LALINC Spring 2014 Directors Meeting Minutes

Chair: Wendy Johnson
Vice-Chair: James Duggan
Secretary: Bonnie Hines

Directors / Proxies Attending:
- Abbie Landry
- Alan Gabehart
- Annie McKinney
- Beth Williams
- Beth Williams (proxy for Ruth Hill)
- Bonnie Hines
- Brenda Brantley
- Brenda Brantley (proxy for Jane O’Riley)
- Cathy Sicard
- Cecilia Iwala
- Charles Triche
- Charles Triche (proxy for Eric Johnson)
- Christy Wrenn
- Dawn Kight (proxy for Emma Perry)
- Debbie Johnson-Houston
- Dixie Jones
- Dixie Jones (proxy for Debbie Sibley)
- Don Smith
- Elaine Smyth
- Gerald Patout
- James Duggan
- Joanie Chavis
- John Conover
- Katherine Rolfes
- Lynette Ralph
- Margaret Keller
- Mary Frances Sherwood
- Michael Olson
- Richard DeFoe
- Rita Franks
- Sara Zimmerman
- Sharon Mader
- Sherri Voebel
- Terry Martin
- Timothy Stamm
- Timothy Stamm (proxy for Diana Schaubhut)
- Van Viator
- Wendy Johnson
- Wendy Johnson (proxy for Bonnie Wood & Thomas Bender)

LOUIS Staff Attending: Sara Zimmerman, Cathy Sicard, Mark Witteman
Other Attendees: Rob Bremer (Grants TF), Kristy Kohl (Centenary), James Jensen (Southern Law)

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<tr>
<th>Agenda Items</th>
<th>Discussions</th>
<th>Actions</th>
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<tr>
<td>Call to Order</td>
<td>Called to order at 9:30 am</td>
<td>James Duggan</td>
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<tr>
<td>Adoption of Agenda</td>
<td>Approved.</td>
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<tr>
<td>Approval of Fall meeting minutes and quorum count</td>
<td>Minutes approved Quorum confirmed</td>
<td>Don Smith &amp; Abbie Landry</td>
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<td>Introductions/Welcome</td>
<td>Introductions</td>
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<tr>
<td>LOUIS report</td>
<td>Highlights: Membership fees due Sept. 15, or services will be terminated Sept.16. LOUIS has the option of requiring a Memorandum of Understanding. New SirsiDynix contract has been negotiated. Booking module will be discontinued (low use), eLibrary will be replaced with BlueCloud PAC. WorkFlows will go to Cloud. All this for no extra money.</td>
<td>S. Zimmerman Cathy Sicard</td>
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<td>LOUIS report continued …</td>
<td>MobileCirc will be out soon. Microsoft will discontinue support for Windows XP April 8, 2014. An RFI will begin in approximately 2.5 years. EBSCO / SirsiDynix partnership initially had no benefit for LALINC members. However, we will benefit from the integration of Symphony and Discovery Service that will occur “in the next year.” “My Account” functionality will be available in 2014.</td>
<td>Mark Witteman</td>
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<td>LOUIS report discussion</td>
<td>Cost of LONI increases exponentially with streaming video. A standardized procedure to analyze EZProxy logs is needed. LOUIS is reviewing options for an Electronic Resource Management (ERM) system for LOUIS use. LALINC members do not need GoldRush because database vendors will compare database holdings for no cost. Concurrently enrolled high school students are valid users of LOUIS electronic resources. Other high school students should be directed to public libraries. LOUIS resources are only for authorized users (faculty, staff, enrolled students, onsite visitors) of member libraries. Granting access to unauthorized users cannot be tolerated because it jeopardizes our contracts with vendors, who can and will terminate service to LOUIS if unauthorized use occurs.</td>
<td>S. Zimmerman will investigate.</td>
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<td>Taskforce and Interest Group Reports</td>
<td>Public Relations TF – LOUIS brochure and press releases have been distributed. TF decided against a billboard because of cost. HB1 does not include $500,000 from Board of Regents, although Sara has been assured that the bill will be amended to include that amount. Bylaws TF – proposed bylaws revisions (see below) Assessment TF report – assessment tool to be distributed in early April Funding TF report – compared/contrasted merits of long-term and short-term funding Information Literacy Committee report Library Technology Interest Group report Electronic Resources report</td>
<td>D. Johnson-Houston James Duggan Mike Olson Rob Bremer</td>
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<td>Louisiana Digital Library Status Report</td>
<td>LDL Stakeholders will form a consortium and are considering its principles and structure. Facility location for staff has not been determined, but options include LOUIS, state library, and LSU. Bylaws will be drafted, and ContentDM will be used for the foreseeable future.</td>
<td>Elaine Smyth</td>
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<td>State Library report</td>
<td>No one from the state library attended the meeting.</td>
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| Election of new officers | 3 new officers were elected:  

Bonnie Hines – Vice Chair  
Timothy Stamm – Secretary  
Abbie Landry – member-at-large  

Other officers serving next year:  
James Duggan – Chair  
Debbie Johnson-Houston – member-at-large  
Elaine Smyth – LSU  
Wendy Johnson – immediate past chair  

Sara expressed appreciation for the Board’s work. |  |
| Old Business | No old business was discussed. |  |
| New Business: Proposed Bylaws Revision | Bylaws were approved with additional revisions. Changes can be identified by comparing the proposed bylaw revisions with the approved bylaws.  

The Bylaws Task Force will review the bylaws annually in order to modernize policy and to meet Strategic Plan goals. Previous revision occurred in 2001. Current TF members are James Duggan, Abbie Landry, and Debbie Johnson-Houston. | Don Smith & D. Johnson-Houston |
| New Business: Proposed Membership Application Forms (attached) | The proposed revisions of the member application form, the affiliate application form, and the liaison application form were approved. | Don Smith & Abbie Landry |
| Next LALINC meeting | The fall LALINC meeting is October 3, 2014 (one day only) at the new campus of River Parish Community College in Gonzales. |  |
| Adjournment | Meeting adjourned at 1:00 pm. |  |
LALINC Spring Membership Meeting

Live Oak Conference Room, Louisiana State University at Alexandria
Alexandria, LA
Friday, March 21, 2014
9:00-9:30 Registration. Meeting begins at 9:30 a.m.

AGENDA

1. Call to order–Wendy Johnson, Chair
2. Adoption of Agenda
3. Introductions
4. Approval of Fall 2012 Membership Meeting Minutes–Bonnie Hines, Secretary
5. LOUIS Report–Sara Zimmerman
6. Taskforce and Interest Group Reports
8. State Library Report
9. Election of New Officers
   a. Vice-chair/chair-elect, Secretary
   b. Member-at-large
10. Old Business
11. New Business
   a. Proposed Bylaws Revisions
   b. Proposed Membership Application Forms
12. Fall Meeting Schedule and Discussion
13. Adjournment

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LALINC Membership Meeting
March 21, 2014
Sara Zimmerman

1. LOUIS 2014-2015 budget/membership fees
   - Finalizing fees; Regents funding still at $500k
   - Regents may implement an agreement between Regents and campus on behalf of LOUIS

