

SABBATH, JUNE 18, 1994

VISIT TO FERNWOOD BOTANIC GARDEN, 3:00 P.M.

SALAD SUPPER, 6:30 P.M.

Salad supper was hosted by the Brenneises with salads courtesy of James White Library staff who signed up for them.

SUNDAY, JUNE 19, 1994

WINDY CITY TOUR, 7:45 A.M.

Linda Mack led the tour to Chicago. The tour started with a boat architecture tour on the Chicago River and Lake Michigan. The group was split into two: one group took State Street with Sallie Alger in the lead and the other group took Dearborn Street with Linda for a one hour walking tour that ended up in Giordano's Pizza for lunch. The afternoon schedule covered visits to the Art Institute, the Oriental Institute, and the Robie house (designed by Frank Lloyd Wright).

MONDAY, JUNE 20, 1994

WORSHIP, 8:20 A.M.

Stella Greig, Professor of English at Andrews University, talked about losing and finding. She cited how the book of the law was found during King Josiah's time. She also referred to the parables of the lost son, lost coin, and lost sheep with emphasis on the lost coin. Christ focuses on the lost individual rather than the community as a whole. Heaven rejoices over one sinner that is found. When books are lost in the library, we would like to replace them but not all things lost can be replaced. The losing and finding of things is a human condition but the finding of lost people is a divine activity. God is in the finding business.

PRESENTATION, 8:40 A.M.

"Grant-Writing in the College Library: The Walla Walla College Experience"

Carolyn Gaskell, Library Director at Walla Walla College, explained the process of grant-writing based on her experience with federal grants on the national and state levels. With the mounting pressure to provide increased resources and improved technology, libraries are forced to look for outside funding. WWC has had experiences with the Library Services and Construction Act Title II grant and the Higher Education Act Title III grant.

Grant-writing has monetary and non-monetary benefits. It is characterized by competition, persistence, time, etc. One important thing to remember is that it is not free--the institution is expected to provide some funds during the grant cycle. Carolyn outlined the procedures and tips for obtaining grants. She also gave different sources of funding. Her final advice was as follows: (a) Build on success. (b) Write on what you know. (c) After getting grant, keep the funder informed. The bottom line is it takes time, effort, and perseverance. The rewards can be great.

DISCUSSION:

Carolyn pointed out to Wolfhard Touchard that religion does not affect funding. Out of a whole year, Carolyn said that she spends about two months writing proposals. Carlyle Edwards mentioned that the state library and federal agencies are obliged to provide grants. Bob Baldwin said that someone told him that political support is a key to successful grant support but Carolyn responded that this was no longer true. Adu Worku said that the consortium idea would be a good way for Seventh-day Adventist institutions to apply for the LSCA Title II grant.

ANNOUNCEMENTS:

Those interested in the group picture were reminded to sign up and pay \$9.00. Greetings from Taylor Ruhl.

BUSINESS SESSION III, 9:30 A.M.

Lee Marie Wisel called the session to order.

REPORTS FROM STANDING COMMITTEES:

NOMINATING COMMITTEE:

Marley Soper distributed the ballots and explained that there was one name for each position. Under the Statistics Committee, Minneola Dixon should be down for a one-year term. The ballot is reproduced below:

President-elect:

Adu Worku, PUC Accept Refer

Second President-elect (1995-96):

Chloe Foutz, UC Accept Refer

Secretary:

James Walker, LSU Accept Refer

Treasurer:

Lee Wisel, CoUC Accept Refer

ASDAL Action Editor:

Violet Maynard-Reid,
WWC Accept Refer

Overseas Library Coordinator:

Keith Clouten, AU (appointed by Executive Committee)

Publicity Coordinator:

Joyce Van Scheik, CnUC (appointed by Executive Committee)

Constitution and By-Laws Committee:

Daniel Mitchell, PUC Accept Refer

Literary Awards Committee:

(Vote for two positions)

Alan Hecht, GC ___Accept ___Refer

Gary Shearer, PUC ___Accept ___Refer

Scholarship and Awards Committee:

