Minutes of the 35th ASDAL Conference

Jeannette Wetmore, ASDAL Secretary

Southwestern Adventist University, Keene, Texas, USA
Quality Assurance through Accreditation: Achieving World Standards for SDA Institutions
July 13-16, 2015

Sunday, July 12, 2015
1. Registration
   1.1 Registration was held at the Chan Shun Centennial Library.
   1.2 Conference attendees picked up their conference packages and met other attendees. Refreshments were served.

Monday, July 13, 2015
1. Devotion (Alfredo Vergel)
   1.1 Alfredo spoke about Jesus and Peter walking on the water and how a recent incident with his child in the pool helped him better understand how God must feel when we need His help.
2. Welcome to Southwestern Adventist University (Cristina Thomsen)
3. Welcome to ASDAL (Lori Curtis)
   3.1 Lori made a correction to the conference agenda's list of volunteer staff for the Adventist Library Information Cooperative (ALICE) Council. The ALICE secretary is not Jane Ogora. The secretary is Per Lisle from Newbold University.
4. Welcome (Grace Benjamin-Carr)
5. Adventist Digital Library (ADL) Update (Merlin Burt & Eric Koester)
   5.1 Jim Ford introduced David Trim, Merlin Burt, and Eric Koester.
   5.2 Merlin Burt gave an update on the Adventist Digital Library.
      5.2.1 ADL will provide a platform for the Seventh-day Adventist Periodical Index (SDAPI).
      5.2.2 The ADL board includes Andrews University, ASDAL, the General Conference, and the North America Division.
      5.2.3 ADL became financially active September 1, 2014.
      5.2.4 They have hired Kevin Burden on a one-year contract to help with the launch.
      5.2.5 Merlin expressed appreciation for Paulette Johnson and Carlene Drake. They were both helpful with issues regarding ALICE.
      5.2.6 Because the software company K3 turned out to be too expensive, the launch has been pushed back to February 2016.
      5.2.7 Eric Koester joined the team in May as the Digital Systems Manager.
      5.2.8 The first board meeting was held last month. At the meeting, the board members discussed the Memorandum of Understanding and made adjustments. They also approved the budget for the fiscal year of 2015-2016.
      5.2.9 ADL had a presence at the White Estate booth at the General Conference session in San Antonio.
   5.3 Eric Koester gave an update on the technical aspects of the ADL.
      5.3.1 Eric explained technical requirements for the project such as Google and web user visibility, scalability, the ability to handle streaming media, compliance with library metadata standards, a highly configurable user experience, documentability, manageability, and cost.
      5.3.2 Eric spoke about the digital library system Islandora and how well it matched up with the technical requirements.
      5.3.3 Eric showed the various softwares involved in creating and running ADL.

5.3.4   ADL will be using Discovery Garden, a for-profit service provider dedicated to supporting Islandora libraries. They offer installation, customization, support and training.

5.3.5   ASDAL members can participate by acting as a contact enhancement group, a system adoption group, and a user experience group.

5.3.6   Initial content should be submitted by October 1, 2015. The second release (for version 1.5) will be in July 2016. The third release will be a minimum of 12 months after the second release.

5.3.7   Questions

      5.3.7.1 Procedural question – After signing the Memorandum of Understanding, ASDAL hasn't received an official copy for the ASDAL archives. The document will be sent to the appropriate ASDAL officer.

      5.3.7.2 Please explain the relationship with K3 Communications. ADL didn't choose K3 Communications as their user experience component because they were too expensive.

      5.3.7.3 Have the creators of ADL used controlled vocabulary and cross-referencing? Yes, controlled vocabularies and crosswalks were built in. The native metadata is structured in MODS.

      5.3.7.4 Is it ok if our content doesn't come up to the standards in the pamphlet? Yes, please contribute the content.

      5.3.7.5 Can we harvest the metadata to include it in our catalogs? Yes, ADL can harvest your metadata and you can use theirs.