2. LALINC/LOUIS 2013-2016 Strategic Plan
   - Updated copy on webpage with updates
     - Objective 1.1: Communication
       - Communications Task Force, Megan Lowe, ULM, Chair
     - Objective 1.2: Learning Opportunities
       - LwL; SD Mentor Series; N/S Illiad (Spring), N/S Symphony(Summer), Bootcamp; Site Visits;
         webinars; LOUIS Users Conference
       - All on the LOUIS Calendar
     - Objective 1.3: Public Awareness
       - Press Releases:
         - 6 press releases, 1 newspaper article
         - Need each member to participate
       - Fact Sheet/ Participation Summary
         - Created one for each member [http://bit.ly/1cX1jDc](http://bit.ly/1cX1jDc)
       - LOUIS Branding
         - Fresh Logo, Window cling, brochure, bookmarks, taped audio spot for radio, typed script
           for radio spot
         - LOUIS newsletter – current campaign to name it
     - Objective 1.4: Committee Structure
       - Interest Groups – once Standing Committees (ER, R&D, IL)
         - Born from Committee on Committees Task Force
         - LER Interest Group, Jeanne Pavy, ULM, and Jim Hobbs, Loyola, Moderators
         - iLit Interest Group, Jessica Hutchings, McNeese, Kathryn Seidel, BRCC, Moderators
         - LALINCTECH Interest Group, Natalie Palermo, LSU Law, Brian Sherman, LSUS,
           Moderators
       - Task Forces (11)
         - Assessment Task Force, Mike Olson, Loyola, Chair
         - Communication Task Force, Megan Lowe, ULM, Chair
         - Committee on Committees, Wendy Johnson, RPCC, Chair
         - Grants Task Force, Rob Bremer, Nicholls, Chair
         - LALINC Bylaws Task Force, James Duggan, Tulane Law School, Chair
         - Membership Fee Task Force, Wendy Johnson, RPCC, Chair
         - Nursing e-Resource Task Force, Debbie Sibley/Mary Marix, LSUHSCNO, Chairs
         - Public Relations Task Force, Sharon Mader, UNO / Gerald Patout, LSUE, Chairs
         - *Brochure Task Force, Debbie Houston-Johnson, McNeese, Chair
         - *Strategic Planning Task Force, James Duggan, Tulane Law School, Chair
         - *Usage Consolidation Task Force, Don Smith, ULM, Chair
   - Objective 2.1 – Develop a Business Plan
     - SSA Consulting
   - Objective 2.2 – Funding Task Force
     - Grants Task Force, Rob Bremer, Nicholls, Chair
   - Objective 3.1 – Services and Staff meet needs
     - Assessment Task Force – Mike Olson, Loyola, Chair
Objective 3.2: Institutional Knowledge
- LOUIS Knowledge Base: 174 documents created/edited, 650 total

Objective 3.3: Infrastructure, Architecture, Security
- Report is available

3. LOUIS Initiatives
   a. Symphony
      - 5 year license renewing w 0%, 0%, 0%, 2%, 2% plus many extras
      - Xavier is implementing
      - Disaster Recovery June 10, 2014
      - BLUEcloud technology will replace Workflows technology
      - Strategic Partner Program (SPP)
        - BLUEcloud Discovery - Patron Products
          - Pac - replacement for eLibrary - technology for browsers
          - BookMyn - technology for mobile devices
          - Social Library - eLibrary functionality within Facebook
          - BLUEcloud Analytics - database analysis; nber and charts for collections, circ, acq, etc
          - BLUEcloud Cataloging - replacement for WF client
          - BLUEcloud Patron products
      - Outdated operating systems - Survey to determine scope of problem
      - COSUGI - Mark W is Program Chair; Natalie Palermo is Enhancement Coordination
      - EDS Integration w Symphony
        - APIs to dynamically grab Symphony data
        - OPAC functionality

b. ILLiad
   - Xavier implemented - May 29, 2014
   - North (LATech April 16) and South (Loyola April 8) meetings in April

c. E-Resources
   - CLTCC is implementing ER only
   - Nursing E-Reference Task Force, Debbie Sibley and Mary Marix, LSUHSCNO, Chairs
   - LER Interest Group - working on priorities
   - EZProxy - OCLC hosting recommended
   - EBSCO Discovery Service - partnership with SD
   - EBSCO lost 3 db (Computer Science Index, Internet & Personal Computing, World History Collection)
   - Renewals - higher increases but trying to hold to 4% average
   - 22 new offers; 3 existing w new members; 1 option to upgrade to more content; 7 trials;

Did You Know?
- LOUIS Users Conference 2014 @ PBRC - Save the Date - October 16-17, 2014
  - Considering pre-conference workshops
- Marketing materials can be found here: [https://sites01.lsu.edu/wp/louis/promo_materials/](https://sites01.lsu.edu/wp/loUIS/promo_materials/)
- Listserves - can use a form on the webpage to sign up - Get Connected bullet
Assessment Task Force Report to LALINC Spring Membership
March 21, 2014

The LALINC Executive Board established the Assessment Task Force (ATF) as part of the 2013-2016 LALINC/LOUIS Strategic Plan, whose Objective 3.1 is to ensure that LOUIS services and staff meet the current and evolving needs and expectations of LALINC members. ATF members were tasked in January 2014 to develop and conduct annual assessments of needs and expectations of LALINC members. The desired outcome is to provide up-to-date assessment data for planning use by LOUIS staff and the LALINC Executive Board.

ATF has met twice to date, each via conference phone call. The first meeting, on January 22, resulted in several action items, each by now completed:

- Review the 2013-2016 LALINC/LOUIS Strategic Plan
- Review the new LOUIS brochure
- Compare two survey softwares: SurveyMonkey and Qualtrics
- Answer how ATF might most effectively address its charge, by generally identifying: How? What? Why? When? To whom/for whom?

ATF’s second conference call was on March 7. Each member agreed to identify 5-7 overarching assessment themes. By early April, ATF will review and edit the collected themes with intent to assign one theme to an ATF member who then will identify 2-4 specific survey questions, per theme. Shortly afterward, ATF will have its third conference call to discuss next steps.

ATF has identified a number of open questions for LALINC deans’ and directors’ consideration:

- Shall ATF design an initial assessment/survey to be either (a) broad and general, meant for the entire LALINC membership, or (b) specific and targeted, meant for some subset of the membership? Which subset(s)?
- Shall ATF use the survey software SurveyMonkey (administered by LOUIS), Qualtrics (Tulane), or another choice?
- Which of the following two questions do deans and directors consider more important, or are both questions equally important?
  1. Which LALINC membership’s needs and expectations currently lie outside of, but should reside in, LOUIS’ domain? In other words: What else might LOUIS do for LALINC?
  2. Of all that LOUIS currently does, what does it do well – or perhaps not as well?
- Any other questions or issues?

Respectfully submitted,

John Bourgeois, Research Librarian, Nicholls State University
Lisa Hooper, Music and Media Librarian, Tulane University
Peter Klubek, Reference Librarian/Instructor, Baton Rouge Community College
Mike Olson, Dean of Libraries, Loyola University New Orleans, chair
Tim Stamm, Interim Dean of Delgado Community College Libraries
Mark Witteman, LOUIS Technical Consultant, ex-officio
Sara Zimmerman, LOUIS Executive Director, ex-officio
Funding Task Force Report

The Funding Task Force was established at the end of 2013, pursuant to Strategic Goal 2 (Budget/Financial) of the LALINC/LOUIS Strategic Plan for 2013-2016 providing for the creation of “a sustainable financial model” for LALINC/LOUIS, including to “Develop a business plan to provide sustainable funding for services, resources, systems and support” (Objective 2.1) and “Collaborate on grant and other funding and partnership opportunities” (Objective 2.2) implemented by the “Appoint[ment] a Funding Task Force to investigate foundations, state, and federal agencies that might provide funding for LOUIS activities and resources” (Action item).

