" to this question, Tim and Bob said they would drop off of the Board. However, in this discussion, we lost sight of their respective roles as committee chairs and so we need to take a fresh look at this question. With the appointment of Jean McManus as chair of the Scholarly Advisory Committee, Tim said he is willing to resign from the Board. It is important to note there was a reason he did not attend the Sept. 20 Board meeting.