6.   Goals and plans for the Adventist Resources Section (ARS) and the Archives and Records Management Section (ARMS). How we fit within the larger ASDAL Program. (David Trim & Jim Ford)

  6.1 David Trim stated that General Conference (GC) Archives have begun to encourage administrative units of the church to maintain archives and records centers. Records managers are now being appointed by conferences, unions, and divisions. Many Seventh-day Adventist (SDA) colleges and universities have archives. David encourages divisions, conferences, and unions to donate their archives to colleges and universities. We probably won't create a new association for the archivists and record managers because what they are doing relates to what librarians in college and university archives are already doing.

  6.2 Jim Ford said that ARS is situated within ASDAL to provide a place for those responsible for and interested in SDA materials. He listed some of the previous activities of ARS. He also gave the history of the integration of ARS content into the ASDAL conference. Jim said that the idea for the Adventist Digital Library was born in ARS. ARS can serve in the future as a sounding board and form for general input for management of ADL.

    6.2.1   Jim asked whether or not the ARS section needs to revert to a pre- or post-conference day of programming. Feedback included:

      6.2.1.1 It would be nice to have the sessions more general. Perhaps we could have a separate group of programming to deal with more technical issues for ARS. The section could sponsor programming that is of more general interest, but it could also have its own meeting for more technical topics.

      6.2.1.2 We could have a breakout session for ARS just as we do for directors, reference, and technical services. It was pointed out that many ASDAL members perform multiple job functions and cannot attend all of the breakout sessions that are relevant already.

      6.2.1.3 The chair asked for a show of hands indicating how many members would like to keep ARS as a part of the over-all ASDAL conference. A majority of the members raised their hands.

    6.2.2   Jim asked how we should handle more technical issues related to ARS.

      6.2.2.1 The consensus seems to be that organizations usually have breakout sessions for those purposes.

      6.2.2.2 We could designate a two-hour block towards the end of the conference day.

    6.2.2.3 For the breakout sessions, maybe we could plan a workshop or another format on a specific topic so that members can choose what's most useful to them. Programming could be more thematic. We could have longer sessions and have more variety in the sessions so that members could attend several.

   6.2.3 Is it appropriate to devote a day to ARS and/ or ARMS?

    6.2.3.1 It is helpful to have the programming in one day because it makes it easier for some people interested in that programming to attend.

    6.2.3.2 Could we publish a yearly journal allowing people to contribute if they can't attend the conference? ASDAL Action can serve that purpose.

    6.2.3.3 Why not give ADL more time during the conference until it is established and stable?

    6.2.3.4 ADL was begun by Adventist Resources, but possibly could be seen as separate in the conference from Adventist Resources. We could schedule them separately in the program in order to give Adventist Resources more time.

    6.2.3.5 What can ARS do apart from programming? They could produce resources. ARS and ARMS could contribute resources.

7. Adventist Resources Section Business Session and Updates

  7.1 Lori Curtis was re-elected for the ARS planning committee. Chelsi Cannon, Jim Ford, Heather Rodriguez-James, and Alfredo Vergel were also nominated. Voted.

  7.2 White Estate developments.

   7.2.1 The entire collection of White manuscripts and letters are now available electronically and are searchable.

   7.2.2 The new EGW Writings app appears to be working well.

   7.2.3 The White Estate has had two changes recently.

    7.2.3.1 The first is that the structure for research centers has been modified. Now E. G. White offices around the world are branch offices of the White Estate. This means that there are 25 different facilities worldwide.

    7.2.3.2 The second is that the White Estate is more closely associated with the Adventist Heritage Ministry.

  7.3 David Trim discussed personnel changes at the GC archives and the development of the *Encyclopedia of Seventh-day Adventism*.

8. Finding Our Way: Adventists, accreditation and libraries (Andrea Luxton)

  8.1 Andrea discussed changing attitudes to accreditation within the church throughout its history.

  8.2 Andrea explored identity and accreditation in relation to SDA international schools. Accreditation can sometimes be made more difficult by financial complications in those situations.