A series of productive January-February meetings with LOUIS Executive Director Sara Zimmerman, LALINC Executive Board Chair Wendy Johnson, and the LALINC Executive Board appears to have determined that, until clarified or modified by the Louisiana Board of Regents:

• Although conceived by LALINC, LOUIS was implemented as and remains a unit of Louisiana State University … though swiftly assuming the name of the service it was, and is, providing (i.e., a Louisiana online university information system); and,

• LALINC is only an advisory body … separate from but linked to LOUIS and without any past or present financing authority or mechanism, other than any provided by LOUIS (currently membership dues, grant-raising, and funding requests to the Board of Regents).

As a manageable multi-step process that plans for and uses one or more of five fundraising vehicles … i.e., annual dues, major gift campaigns, grant-raising, special events, and estate planning initiatives … fund-raising can be only as effective as the organizational structure of the institution served supports.

LALINC’s current existence as an advisory partnership severely limits its ability to raise funds for LOUIS, *esp.*, since LALINC was not even employed as the principal investigator to obtain the grant that initially funded LOUIS. LALINC could become a significant fund-raising association serving LOUIS, but such would seem to require bringing the Board of Regents (if not the three University Systems and LSU) into the conversation … with the reasonable expectation that any fund-raising authority would be severely limited, so as not to compete with LSU and Louisiana's other public universities.

Until LALINC’s organizational structure is so clarified or modified by the Louisiana Board of Regents as to empower it to act as a nonprofit parent of or foundation for LOUIS, the effectiveness of the LALINC Funding Task Force appears substantially limited: having only grant-raising and special events for LOUIS available to it … the former being restricted by the
current inclination of grant-makers to fund innovative initiatives (rather than staffing for or purchases by established programs) and the latter requiring LALINC-wide initiatives of a sort unfamiliar to many/most academic libraries (e.g., annual “Love LOUIS” wine-&-cheese parties or balls held on the same day by all LALINC libraries).

Through its Funding Task Force or otherwise, LALINC can, and should, always be a vigorous champion for LOUIS: (1) in LALINC’s respective academic institutions for the maintenance and increase of membership dues; (2) before the Board of Regents, Louisiana’s Governor, and the State Legislature for adequate LOUIS funding; and, (3) in the public arena educating Louisiana’s businesses and residents on the valuable service LOUIS provides them all … as LOUIS has already shown LALINC the way.

The Funding Task Force awaits direction from or through the LALINC Executive Board on the following matters:

• As soon as LOUIS, other LALINC Task Forces, and individual LALINC libraries provide the Funding Task Force with requests for necessary or convenient additional programming, resources, and the like all LALINC libraries can use, the Funding Task Force can proceed to seek available grant funding to be requested through LOUIS for such needs; and,

• Should the Funding Task Force pursue whether or not special events might be an agreeable fund-raising vehicle for LALINC.

The Funding Task Force will determine if there might be other nonprofit organizations able and willing to serve as a fund raising-and-distribution foundation for LALINC.

Respectfully submitted,
Robert J. Bremer
Funding Task Force Chair, 2013-2014

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LALINC Information Literacy Committee

March 2014

The Information Literacy Committee has the following items to report:

- The ILIT-L listserv has had a small amount of discussion on the following topics:
  - Shared literature on assessment of information literacy instruction
  - Using Camtasia for instructional video production (by far the largest number of responses, including follow up by LOUIS for possible consortium purchase)
  - Pedagogy/Education training of instruction librarians
  - Which classes on campus are targeted for information literacy instruction

- Jessica Hutchings and Malia Willey gave a presentation at LUC about the results of the survey conducted during 2012-2013.

- Jessica Hutchings and Malia Willey will have an article published in the April 2014 issue of *portal: Libraries and the Academy* about the results of the survey. The article also provides a comparison of the information literacy requirements of all Southern Regional Educational Board (SREB) states.

Respectfully submitted,

Jessica Hutchings
Chair, LALINC Information Literacy Committee

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The LALINC Library Technology Interest Group began with the creation of the LIBTECH-L listserv at the end of October 2013. The listserv was changed to LALINCTECH-L in early November 2013 to avoid confusion with institutional lists with the same name.

LALINCTECH-L currently has 38 subscribers. Seven LOUIS staff members are included in that number. Twenty institutions are represented by subscribers. A list of the subscribers is attached.

Unfortunately, listserv traffic has been minimal. An attempt by Natalie Palermo, co-moderator, to exchange information about newly implemented software, services, hardware, or gadgets resulted in replies from only two institutions. A reminder about the purpose of LALINCTECH-L was posted, practically begging subscribers to post. This was to no avail. The moderators are at a loss to explain the apparent lack of interest in sharing information about library-related technology.

Brian Sherman, co-moderator, proposed the creation of a 3rd party products and services repository. The purpose of the repository is to benefit member institutions when they are exploring new products or troubleshooting existing ones. The repository would be a resource for products and systems that are already being utilized by members. Institutions would be encouraged but not obligated to participate.

A survey to gauge interest in such a repository was created using SurveyMonkey. An invitation to respond to the survey was posted to LALINC-L, LALINCTECH-L, and LSA-L on March 6, 2014. Thirty-seven respondents took the survey at the time of this report. The survey included two questions concerning 3rd party resources and services, two questions concerning public services offered to patrons, and a question regarding existing equipment circulation. A list of the questions is attached.

Based on the results of the survey, the co-moderators agree that there is enough interest and recommend the creation of a repository of 3rd party products and services and public service offerings. The repository should be made available via the LOUIS Knowledge Base so that it is not accessible by the general public. The co-moderators are willing to collect the initial data to populate the repository. The format of the repository would be determined after data is collected.

Respectfully submitted,

Natalie Palermo, LSU Law (co-moderator)
Brian Sherman, LSU Shreveport (co-moderator)
LALINCTECH-L Subscriber List

bbrantley@BPCC.EDU Brenda Brantley
crimes@DCC.EDU Courtney Rimes Stortz
sclave@DCC.EDU Shanna Clevenger
ccharles@DILLARD.EDU Cynthia Charles
rfranks@LATECH.EDU Rita Franks
natalie.palermo@LAW.LSU.EDU Natalie Palermo
agallaspy@LOUISIANA.EDU Allison Gallaspy
bjf1855@LOUISIANA.EDU Barbara Flynn
gallaway@LOYNO.EDU Teri Gallaway
aviator@LSU.EDU Adam Viator
beene@LSU.EDU Lisa Stigall
cathy@LSU.EDU Cathy Sicard
dchutso@LSU.EDU Doris Hutson
jaimeb@LSU.EDU Jaime Barrilleaux
markw@LSU.EDU Mark Witteman
mfoten@LSU.EDU Mitchell Fontenot
mwaugh2@LSU.EDU Mike Waugh
sara@LSU.EDU Sara Zimmerman
zehra@LSU.EDU Zehra Zamin
brian.sherman@LSUS.EDU Brian Sherman
msartori@MCNEESE.EDU Michael Sartori
klubekp@MYBRCC.EDU Peter Klubek
robert.bremer@NICHOLLS.EDU Robert Bremer
margaretkeller@NORTHSHORECOLLEGE.EDU Margaret Keller
kwak@NSULA.EDU Gail Kwak
cchemay@RPCC.EDU Connie Chemay
vsanchez@RPCC.EDU Victor Sanchez
wjohanson@RPCC.EDU Wendy Johnson
darren.macennnan@SOWELA.EDU Darren MacLennan
mary.sherwood@SOWELA.EDU Mary Sherwood
Kathlyn_Bowersox@SUBR.EDU Kathy Bowersox
jjensen@SULC.EDU John Jensen
hughes@ULM.EDU Chuck Hughes
lowe@ULM.EDU Megan Lowe
lamsberr@UNO.EDU Lora Amsberryaugier
khebert1@XULA.EDU Kevin Hebert
lralph@XULA.EDU Lynette Ralph
Hardware/Software Repository Survey Questions

1. Of the following 3rd party resource and service categories, select those that you think would be of assistance to your site. Select all that apply.