Carol Morse, WWC ___Accept ___Refer

SDA Classification Advisory Committee:

(Vote for two positions)

Stan Cottrell, CoUC ___Accept ___Refer

Loranne Grace, SC ___Accept ___Refer

SDA Periodical Index Publication Board:

(Vote for two positions)

Marilyn Crane, LLU ___Accept ___Refer

Maynard Lowry, LSU ___Accept ___Refer

Site Planning Committee:

Lee Parson, AUC ___Accept ___Refer

Statistics Committee:

(Vote for two positions)

Minneola Dixon, OC ___Accept ___Refer

Linda Maberly, PUC ___Accept ___Refer

ACADEMIC RANK AND TENURE COMMITTEE:

This is a continuation of unfinished business. Cynthia Helms, ASDAL secretary, reported that she has gone through the minutes of the conference and has found that the ACRL standards were voted during the 11th ASDAL Conference at Southern College.

STATISTICS COMMITTEE:

Alberta Holmon reported on the following recommendations:

- 1) Revisions to the statistics form:
 - a) Part IV SERVICES: AUTOMATED SYSTEMS- add in parenthesis " (Please specify Systems for Columns A and C)"
 - b) Add a line to Part IV
Line 28: Library on Internet? ___Yes ___No

OPAC on Internet? ___ Yes ___ No

- c) Change numbering of all lines following 28 to end of form
- d) Part V LIBRARY EXPENDITURES:
Line 41 - Net Library Expenditures as a Percentage of Adjusted Institutional Academic Expenditures. Add in parentheses "(E & G)" [Educational and General].
- 2) To delay the deadline for submitting statistical information from Sept. 30 to Oct. 31. Some directors find that accurate figures are not available from administration until early November.
- 3) To implement changes during second part of new secretary's term to have time to implement changes on the form.

Chloe Foutz has accepted the responsibility of drafting a checklist of items to be included in the E and G figures on Line 41, Part V LIBRARY EXPENDITURES (line 42 under new numbering). Carolyn Gaskell will make the changes on the form in Walla Walla College's computer thus making it possible to incorporate these changes this year. It was VOTED that the report be accepted with change of Sept. 30 to Oct. 31.

REPORTS FROM COORDINATORS:

OVERSEAS LIBRARIES COORDINATOR:

Marley Soper did not have much to report except that this position was going back to James White Library where the concerns are primarily made and so Keith Clouten had been appointed by the Executive Committee to be the new Overseas Library Coordinator. Marley said that there were requests from overseas for used materials. The people did not have money and even if they did, their governments didnot allow them to send it outside for materials, especially in Africa.

REPORTS FROM STANDING COMMITTEES:

NOMINATING COMMITTEE:

Marley Soper reported that the slate of officers had been approved. There were two referrals which was less than 10%. The new officers are as follows:

President-elect:	Adu Worku, PUC
Second President-elect:	Chloe Foutz, UC
Secretary:	James Walker, LSU
Treasurer:	Lee Wisel, CoUC
ASDAL Action Editor:	Violet Maynard-Reid, WWC
Overseas Libraries Coordinator:	Keith Clouten, AU (appointed by Exec. Com.)
Publicity Coordinator:	Joyce Van Scheik, CaUC (appointed by Exec. Com.)

	Com.)
Constitution and Bylaws Committee:	Daniel Mitchell, PUC
Literary Awards Committee:	Allan Hecht, GC Gary Shearer, PUC
Scholarship and Awards Committee:	Carol Morse, WWC
SDA Class. Advisory Committee:	Stan Cottrell, CoUC Loranne Grace, SC
SDA Periodical Index Pub. Board:	Marilyn Crane, LLU Maynard Lowry, LSU
Site Planning Committee:	Lee Parson, AUC
Statistics Committee:	Minneola Dixon, OC (1 year) Linda Maberly, PUC

SDA CLASSIFICATION ADVISORY COMMITTEE:

Keith Clouten said that the classification had been published for about ten years. This was the first year when there had been no updates in the classification. Now that the classification had been established for some years, only minor changes have been made in relation to new E. G. White compilations and reorganization of the administrative units in the world church. There are about 18 libraries worldwide that use the classification wholly or partially.