  8.3 Graduate education deepens the understanding of church and faith. Spiritual and academic growth should coincide. Graduate education growth has required greater depth of resourcing and library qualifications.

  8.4 Seventh-day Adventist higher education has a changing paradigm. Accreditation is to be feared, but embraced. It does not control mission, but frames it.

  8.5 Schools' missions must be clearly defined and must drive institutional decisions, including those in the library. Accreditation should be seen as a check on our quality and a voice to help us to fulfill our mission more effectively.

  8.6 Questions

   8.6.1 At Trinity Western, they're dealing with multiple accrediting agencies across the country. Unfortunately, certain professional organizations won't allow the graduates from their school access to their chosen professions.

   8.6.2 How does the same-sex approval for marriage in the United States affect federal funding? It does raise the question that the church had from the beginning. Is interference from outside the church going to be more than we're comfortable with at some point?

8.6.3   Why do we have the Adventist Accrediting Association (AAA)? The association can be an important influence in an environment where many students and/or faculty are not SDA. This could be even more important in an international context.

8.6.4   There are multiple accrediting organizations at Loma Linda as well as professional organizations. They are health-related. It would be good to prevent duplication of efforts for various similar organizations.

8.6.5   Principles for accreditation are becoming increasingly general and less prescriptive. The SDA accreditation is more prescriptive, but regional accrediting agencies are more general. Professional organizations are stricter than regional accrediting bodies, perhaps.

8.6.6   Accrediting bodies may not push as hard to have specific library resources at this point.

8.6.7   LCNA has removed the specific prescriptive requirements, but if students complain, the accrediting body will address the complaints.

9. Welcome to Campus (Amy Rosenthal)

10. The Dortch Diaries: Using and interpreting rare Adventist historical documents (Karl Wilcox)

10.1 The Dortch diaries are a set of diaries written by farmer John Henry Dortch. They are valuable because they are a complete set of diaries written by an Adventist layman and they portray how he lived in the 1880s.

10.2 Wilcox gave some history from Dortch's life.

10.3 Wilcox has changed how he lives his life after this research. He tries to spend more time

interacting with others and he spends more time reading the Bible.

10.4 Wilcox also said that we need to be more self-critical in how we use our doctrines to avoid performing fundamental Christian duties to other people.

10.5 Librarians could be more proactive and pay attention to possible collections of materials like this.

11. "Stepping up": Bringing administrative procedures and collections up to standard (Rose-lee Power)

11.1 Powers works in the archives at the South Pacific Division of the Seventh-day Adventist Church.

11.2 She began her work in the archives by assessing issues such as where the archives are held, occupational health and safety issues, existing collections, relevant policies and manuals, and retention and disposal schedules.

11.3 She also realized that she needed to create a budget for the archives section.

11.4 Powers discussed approaches to preservation such as do nothing and keep as it arrives, minimize further deterioration, and shifting formats.

11.5 She updated and/or created an archives policy. Items that should be included in an archives policy are: an acquisition statement, access policy, procedures or acquiring, organizing, handling, reformatting and storing items, loaning, copying, publishing, refusing records and a disposal schedule. Forms for donations and access are also necessary.

11.6 Powers discussed the necessity of appraising items for enduring value. A retention and disposal schedule is also a necessary part of an archives policy.

11.7 Other items that should be in an archives policy include reasons for refusing and discarding records, format shifting, appropriate housing, and physical storage.

12. Creating an institutional records center (Alice Williams)

12.1 Williams gave a presentation on creating an institutional records center and also covered the topic of records management. She also gave the history of the Adventist Heritage Center and the history of the Andrews University Archives.

12.2 Williams covered aspects of the topic such as why institutional records should be archived, who should archive them, what kind of facilities are necessary to keep them, criteria for what should be included in the archives, methods for organizing the archives, and how to prioritize work and develop timelines for work elements that occur periodically.