   - Anti-theft systems (types and brands)
   - Barcode label suppliers
   - Barcode scanners
   - Content management systems
   - Electronic reserve systems
   - Equipment inventory software
   - Institutional repositories
   - Macro software
   - Magnetic stripe scanners
   - Print management systems
   - Receipt printers
   - Reference instant messaging service
   - Screencasting software
   - Scheduling software
   - Spine label printers
   - Spine label stock

2. List any other 3rd party resources and services you would like to see maintained in the repository.

3. We are also considering maintaining a list of which public services are offered at each site. Please select those that you would be most interested in seeing in the repository. Select all that apply.

   - Circulate laptops
   - Circulate other equipment
   - Provide charging stations
   - Provide document delivery of in-house items to students and faculty
   - Provide public fax services
   - Provide public scanners

4. List any other public services you would like to see maintained in the repository.

5. If you circulate equipment such as laptops and projectors, please list what items you circulate.
Report of LER-L (LOUIS Electronic Resources-Listserv)

March 2014
Submitted to the LALINC Executive Board by Jeanne Pavy, University of New Orleans, and Jim Hobbs, Loyola University New Orleans

The LOUIS consortium has always made use of the talents and expertise of its members. This was largely done through the work of committees prior to 2013. In late 2013, however, the committee structure was evaluated in keeping with the new LALINC/LOUIS Strategic Plan.

Objective 1.4 of the Strategic Plan charged the Committee on Committees Task Force (CoCTF) to develop a committee structure to provide timely and effective responses to consortium issues and needs. Based on its recommendations, the committee structure has shifted to interest groups. This structure provides for greater participation through discussion lists where members can discuss and share ideas, ask questions, and propose projects.

The existing LER-L discussion list was re-purposed for the use of this interest group. Each discussion list has two moderators. The role of the moderators is to present the ideas of their list community to the LALINC Executive Board and/or Membership, peers, and LOUIS staff.

In late October 2013, LOUIS Director Sara Zimmerman invited Dr. Pavy and Mr. Hobbs to serve as moderators for the LER-L. Both agreed to serve as moderators, and the arrangement was made formal at the Collection and E-Resource Committee as reported by Ms Zimmerman on Oct. 31, 2013. An initial message of greeting and introduction went out to list members on November 1, 2013.

The first project was to reevaluate the current electronic resources that LOUIS offers its member libraries. A poll was sent to all LER-L members, but the response has been incomplete. The second approach is to review use statistics for resources, to look for lesser needed products. Both approaches are still in progress, with no final outcome. The moderators are also considering asking participants to indicate whether they would subscribe to specific resources if they were dropped by the consortium.

Ms Zimmerman also asked the moderators to consider how LOUIS might spend potential one-time funds. One-time and ongoing costs and need by different types of schools are all being considered. Members have been asked to contribute ideas for products for purchase and to vote on an initial list (see attached list). Feedback to date has indicated strong interest in ebook collections and historic newspaper archives, with the potential for mini-consortia to be developed for additional resources that elicited interest.
from multiple libraries. The moderators plan to finalize the recommendations to Ms Zimmerman by the end of March.

While participation in these discussion topics has not been as widespread as the moderators had hoped, the discussion list does provide the opportunity for input and idea-sharing by all member libraries. Almost 40% of the libraries participated in our poll of possible one-time purchases. This is a significantly higher percentage than would be directly represented in the traditional committee structure.
BYLAWS (PROPOSED REVISIONS)

of the

LOUISIANA ACADEMIC LIBRARY INFORMATION NETWORK CONSORTIUM

(LALINC)

ARTICLE I
Name, Office, Official Year
SECTION 1: Official Name of the Organization

A. Name
The name of this organization shall be the Louisiana Academic Library Information Network Consortium (LALINC), hereinafter referred to as the Consortium.

B. Organization
The Consortium is a partnership of participating libraries and organizations joined together under the general governance of the Executive Board of Regents.

SECTION 2: Official Office
The office of LALINC shall be located at the LOUIS office in Baton Rouge, LA.

SECTION 3: Official Year
The official year of the Consortium shall begin on the first day of July and shall end on the last day of June the following year.
ARTICLE II
Purpose

SECTION 1: Central Purpose

The purpose of the Consortium shall be:

A. to strive to develop cooperation in a broad range of library services;

B. to foster resource sharing among Louisiana libraries;

C. to serve as the entity under which a variety of cooperative programs will be developed and/or sponsored;

D. to make recommendations regarding the operation and orderly growth of LOUIS: the Louisiana Library Network, a project of LALINC which provides fee-based library services and resources to LALINC members and affiliates in accordance with a contract between the Board of Regents and Louisiana State University and Agricultural and Mechanical College; and

E. to serve as a resource to the Executive Board of Regents in matters relating to academic libraries in Louisiana.

SECTION 2: Cooperative Programs

The Consortium shall sponsor such cooperative programs as deemed appropriate by the members.

A. Each member shall determine the degree to which it chooses to participate in any Consortium program; participation in specific programs is not mandatory for membership.

B. The Consortium initially shall develop programs within the following initiative areas, each of which can be pursued simultaneously or independently of each other, and which can develop at a different pace.

1) Automation/technology;
2) Resource sharing;
3) Cooperative collection development;
4) Conservation/joint storage; and
5) Preparation for the future of academic library programs in the state.
SECTION 3: Other Activities

The Consortium shall also:

A. establish procedures for oversight and review of the initiatives carried out under the sponsorship of LALINC;

B. make any required timely reports (at least annually) to the Executive Board of Regents;

C. provide grant writing assistance on grant proposals initiated on behalf of LALINC and consult with network staff to prevent duplication of projects concerning LALINC initiatives and programs; and

D. conduct studies and prepare reports that contribute to furthering academic library growth and development.

ARTICLE III
Membership and Terms of Office

SECTION 1: Membership

The Consortium shall consist of members, affiliate members, and liaison organization members.

A. Members

1) Members shall be Louisiana Academic Libraries whose colleges/university is located in Louisiana and
   a. reports to the Louisiana Board of Regents OR is a member of the Louisiana Association of Independent Colleges and Universities, and
   b. is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), or is applying for SACSCOC accreditation, or
   c. is accredited by Council on Occupational Education (COE) or is applying for COE accreditation.

2) The member libraries shall be represented in the Consortium by the director of the member library who must hold a Masters degree in library science from a program accredited by the American Library Association (generally the director or dean of the member library), or the director’s designee.

3) Attendance at the Consortium’s two regular meetings is required by the chief administrative officer of the member library.

4) To join the Consortium, a prospective member must complete an application.

5) Members that are current on payment of all fees and assessments shall have voting privileges.
B. Affiliate Members

1) Affiliate members shall be other Louisiana libraries interested in the work of the Consortium, who do not report to the Louisiana Board of Regents OR are not members of the Louisiana Association of Independent Colleges and Schools.

2) An affiliate member library shall be represented in the Consortium by the chief administrative officer of the member library who must hold a Masters degree in library science from a program accredited by the American Library Association (generally the director or dean of the member library) or designee appointed by the director.

3) Affiliate members may be added to the Consortium by a two-thirds (2/3) vote of the members.

4) To join the Consortium, a prospective affiliate member must complete an application.

5) Affiliate members shall be non-voting.

C. Liaison Organization Members

1) Liaison organization members shall be representative organizations, institutions, agencies, and groups which the Consortium believes are important for coordinated policies, standards, and broad operational issues.