SDA PERIODICALS INDEX BOARD: (Tape 8)

Keith Clouten's first comment was: "The most remarkable thing about the SDA Periodical during the last three years is that it has survived!" With the withdrawal of funding from the General Conference, the Index has continued with support from its reserves, the generosity of the Board of Higher Education and some church agencies, plus the resignation of the editorial secretary. Special funding from James White Library will make 12 years of the index available on JeWeL over the Internet. The Board met with Don Gilbert, GC Treasurer, and Humberto Rasi, Director of Education, last February. The board's request for the GC to pay the editor's salary and benefits on an ongoing basis had been put in the agenda of the ADCOM. The Board recommended to ASDAL that the annual institutional appropriations for index support be increased each year by the CPI figure of the previous year. The board had also accepted a 1994-95 budget which retains the status quo of an editor but with no assistant, and which did not provide for actual printing costs of the 1994 index. The challenge was for everyone to promote the index.

[After the conference, Keith Clouten and Harvey Brenneise informed the secretary that David Rios' resignation from the committee should have been included in this report.]

Chloe Foutz made a MOTION to express appreciation to the editor, managing editor, and James White Library with applause. The body also VOTED that the annual institutional

appropriation from the institution of higher education be increased each year by the previous year's overall CPI.

DISCUSSION: Much of the discussion centered around the different ways by which the index could be promoted and supported. Some suggestions were to put up a booth in the General Conference next year, to ask for support from publishing houses, etc.

REPORTS FROM AD HOC COMMITTEES:

NEWBOLD PLANNING COMMITTEE:

Harvey Brenneise reported that very little had been done since Taylor Ruhl resigned last year. The current job was to make sure that there is space in Newbold. There are at least 40 rooms reserved for the conference. This committee's job now ceases with the set of new officers that can take the job in coordination with the two site planners in Newbold. The preliminary job for which this committee was formed is now done. It was VOTED to end this committee.

TOURS:

As advised by the Site Planning Committee, Keith Clouten had gone ahead with the planning of the tours. The brochures in the packet showed that there are two tours: June 5-20, 1995 and June 27-July 19, 1995. The first tour ends on time for the beginning of the conference and the second tour begins right after the conference. Airfares are not included because of the various offers during the summer. More information will be bulk mailed later. SDA-Librarian and ASDAL Action will publicize more about air fares.

PURCHASING CONSORTIUM COMMITTEE;

Lee Marie Wisel said that no one wanted to chair this committee since Taylor Ruhl resigned last year and those serving on the committee felt that there was no need for the committee to continue. The committee was originally designed to be a cooperative purchasing body but they felt that everyone had opportunities to do cooperative buying locally. It was VOTED that this committee cease.

SITE PLANNING COMMITTEE:

Margaret von Hake reported that the previous planning committee did its work so well that this committee did not have to meet. Dates have been set for future conferences as follows:

<u>Date</u>	<u>ALA</u>	<u>ASDAL</u>
1995		Newbold College
1996	Orlando	Southern College
1997	San Francisco	Pacific Union College
1998	Wash. D.C.	Columbia Union College

Margaret presented La Sierra University's invitation to host the conference in 1997 because it has never been held there before. Joel Lutes agreed to withdraw Pacific Union College from the original plan. It was VOTED that we accept La Sierra University's invitation to host the conference in 1997.

BREAK, 10:30 A.M.

BUSINESS SESSION IV, 10:50 A.M.

Lee Marie Wisel called the meeting to order.