12.3 Williams gave some practical suggestions: organize and track work to be done, report to superiors routinely, backup finding aid and other documents, communicate, develop and maintain a reputation for timely processing and retrieval.

13. Uppercase or lowercase: Finding the archives among the archives (Lori Curtis)
    13.1 Curtis gave a definition of archives from the Society of American Archivists. She also provided a glossary of archival and records terminology.
    13.2 Curtis listed the following categories for differentiating between archives collections: archives (institutional records), personal papers, manuscripts, and collections (groups of materials that are assembled by the curator).
    13.3 Curtis described her experience as an archivist.
    13.4 Curtis took the following actions as an archivist: wrote a university archives mission statement, created necessary forms, and created a record group schema. She now identifies university records and separates them from other items in the collection. She assigns them to the correct record group, then organizes, boxes, labels, and shelves the items.
    13.5 Curtis noted that it is important to separate manuscripts from institutional archives for access as well as for legal reasons.
14. Panelist session (Rose-lee Power, Alice Williams, and Lori Curtis)
    14.1 Question: How do we get committees and other entities on campus to give us their documents? Alice said to keep encouraging people and explaining why it's important that there is a legal record. Sometimes committees feel that their information is too sensitive to forward the minutes to the archives in a timely manner. Alice said that archives are much more secure than other storage methods. Lori said that departments don't always know or remember that they're supposed to give archives their documents or minutes. Rose-lee said that targeting the president's office and the vice president's office worked well for her. Getting cooperation from the top level worked well because that behavior filtered down through the organization.
    14.2 Question: Do you have any trouble getting minutes and other documents in a timely manner? Lori said that the administrative offices are very good at sending items in a timely manner, but some of the academic departments are not as good. Alice says that the president's secretary at her institution is really good about sending archival items.
    14.3 Question: Do the three archivists use the same software? Rose-Lee said that standardization across institutions would be great, but they don't use the same software. Alice said that they use Excel, but they used to use Access. Lori said that they make lists of collections using Excel or PDFs.
    14.4 Question: Isn't keeping things in a specific digital format dangerous? Lori said that's more of an access strategy than a preservation strategy. Alice said that she scans everything in PDF. Rose-lee said that personal service records are kept in both formats, as are minutes (because of legal ramifications). Electronic records can be altered, so they keep both electronic and physical formats. Rose-lee also said that states and other entities have their own rules for retention and disposal. David Trim said that if you keep two document formats, you need to specify which copy is the master record.
    14.5 Question: Do the institutions have any policy regarding email? Rose-lee said that her institution's IT department archives all emails going and coming. Alice said that their IT department doesn't save emails because they can be subpoenaed in case of a legal issue.
15. Lessons from 25 years of managing the General Conference Records Center (Peter Chiomenti)
    15.1 Chiomenti presented lessons from his 25 years of managing the GC Records Center.
        15.1.1 The value of records and information is affected by its availability.
        15.1.2 Security and availability are two aspects of archives often in tension.
        15.1.3 Security concerns may include data breaches, what is taken and how it is used.
        15.1.4 Records may be used in different ways they might be used for the library, the record center, IT, or archives.
        15.1.5 Know what you have: who owns it, who needs it, how it is requested, and how it is used.
        15.1.6 Hazards include paper hazards such as fire, water, mold, and theft. Digital hazards such as hacking, mobile devices, inappropriate sharing and/ or retention and digital rot are also consideration.
    15.2 Chiomenti showed a Powerpoint slide on the history of ASTR.
    15.3 Questions

15.3.1   Jim Ford remarked that there no computers at ASTR when he was there.

15.3.2   What software are you using? Chiomenti is using a software called Versatile.

15.3.3   How do you handle record groups?

15.3.4   What percentage of the records at GC are now born digital? Chiomenti didn't know.

15.3.5   When Dr. Yost started the archive at GC, he had to do certain things to gain the trust of the organization's leaders. How do you gain the trust of administrators or leaders whose material you wish to archive? Find a department or champion who trusts you and with whom you can work. It also helps if you can fulfill requests in a timely manner. Written policies you can refer to also help.