2) Liaison organization members shall be represented by one liaison member of said organization.

3) Liaison members may be added to the Consortium by a two-thirds (2/3) vote of the members.

4) To join the Consortium, a prospective liaison organization member must complete an application.

5) Liaison organization members shall be non-voting.

SECTION 2: Fees
Fees may be assessed as follows:

A. LALINC Membership Fee

1) An annual fee may will be assessed from members.

2) A two-thirds (2/3) vote of the members is required to assess and/or change the membership fee.

B. Special Assessments

1) Fixed and/or time-specific (not to exceed three fiscal years) assessments or fees may be assessed all members in order to develop or implement a special Consortium project.

2) A two-thirds (2/3) vote of the members is required to assess and/or charge a special assessment.

3) All fees and assessments must be reviewed, evaluated and reconsidered no later than three years after initiation.
C. Project/Program Fees

1) A sub-group of members who choose to participate in a specific project/initiative of the Consortium may be assessed a membership fee for participation.
2) The amount of the program assessment shall be determined by a two-thirds (2/3) vote of the members participating in the program/initiative.
3) Only those members participating in and voting on program fees shall be assessed.
4) Projects/Programs should be reviewed, evaluated, and reconsidered as deemed appropriate by the participants.

D. Payment of LOUIS Membership Commitment Program Fees

1) Each member will pay all invoiced LOUIS fees by end of business September 15 (August 31st) of each year or by end of business the first business day after September 15 (August 31st) if that date falls on a weekend.
2) Each member that does not make payment by end of business September 15 (August 31st) or by end of business the first business day after September 15 (August 31st) if that date falls on a weekend, will be disconnected from all LOUIS services and products September 16 or by end of business the first business day after September 16 if that date falls on a weekend.
3) Members who are disconnected will be reconnected only by paying the annual membership fee and a fee for reconnection equal to 10% of that member’s annual membership fee. Fees must be paid in full before reconnection is made.
4) An institution member will be considered non-current if disconnected and until payment of all fees has been received by LOUIS.
ARTICLE IV

Governance Structure of the Consortium  SECTION 1: Governance

The governance structure of the Consortium shall consist of an Executive Board which includes the elected officers of the Consortium, plus the immediate past-chairperson, and two at-large members, and the Dean of LSU Libraries of the Executive Board.

SECTION 2: Officers

A. Elected Officers

The officers of the Consortium shall be Consortium member representatives and shall consist of:

1) Chairperson;
2) Vice-Chairperson/Chairperson Elect; and
3) Secretary/Treasurer.

B. At-large Members of the Executive Board

Two (2) At-Large members of the Executive Board shall be elected by the Consortium.

C. Terms of Office

1) The Chairperson shall serve for one year.
2) The Vice-Chairperson/Chairperson Elect shall be elected for a one year term and shall succeed the Chairperson for one year.
3) The Secretary/Treasurer shall be elected for one year and may not serve more than two (2) consecutive terms as Secretary/Treasurer.
4) The At-Large Member of the Executive Board shall be elected for two year staggered terms and shall serve no more than one (1) consecutive term as an At-Large Member.

D. Succession of Officers

1) The Vice-Chairperson/Chairperson Elect shall assume the position of Chairperson at the beginning of the fiscal year.
2) A new Vice-Chairperson/Chairperson Elect, the Secretary/Treasurer and an At-Large Member of the Executive Board shall be elected at the Spring meeting, and assume their duties at the beginning of the fiscal year.

E. Duties of the Elected Officers

1) The Chairperson:

   a) shall call and preside at all meetings of the Consortium and the Executive Board;
b) shall arrange for the preparation of the agendas of the meetings of the Consortium and the Executive Board; and
c) shall be responsible for the development of a written report of the progress and activities of the Consortium for the ending fiscal year and shall distribute it to the Executive Board of Regents and the Consortium members.

2) Duties of the Vice-Chairperson/Chairperson Elect:
   a) shall preside at all meetings in the absence of the Chairperson;
   b) shall complete the term in the event the Chairperson is unable to do so;
   c) shall recommend membership for the Nominating Committee and the Standing Committees to the Executive Board; and
   d) shall assume other duties as assigned by the Chairperson or the Executive Board.

3) Duties of the Secretary/Treasurer:
   a) shall keep full minutes of all meetings of the Consortium and the Executive Board.
   b) shall be responsible for maintaining a complete list of all names and addresses of all members of the Consortium;
   c) shall be responsible for sending notices of meetings;
   d) shall handle the finances of the Consortium; and
   e) shall submit a complete financial report at the end of the fiscal year.

F. Vacancies
In the event an Executive Board Member cannot complete a term, the Chairperson shall recommend to the Executive Board an acting successor until the next scheduled election is held.

SECTION 3: Executive Board

A. Composition

The Executive Board shall consist of the elected Consortium officers, the Past Chairperson, and Ex-Officio members as appropriate.

1) Elected Members

The Executive Board shall consist of the following:

   a) Chairperson;
   b) Vice-Chairperson/Chairperson Elect;
   c) Secretary/Treasurer;
   d) Members At-Large (2); and
   e) Immediate Past Chairperson.

These persons shall be voting members of the Executive Board.
2) Ex-Officio Members

The Executive Board may appoint such Ex-Officio members to the Executive Board, as appropriate, to carry out its responsibilities. These Ex-Officio members may include, but are not restricted to:

a) Chairs of standing committees;
b) Directors/Chairs of initiatives and/or programs; and
c) Affiliate Members and/or Liaison Organization Members.

Ex-Officio Members may be appointed with or without voting privileges.

B. The role and functions of the Executive Board

1) The Executive Board shall supervise the normal and routine business and affairs of the Consortium. The Executive Board shall be subject to the orders of the Consortium, and none of its acts shall conflict with actions taken by the Consortium. The Executive Board is authorized and empowered to perform any function of the Consortium where an emergency exists before a meeting of the Consortium can be held.

2) The Executive Board shall prepare a recommended annual budget for the support of LALINC to be submitted to the Consortium for review, revision, and approval. It shall perform other functions as may be assigned to it from time to time by the Consortium.

3) The Executive Board shall be responsible for preparing a slate of nominees for each office to be voted upon.

a) Nominees for the At-Large Member of the Executive Board should balance the governance of the Consortium in terms of library size, management board, private/public university, geographic location, etc.
b) All nominees offered in nomination must agree to serve in the office for which nominated.
c) The slate of nominees shall be submitted to members at least fourteen (14) days prior to the meeting at which the election is to be conducted.
d) Nominations may be made from the floor with nominee’s consent.
ARTICLE V

Meeting of the Consortium

SECTION 1: Meetings

A. Regular Meetings

1) The Consortium shall meet twice yearly, in the fall and in the spring. Each member is required to be represented by the director or a designee.

2) During the Spring meeting, the Consortium:

   a) shall hold annual election of officers;
   b) shall review and evaluate all ongoing initiatives and programs;
   c) shall consider new initiatives, programs and/or grants; and
   d) shall carry out such other business as necessary and appropriate.

B. Special Meetings

1) The Consortium shall have any additional meetings as necessary.

2) Special meetings may be called at the Chairperson’s discretion, or on the request of a simple majority of the members.

C. Notice

Written notice of the time and place of each meeting of the Consortium shall be given to each member at least thirty (30) days prior to the meeting.

D. Quorum

A quorum of any meeting of the Consortium shall consist of 50% of the members plus one (1). Each member is required to be represented by the Director or a designee. The secretary shall determine by roll call if a quorum is present.

E. Agenda

An agenda of all items to be discussed at each meeting of the Consortium shall be prepared by the Executive Board and circulated to the members prior to the meeting.