REPORTS FROM SECTIONS:

ADVENTIST RESOURCES SECTION:

Carolyn Gaskell gave the following information: (a) Obituary Index as loaded in JeWeL was demonstrated during the pre-session; and (b) There will be no Adventist Resources Section pre- or post-conference in Newbold, but rather it will meet with the E.G. White Estate. The section discussion covered the following: (a) Three-tiered cooperative collection development plan; (b) Continue printing lists in ASDAL Action; and (c) Continue to work towards electronic union list of special/heritage collection materials. Merlin Burt (LLU) and Jim Ford (AU) were replacing Jim Nix and Wolfhard Touchard in the Adventist Resources Working Committee. The ARS voted to forward to ASDAL concerns about accessing SDA-Online by the academic community and that appropriate recommendations be forwarded to Robert Folkenberg, Humberto Rasi, and the Board of Higher Education. The ARS also made an action to ask Gary Shearer to update Don Yost's list of special SDA collections.

It was MOVED that ASDAL at large present concerns about access to SDA-Online by the academic community and that appropriate recommendations be conveyed to Robert Folkenberg, Humberto Rasi, and the Board of Higher Education. It was AMENDED that the president send a letter to the General Conference congratulating them for moving forward in electronics and that they be reminded to move further into Internet access. VOTED as amended.

PLANNING COMMITTEE
SCHOOL LIBRARIANS:
A

After thanking Paulette McLean and John Kihlstrom for their help in planning the session, Loranne Grace reported that there were ten school librarians and three academic librarians at last year's post-conference. There were nine school librarians at this year's pre-conference where they learned about computers in school libraries. The greatest benefit from this conference was sharing ideas with each other and realizing their need for academic support.

REPORTS FROM BREAK-OUT SESSIONS:

SCHOOL LIBRARIANS:

Katye Hunt reported that under the leadership of John Kihlstrom, they have decided to put out a newsletter that pertains to school librarians. The main target is the academy librarians. John and "ANGEL" would use their own supplies and equipment but ASDAL be asked to give a certain percentage of the school librarians' dues toward postage. They would like to know what type of response they would get after putting out this one-time publication sometime in Winter 1995. It was VOTED that ASDAL cover the postage of the school librarians' newsletter. The SLS decided not to have a school librarians' session at the 1995 conference because none of them plan to attend it.

LIBRARY DIRECTORS:

Keith Clouten represented the library directors. He said that they exchanged ideas and problems which covered two main areas: funding and automation. They talked about funding of materials, staffing, equipment, operational vs. capital, etc. Automation issues covered migrating from one system to another, selecting systems, etc.

TECHNICAL SERVICES:

Laurie Matacio said that they talked about (a) Periodicals - missing issues, duplicate exchange, online serials module, checking in and claiming, binding, and vandalism; (B) processing and

storage of audiovisuals, books with computer disks, etc.; (C) cataloging - burnout, eyestrain, backlogs, which subject areas should be given priority, handling of gifts, and deselection.

PUBLIC SERVICES:

Minneola Dixon reported for this group. On the topic of community cards, one out of the four libraries represented did not charge anything and that the amount varied from institution to institution. The group also talked about hours, staffing, night supervision, reference process, accountability of reference service, vertical files, and signage. Hours were pretty much the same for all institutions. One library had no night supervision but this was justified by the fact that this particular institution had graduate students and an after-hours policy. Poor signage seemed to be a common characteristic. Minneola explained how reference service was done in Oakwood College.

SYSTEMS LIBRARIANS:

Gilbert Abella represented the newly formed group composed of Gilbert, Harvey Brenneise, Carlyle Edwards, Joel Lutes, and Rolaant McKenzie. They agreed unanimously to create this committee with the name "Cooperative Information Access Committee." They further agreed to have a new and regular committee to develop a consortium geared to the purchase of databases, other informational sources or systems, and possibly hardware. They discussed 5 topics: (a) Consortium - They agreed on the creation of a committee to develop a consortium that will find ways to lower the cost of databases, to lower cost of automation, to lower cost of database creation, and maintenance through shared effort (arranged from highest priority); (b) Selection of Library Automation Systems - The group would work towards creating and developing a set of criteria and minimal standards for selection of automation system; (c) Professional Development - They suggested measurements that would keep the systems librarians informed of technological changes, i.e. attend at least 3 professional conferences each year (1 general, 1 technology specific, and 1 trade show); some time be set aside for reading technical journals; and library directors recognize specific needs of systems librarians; (d) Training of faculty, staff, and students - Systems librarians should have the leading role in training the faculty, staff, and students with priority over professionals and paraprofessionals in the library. It was further suggested that systems librarians be recognized as a regular working group for breakout sessions in future ASDAL conferences.

It was VOTED that the Cooperative Information Access Committee be recognized as a standing committee that will work towards finding ways to lower cost of acquiring databases, of sharing of information, and possibly hardware. The following names were VOTED to be members of this committee: Gilbert Abella, Peg Bennett, Joel Lutes, Carlyle Edwards, and Harvey Brenneise.

It was the CONSENSUS that the members decide on their terms of office. Members are regularly on a 3-year, 2-year, and 1-year terms but with the decision to extend by one year, the members' terms of office will be as follows:

2 members = 4 years

2 members = 3 years

1 member = 1 year.

REPORTS FROM STANDING COMMITTEES:

CONSTITUTION AND BYLAWS COMMITTEE:

Marley Soper reported for the committee. The executive committee gave a recommendation that the SDAPI editor be replaced by the library director of the host institution as ex officio member of the SDAPI Publications Board to make it less problematic to evaluate the index editor during the meetings. VOTED. The editor may be an invitee.

Since much of the work of the Rank and Tenure Committee has come to an end, it was VOTED that this committee be removed from the Constitution.

It was VOTED that the previous ASDAL secretary be ex officio member of the Statistics Committee so that some understanding and continuity may be realized should all other members of the committee be inexperienced.

The previous ACTION made during Alberta Holmon's report for the Statistics Committee that submission of statistical reports be submitted Oct. 31 instead of Sept. 30 was KILLED. (Tape 9) A great amount of time was spent discussing the submission date, the collection date, the publication date, whether even such a date appears on the form, the desire for the library directors to receive them on a date which does not work too well for other library directors because their books do not get audited till later, whether the reports should be published by the deadline no matter how many libraries have reported, etc. The body finally VOTED to suspend the section of the Bylaws [that deals with this matter] for two years as a trial period; the forms should state that the reports be returned to the secretary by Oct. 31 and that the compilations must be sent out by the first week of December. Carolyn Gaskell withdrew her amendment to have it out within a month if at least 3/4 of the reports was in.

The committee recommended that an ad hoc committee be formed to study ways of welcoming members and recognizing new members at their first conference. They can look into the feasibility of having a new membership packet with the constitution, membership list, and the latest ASDAL Action. It was suggested that the treasurer and publicity coordinator be involved in this. A comment that this job be added to the publicity coordinator's job met some opposition. Part of the membership coordinator's job is to recruit new members. The treasurer commented that she did not have to be a member of the committee but should be able to provide the list and mail out labels and packets. It was VOTED to have one person serve as membership coordinator who will work in conjunction with the treasurer and publicity coordinator as an ad hoc committee. Minneola Dixon accepted the president's appointment that she be the membership coordinator.

Lee Marie Wisel brought up the issue regarding the ASDAL archives which have traditionally been kept with the treasurer at Union College, Nebraska. With her new position as treasurer, Lee does not have room for them in her office. The questions then were: "Should they stay at Union College? Should they go to a library with formal archives?" It was VOTED that the matter be referred to the Constitution and Bylaws Committee. It was further clarified that membership payments be sent to Lee (no to Chloe any more) after she sends out membership forms by the end of summer or beginning of fall.

REPORTS FROM AD HOC COMMITTEES:

RESOLUTIONS COMMITTEE:

Stan Cottrell read the report for the committee composed of Cynthia Helms (chair), Katye Hunt (secretary), and Stan Cottrell (reader).