SECTION 2: Voting

A. Elections

1) All members are eligible to vote for LALINC officers.
2) Affiliate members and liaison organization members are not eligible to vote for officers.
3) Only members who participate in LOUIS projects are eligible to vote for representatives to the Louisiana Library Network Commission.
4) Voting may be conducted electronically.
5) A written proxy may be presented to the Secretary prior to the opening of the meeting in order to assign a designate to represent an absent member.
6) Voting may not be conducted by absentee ballot or telephone.

B. Meetings

1) There shall be no voting at any meeting of the consortium by absentee ballots or telephone.
2) A written proxy may be presented to the Secretary prior to the opening of the meeting in order to assign a designate to represent an absent member.
3) When a vote of the membership between meetings is necessary, it may be conducted electronically.

ARTICLE VI

Committees Task Forces of the Consortium

SECTION I: Standing Committees

A. Appointment and Review

1) Standing Committees shall be established by the Executive Board as deemed necessary and charged to carry out specific objectives of the Consortium.
2) The Executive Board shall appoint the Chairperson and members of each Committee, upon the recommendations of the Vice-Chairperson/Chairperson Elect. Committees will include no fewer than five members, selected to represent the membership in terms of library size, institutional SREB category, management board, private/public university, geographic spread, etc. No more than two voting members of any committee may come from the same institution.
3) Committee terms shall be for two years subject to the review of the Executive Board; members may be reappointed.
4) The Chairperson of each Standing Committee shall submit an annual report to the Executive Board at the end of the fiscal year.
5) Meetings of Standing Committees shall be open to attendance by any person from a member institution.
6) All Standing Committees will be reviewed by the Executive Board each year and revised, or eliminated or new committees created as needed.
7) Standing Committee Members not actively participating in committee functions will be replaced through an appointment by the Executive Board.
8) The Chair of LALINC Directors will be consulted as to members nominated, will inform the Director of the nominee’s library for approval, and will present the final roster of committee members to the LALINC Executive Board for approval.
9) Subcommittees may be appointed by the Standing Committee Chair with proper notification to the Executive Board.
B. Committees

1) The Executive Board will give each committee a charge, annually which may be revised by Board as needed.
2) Each Committee will give a report at membership meetings.
3) —

SECTION 2: Nominations Committee

A. Appointment

The Vice Chairperson/Chairperson Elect shall recommend a Nominating Committee of three (3) members of the Consortium to the Executive Board.

B. Duties

1) The Nominating Committee shall be charged to prepare a slate of nominees for each office to be voted upon. It shall also nominate, from among LOUIS Project participant members, one new representative each year to the Louisiana Library Network Commission for a three-year term. (Note: The LLN Commission requires three LALINC representatives on the Commission.)
2) The Nominating Committee shall present a nominee for At-Large Member of the Executive Board that balances the governance of the Consortium in terms of library size, management board, private/public university, geographic location, etc.
3) All nominees offered in nomination must agree to serve in the office for which nominated.
4) The slate of nominees shall be submitted to members at least fourteen (14) days prior to the meeting at which the election is to be conducted.
5) Nominations may be made from the floor with nominee’s consent.
6) The Nominating Committee shall confer with the Vice Chairperson/Chairperson Elect concerning the selection of members for standing committees.

SECTION 13: Ad-Hoc Committees Task Forces

A. Appointment and Review

1) Ad-Hoc Committees Task Forces may be appointed by the Executive Board to carry out specific tasks and/or programs.
2) Ad-Hoc Committees Task Forces should be appointed for a time specific term not to exceed two years.
3) Ad-Hoc Committee Task Forces members may consist of Consortium members or others as necessary to accomplish the objectives of the Consortium.
4) Ad-Hoc Committee Task Forces Chairpersons will submit progress reports to the Executive Board as requested.
5) Task Force Chairpersons should be at the dean/director level when possible.
ARTICLE VII

Cooperative Programs/Projects Sponsored by the Consortium SECTION 1:

Cooperative, Sponsored Programs/Projects

A. Initiation of Programs/Projects

1) The Consortium may approve the initiation and sponsorship of cooperative programs/ projects involving two or more academic libraries.
2) A two-third (2/3) vote of the members is required to approve the sponsorship of a program/project or initiative.
3) The Consortium, through the Executive Board, shall establish procedures to maintain oversight of sponsored programs/projects or initiatives.

B. Grants

1) The Consortium, through the Executive Board, may elect to submit grants on behalf of the entire Consortium and/or endorse or co-sponsor grants for approved programs or initiatives.
2) The Executive Board will review any and all proposals to be submitted in the Consortium’s name, and determine whether such sponsorship/endorsement is appropriate.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of Roberts’ Rules of Order, newly revised, shall govern the meetings of the Consortium in all cases in which they are applicable. Any special rules of order the Consortium may adopt may take precedence.

ARTICLE IX

Amendment of the Bylaws of the Consortium

The bylaws may be amended at any meeting of the Consortium by two-thirds (2/3) vote of the members, providing that a written notice of the substance of the proposed amendment has been provided to all members at least thirty (30) calendar days prior to the regular meeting at which the amendment is to be presented for action by the members.

ARTICLE X

Executive Board Review of the Bylaws of the Consortium

The Executive Board shall review the bylaws on an annual basis.

ARTICLE XI
Dissolution of the Consortium

Should the Consortium dissolve, all funds, if any, shall be held in trust for one (1) years, at which time the fund balance will be distributed among the members on an equal share basis.

Spring 2001 Revision
Fall 2010 Revision
Spring 2012 Revision
Fall 2012 Revision
Fall 2013 Revision
Spring 2014 Revision

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BYLAWS (approved March 21, 2014)

of the

LOUISIANA ACADEMIC LIBRARY INFORMATION NETWORK CONSORTIUM

(LALINC)

ARTICLE I
Name, Office, Official Year

SECTION 1: Official Name of the Organization

C. Name

The name of this organization shall be the Louisiana Academic Library Information Network Consortium (LALINC), hereinafter referred to as the Consortium.

D. Organization

The Consortium is a partnership of participating libraries and organizations joined together under the general governance of the Board of Regents.

SECTION 2: Official Office

The office of LALINC shall be located at the LOUIS office in Baton Rouge, LA.

SECTION 3: Official Year

The official year of the Consortium shall begin on the first day of July and shall end on the last day of June the following year.
ARTICLE II
Purpose

SECTION 1: Central Purpose

The purpose of the Consortium shall be:

F. to strive to develop cooperation in a broad range of library services;

G. to foster resource sharing among Louisiana libraries;

H. to serve as the entity under which a variety of cooperative programs will be
developed and/or sponsored;

I. to make recommendations regarding the operation and orderly growth of
LOUIS: the Louisiana Library Network, which provides fee-based library
services and resources to LALINC members and affiliates in accordance
with a contract between the Board of Regents and Louisiana State
University and Agricultural and Mechanical College; and

J. to serve as a resource to the Board of Regents in matters relating to academic
libraries in Louisiana.

SECTION 2: Cooperative Programs

The Consortium shall sponsor such cooperative programs as deemed appropriate by the
members.

C. Each member shall determine whether to participate in any Consortium
program; participation in specific programs is not mandatory for membership.

D. The Consortium initially shall develop programs within the following initiative
areas, each of which can be pursued simultaneously or independently of each
other, and which can develop at a different pace.