Be it resolved that:

1. The president of the association send letters of appreciation to the following:

a. Speakers

John Kihlstrom, Paulette McLean, Katye Hunt, Loranne Grace and Dick Proctor for their presentations during the School Librarians' Pre-Session; Randy Siebold, Jim Ford for their presentations during the Adventist Resources Pre-Session; Bob Myers for his fascinating historical sketch; Carlyle Edwards, Harvey Brenneise, Gilbert Abella, Joel Lutes, Greg Berlin, Keith Clouten for their discussions concerning the "Virtual Library and Automation;" Maynard Lowry and Lee Wisel for their discussion about "Adventist Librarians outside the Adventist Cocoon;" Rolaant McKenzie for "Electronic Mail and Privacy Issues;" Carolyn Gaskell for her presentation concerning "Grant-writing in the College Library;" and Gilbert Abella, Lorena Bidwell, Dan Hamstra for "Surfing the Internet."

b. Worship speaker

Brian E. Strayer and Katye Hunt (Pre-Session), Joel Lutes, Keith Clouten, Randy Wisbey, and Stella Greig for their inspirational and thoughtful messages.

c. Hosts and organizers

The administrators of Andrews University for their warm hospitality, the comfortable facilities, and the delightful banquet. Clemen Sheppard at Andrews Academy for hosting the School Librarians' Pre-Session and Judy Nelson for her excellent demonstration at Ruth Murdoch Elementary. The program planner Harvey Brenneise for planning an excellent, well-paced and informative program; the site planners, Sallie Alger, Harvey Brenneise, April Grabast, Linda Mack, and Laurie Matacio for the excellent arrangements which ensured a smooth-flowing and pleasant experience for the ASDAL members. Thank you to the Nethery Hall Computer Center for use of their microcomputer lab., Stan Cottrell for audiovisuals during the conference, and Bernard Helms for audiovisuals during the Adventist Resources Pre-session. A big thanks to bus drivers, Greg Offenbach and Randy Jacobsen.

d. Coordinators

Carolyn Gaskell for her leadership in the Adventist Resources Pre-Session and

- Loranne Grace for the School Librarians' Pre-Session. Laurie Matacio for organizing the Amish Highlights and Linda Mack for her Windy City Tour.
2. ASDAL President Lee Marie Wisel be commended for her leadership during the 1993-94 year and for keeping the business meetings running smoothly.
 3. The following retiring librarian be given special recognition for his years of service: Brian Townend, Avondale College.
 4. Chloe Foutz be congratulated for a perfect record in that she has attended every ASDAL conference, including the one during which ASDAL was organized and appreciation expressed for her service as treasurer of ASDAL.

Be it further resolved that:

1. A bottle of vegetable juice be given to Lee Wisel to calm her nervousness in public speaking.
2. A new definition be given to a vegetarian meal at Amish Acres.
3. The librarians keep their business under control so that they do not trigger fire alarms in the cafeteria.
4. Keith Clouten drive his own tour bus so he can leave whenever he wants.

It was VOTED that the Resolutions Committee report be accepted as read.

FINAL BUSINESS:

Chloe Foutz presented a token of appreciation to Harvey Brenneise for his work as on site coordinator.

Harvey Brenneise gave announcements regarding the group picture and receipts for the conference. Directions were given for finding Nethery Hall for the afternoon meeting.

Lee Wisel informed the conference attendees that Solusi College is looking for a volunteer librarian. She also opened discussion on the ASDAL logo. Suggestions were for the treasurer to work on this with the new ASDAL Action editor and publicity coordinator, then run it by the executive committee. A correction to the list of committees was made with reference to the SDA Classification Advisory Committee: Classification editor (ex officio) rather than Keith Clouten's name.

Outgoing president Lee Marie Wisel gave her final words of appreciation and handed the gavel over to incoming president Harvey Brenneise.

ADJOURNED: 12:30 p.m.

LUNCH, 12:30 P.M.

DEMONSTRATIONS AND HANDS-ON, 1:30 P.M.
"Surfing the Internet"

The group met at the Microcomputer Lab, Nethery Hall 208 with Gilbert Abella, Lorena Bidwell, and Dan Hamstra. Demonstrations and hands-on training were given on Telnet, gopher, Veronica; Mosaic; E-mail, listservs and newsgroups; Ftp and archie.