1) Automation/technology;
2) Resource sharing;
3) Cooperative collection development;
4) Conservation/joint storage; and
5) Preparation for the future of academic library programs in the state.
SECTION 3: Other Activities The

Consortium shall also:

E. establish procedures for oversight and review of the initiatives carried out under the sponsorship of LALINC;

F. make any required reports to the Board of Regents;

G. provide grant writing assistance on grant proposals initiated on behalf of LALINC and consult with network staff to prevent duplication of projects concerning LALINC initiatives and programs; and

H. conduct studies and prepare reports that contribute to furthering academic library growth and development.

ARTICLE III
Membership and Terms of Office

SECTION 1: Membership

The Consortium shall consist of members, affiliate members, and liaison organization members.

D. Members

1) Members shall be Louisiana Academic Libraries whose colleges/university is located in Louisiana and

   a. reports to the Louisiana Board of Regents OR is a member of the Louisiana Association of Independent Colleges and Universities, and
   b. is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), or is applying for SACSCOC accreditation, or
   c. is accredited by Council on Occupational Education (COE) or is applying for COE accreditation.

2) The member library shall be represented in the Consortium by the chief administrative officer of the member library who must hold a Masters degree in library science from a program accredited by the American Library Association (generally the director or dean of the member library).

3) Attendance at the Consortium’s two regular meetings is required by the chief administrative officer or the chief administrative officer’s designee.

4) To join the Consortium, a prospective member must complete an application.

5) Members that are current on payment of all fees and assessments shall have voting privileges.
E. Affiliate Members

1) Affiliate members shall be other Louisiana libraries interested in the work of the Consortium, who do not report to the Louisiana Board of Regents OR are not members of the Louisiana Association of Independent Colleges and Schools.

2) The affiliate member library shall be represented in the Consortium by the chief administrative officer of the member library who must hold a Masters degree in library science from a program accredited by the American Library Association (generally the director or dean of the member library).

3) Affiliate members may be added to the Consortium by a two-thirds (2/3) vote of the members.

4) To join the Consortium, a prospective affiliate member must complete an application.

5) Affiliate members shall be non-voting.

F. Liaison Organization Members

1) Liaison organization members shall be representative organizations, institutions, agencies, and groups which the Consortium believes are important for coordinated policies, standards, and broad operational issues.

2) Liaison organization members shall be represented by one liaison member of said organization.

3) Liaison members may be added to the Consortium by a two-thirds (2/3) vote of the members.

4) To join the Consortium, a prospective liaison organization member must complete an application.

5) Liaison organization members shall be non-voting.

SECTION 2: Fees

Fees may be assessed as follows:

E. LALINC Membership Fee

1) An annual fee may be assessed from members.

2) A two-thirds (2/3) vote of the members is required to assess and/or change the membership fee.

F. Special Assessments

1) Fixed and/or time-specific (not to exceed three fiscal years) assessments or fees may be assessed all members in order to develop or implement a special Consortium project.

2) A two-thirds (2/3) vote of the members is required to assess and/or charge a special assessment.

3) All fees and assessments must be reviewed, evaluated and reconsidered no later than three years after initiation.

G. Project Fees
1) A sub-group of members who choose to participate in a specific project/initiative of the Consortium may be assessed a membership fee for participation.

2) Projects should be reviewed, evaluated, and reconsidered as deemed appropriate by the participants.

H. Payment of LOUIS Membership Fees

1) Each member will pay all invoiced LOUIS fees by end of business September 15 of each year or by end of business the first business day after September 15 if that date falls on a weekend.

2) Each member that does not make payment by end of business September 15 or by end of business the first business day after September 15 if that date falls on a weekend, will be disconnected from all LOUIS services and products September 16 or by end of business the first business day after September 16 if that date falls on a weekend.

3) Members who are disconnected will be reconnected only by paying the annual membership fee and a fee for reconnection equal to 10% of that member’s annual membership fee. Fees must be paid in full before reconnection is made.

4) A member will be considered non-current if disconnected until payment of all fees has been received by LOUIS.

ARTICLE IV
Governance Structure of the Consortium

SECTION 1: Governance

The governance structure of the Consortium shall consist of an Executive Board which includes the elected officers of the Consortium, the immediate past-chairperson, two at-large members, and the Dean of LSU Libraries.

SECTION 2: Officers

G. Elected Officers

The officers of the Consortium shall be Consortium member representatives and shall consist of:

1) Chairperson;
2) Vice-Chairperson/Chairperson Elect; and
3) Secretary/Treasurer.
H. At-large Members of the Executive Board

Two (2) At-Large members of the Executive Board shall be elected by the Consortium.

I. Terms of Office

1) The Chairperson shall serve for one year.
2) The Vice-Chairperson/Chairperson Elect shall be elected for a one year term and shall succeed the Chairperson for one year.
3) The Secretary/Treasurer shall be elected for one year and may not serve more than two (2) consecutive terms as Secretary/Treasurer.
4) The At-Large Member of the Executive Board shall be elected for two year staggered terms and shall serve no more than one (1) consecutive term as an At-Large Member.

J. Succession of Officers

1) The Vice-Chairperson/Chairperson Elect shall assume the position of Chairperson at the beginning of the fiscal year.
2) A new Vice-Chairperson/Chairperson Elect, the Secretary/Treasurer and an At-Large Member of the Executive Board shall be elected at the Spring meeting, and assume their duties at the beginning of the fiscal year.

K. Duties of the Elected Officers

1) The Chairperson:
   a) shall call and preside at all meetings of the Consortium and the Executive Board;
   b) shall arrange for the preparation of the agendas of the meetings of the Consortium and the Executive Board; and
   c) shall be responsible for the development of a written report of the progress and activities of the Consortium for the ending fiscal year and shall distribute it to the Executive Board of Regents and the Consortium members.

2) Duties of the Vice-Chairperson/Chairperson Elect:
   a) shall preside at all meetings in the absence of the Chairperson;
   b) shall complete the term in the event the Chairperson is unable to do so;
   c) shall recommend membership for the Nominating Committee and the Standing Committees to the Executive Board; and
   d) shall assume other duties as assigned by the Chairperson or the Executive Board.

3) Duties of the Secretary/Treasurer:
a) shall keep full minutes of all meetings of the Consortium and the Executive Board.
b) shall be responsible for maintaining a complete list of all names and addresses of all members of the Consortium;
c) shall be responsible for sending notices of meetings;
d) shall handle the finances of the Consortium; and
e) shall submit a complete financial report at the end of the fiscal year.

L. Vacancies

In the event an Executive Board Member cannot complete a term, the Chairperson shall recommend to the Executive Board an acting successor until the next scheduled election is held.

SECTION 3: Executive Board

C. Composition

The Executive Board shall consist of the elected Consortium officers, the Past Chairperson, and Ex-Officio members as appropriate.

1) Elected Members

The Executive Board shall consist of the following:

a) Chairperson;
b) Vice-Chairperson/Chairperson Elect;
c) Secretary/Treasurer;
d) Members At-Large (2); and
e) Immediate Past Chairperson.

These persons shall be voting members of the Executive Board.

2) Ex-Officio Members

The Executive Board may appoint such Ex-Officio members to the Executive Board, as appropriate, to carry out its responsibilities. These Ex-Officio members may include, but are not restricted to:

a) Chairs of standing committees;
b) Directors/Chairs of initiatives and/or programs; and
c) Affiliate Members and/or Liaison Organization Members.

Ex-Officio Members may be appointed with or without voting privileges.

D. The role and functions of the Executive Board
1) The Executive Board shall supervise the normal and routine business and affairs of the Consortium. The Executive Board shall be subject to the orders of the Consortium, and none of its acts shall conflict with actions taken by the Consortium. The Executive Board is authorized and empowered to perform any function of the Consortium where an emergency exists before a meeting of the Consortium can be held.

2) The Executive Board shall prepare a recommended annual budget for the support of LALINC to be submitted to the Consortium for review, revision, and approval. It shall perform other functions as may be assigned to it from time to time by the Consortium.

3) The Executive Board shall be responsible for preparing a slate of nominees for each office to be voted upon.
   a) Nominees for the At-Large Member of the Executive Board should balance the governance of the Consortium in terms of library size, management board, private/public university, geographic location, etc.
   b) All nominees offered in nomination must agree to serve in the office for which nominated.
   c) The slate of nominees shall be submitted to members at least fourteen (14) days prior to the meeting at which the election is to be conducted.
   d) Nominations may be made from the floor with nominee’s consent.

ARTICLE V
Meeting of the Consortium

SECTION 1: Meetings

F. Regular Meetings

1) The Consortium shall meet twice yearly, in the fall and in the spring. Each member is required to be represented by the director or a designee.

2) During the Spring meeting, the Consortium:
   a) shall hold annual election of officers;
   b) shall review and evaluate all ongoing initiatives and programs;
   c) shall consider new initiatives, programs and/or grants; and
   d) shall carry out such other business as necessary and appropriate.

G. Special Meetings
1) The Consortium shall have any additional meetings as necessary.

2) Special meetings may be called at the Chairperson’s discretion, or on the request of a simple majority of the members.

H. Notice
Written notice of the time and place of each meeting of the Consortium shall be given to each member at least thirty (30) days prior to the meeting.

I. Quorum
A quorum of any meeting of the Consortium shall consist of 50% of the members plus one (1). Each member is required to be represented by the Director or a designee. The secretary shall determine by roll call if a quorum is present.

J. Agenda
An agenda of all items to be discussed at each meeting of the Consortium shall be prepared by the Executive Board and circulated to the members prior to the meeting.

SECTION 2: Voting

C. Elections
1) All members are eligible to vote for LALINC officers.
2) Affiliate members and liaison organization members are not eligible to vote for officers.
3) Voting may be conducted electronically.
4) A written proxy may be presented to the Secretary prior to the opening of the meeting in order to assign a designate to represent an absent member.
5) Voting may not be conducted by absentee ballot or telephone.

D. Meetings
1) There shall be no voting at any meeting of the consortium by absentee ballots or telephone.
2) A written proxy may be presented to the Secretary prior to the opening of the meeting in order to assign a designate to represent an absent member.
3) When a vote of the membership between meetings is necessary, it may be conducted electronically.

ARTICLE VI
Task Forces of the Consortium

SECTION 1: Task Forces

B. Appointment and Review
1) Task Forces may be appointed by the Executive Board to carry out specific tasks and/or programs.
2) Task Forces should be appointed for a time specific term not to exceed two years.
3) Task Forces members may consist of Consortium members or others as necessary to accomplish the objectives of the Consortium.
4) Task Forces Chairpersons will submit progress reports to the Executive Board as requested.
5) Task Force Chairpersons should be at the dean/director level when possible.

ARTICLE VII
Cooperative Programs/Projects Sponsored by the Consortium
SECTION 1: Cooperative, Sponsored

Programs/Projects

C. Initiation of Programs/Projects

1) The Consortium may approve the initiation and sponsorship of cooperative programs/projects involving two or more academic libraries.
2) A two-third (2/3) vote of the members is required to approve the sponsorship of a program/project or initiative.
3) The Consortium, through the Executive Board, shall establish procedures to maintain oversight of sponsored programs/projects or initiatives.

D. Grants

1) The Consortium, through the Executive Board, may elect to submit grants on behalf of the entire Consortium and/or endorse or co-sponsor grants for approved programs or initiatives.
2) The Executive Board will review any and all proposals to be submitted in the Consortium's name, and determine whether such sponsorship/endorsement is appropriate.

ARTICLE VIII
Parliamentary Authority

The rules contained in the current edition of Roberts’ Rules of Order, newly revised, shall govern the meetings of the Consortium in all cases in which they are applicable. Any special rules of order the Consortium may adopt may take precedence.

ARTICLE IX
Amendment of the Bylaws of the Consortium

The bylaws may be amended at any meeting of the Consortium by two-thirds (2/3) vote of the members, providing that a written notice of the substance of the proposed amendment has been provided to all members at least thirty (30) calendar days prior to the regular meeting at which the amendment is to be presented for action by the members.
ARTICLE X
Executive Board Review of the Bylaws of the Consortium

The Executive Board shall review the bylaws on an annual basis.

ARTICLE XI
Dissolution of the Consortium

Should the Consortium dissolve, all funds, if any, shall be held in trust for one (1) years, at which time the fund balance will be distributed among the members on an equal share basis.
A. Institutional Information

Name of College/University:

Name of Academic Library:

Address:

Contact Person:

Title:

Phone: Fax:

E-mail:

B. Statement of Compliance with LALINC Bylaws. (To be completed by institutional contact.)

On behalf of my home institution, I request membership in the Louisiana Academic Library Information Network Consortium. My institution is in compliance with the LALINC Bylaws for Membership:

1) Members shall be Louisiana Academic Libraries whose colleges/university is located in Louisiana and

   a.) reports to the Louisiana Board of Regents OR is a member of the Louisiana Association of Independent Colleges and Universities,
   
   and

   b.) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), or is applying for SACSCOC accreditation, or

   c.) is accredited by Council on Occupational Education (COE) or is applying for COE accreditation.

Name (Printed):

Title:

Signature:

Date Submitted:

C. Approval. (To be completed by LALINC Executive Board.)

Date application received:

Date of approval:

Return to top
A. Institutional Information

Name of College/University:

Name of Academic Library:

Address:

Contact Person:

Title:

Phone: Fax:

E-mail:

B. Statement of Compliance with LALINC Bylaws. (To be completed by institutional contact.)

On behalf of my home institution, I request membership in the Louisiana Academic Library Information Network Consortium. My institution is in compliance with the LALINC Bylaws for Affiliate Membership:

1) Affiliate members shall be other Louisiana libraries interested in the work of the Consortium, who do not report to the Louisiana Board of Regents OR are not members of the Louisiana Association of Independent Colleges and Schools.

2) The affiliate member library shall be represented in the Consortium by the chief administrative officer of the member library who must hold a Masters degree in library science from a program accredited by the American Library Association (generally the director or dean of the member library).

3) Affiliate members may be added to the Consortium by a two-thirds (2/3) vote of the members.

4) To join the Consortium, a prospective affiliate member must complete an application.

5) Affiliate members shall be non-voting.

Name (Printed):

Title:

Signature:

Date Submitted:

C. Approval. (To be completed by LALINC Executive Board.)

Date application received:

Date of approval:
LALINC
Louisiana Academic Library Information Network Consortium
Application for Liaison Organization Membership

A. Institutional Information

Name of Institution:

Name of Library:

Address:

Contact Person:

Title:

Phone: Fax:

E-mail:

B. Statement of Compliance with LALINC Bylaws. (To be completed by institutional contact.)

On behalf of my home institution, I request membership in the Louisiana Academic Library Information Network Consortium. My institution is in compliance with the LALINC Bylaws for Liaison Organization Membership:

1) Liaison organization members shall be representative organizations, institutions, agencies, and groups which the Consortium believes are important for coordinated policies, standards, and broad operational issues.

2) Liaison organization members shall be represented by one liaison member of said organization.

3) Liaison members may be added to the Consortium by a two-thirds (2/3) vote of the members.

4) To join the Consortium, a prospective liaison organization member must complete an application.

5) Liaison organization members shall be non-voting.

Name (Printed):

Title:

Signature:

Date Submitted:

C. Approval. (To be completed by LALINC Executive Board.)

Date application received:

Date of approval:

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