16. Digitizing records: From scanning to web publication (Peter Chiomenti and David Trim)

16.1 Chiomenti and Trim said that scanning files is a good idea because you can store the files in less space than microfilm requires. Also, the retrieval of the records is rapid and not labor-intensive. Distribution is also rapid and may be to many recipients over a vast area.

16.2 Chiomenti and Trim discussed different choices necessary when scanning files.

16.2.1   You must choose the records to scan. You could choose records from a particular organizational unit such as a department or office. You could choose a particular record type such as minutes, correspondence, or case files.

16.2.2   You must choose metadata for the records. How will you use the scanned files? How will they be retrieved? Who will use them and how quickly will they be needed when called for?

16.2.3   You must choose a format for storing scanned records. Choose a software to store and display the records. Choose a format to store your backed-up records. You must choose a location for storing your backup records.

16.3 Chiomenti and Trim discussed procedures that are followed when digitizing records.

16.4 Questions:

16.4.1   DO you have one person doing it all? No, a team does it.

16.4.2   Would you share examples of your cover sheets, log book, etc.? Yes, they'll share what they use.

16.4.3   DO you keep the cover sheets with the items? Yes, they do.

16.4.4   How are the documents accessed? They're stored as TIFs and PDFs on a server.

16.4.5   How is the GC using Sharepoint? Are the offices using Sharepoint to manage their documents as well as the archives? Yes, many departments use it to create and manage their documents.

16.4.6   Do you standardize the metadata? Not at this point – that's something they'd like to work on.

16.4.7   What are the risks of outsourcing the scanning? It depends on the nature of the records being scanned. Will the data you receive from the company be easy to integrate into your system? What happens if the service you hired loses or damages the documents? You may not want archival materials to leave the organization because it could be accidentally destroyed.

16.4.8   What do you do when you received requests for digitizing a specific item? Do you scan if it's not part of your original scanning schedule? They do respond to some outside requests. IF they're small, then they can be done relatively quickly.

16.4.9   Do you have any pressure on you to go paperless? Not really.

16.4.10   Have you had any experience with departments using photocopiers to scan? The GC office has invested to prevent that.

16.4.11   How do we tell the public about the resources we have? Each of us can spread the word about it. If all of us promote it on our websites and social media, the word will get out.

16.4.12   Is outsourcing a bad idea? It depends on what you're outsourcing.

17. ARMS Business Session

17.1 Motion that we create a committee of five for ARMS. Moved by David Trim, seconded by Heather Rodriguez-James. Motion carried.

17.2 Lori Curtis, Heather Rodriguez-James, David Trim, Rose-lee Power, and Katie Van Arsdale were nominated as committee members. Lori Curtis was nominated as chair, David Trim was nominated as vice chair, and Heather Rodriguez-James was nominated as secretary. Motion to accept these five members as for the committee as a group and to accept the nominations for

specific positions in the committee. Moved by Merlin Burt, seconded by Larry Onsager. Motion carried.

17.3 Motion that the chair position be for a three year term, the vice chair position be for a one year term, and that the general committee members have one position as a three year term and the other two positions as two year terms. Moved by David Trim, seconded by Terry Robertson. Motion carried.

17.4 Possible issues to be addressed next time: born digital documents, email, data fixity, how to deal with different types of materials long-term, metadata standards, thesaurus, guidelines, guides to sources, and how to promote what's available.

17.5 ARMS Business Session adjourned at 5:58 p.m.

Tuesday, July 14, 2015

1. Devotion (Ken Shaw)
   1.1 Shaw's worship talk had three main points: the lack of prayers is a sin (1 Timothy 2: 1-4), we must live righteously (James 5:16), and we should please God by evangelizing (1 Peter 2:12).

2. Integrating information literacy in the curriculum of institutions of higher education (Adan Suriano Guznam)
   2.1 Guznam gave a definition for information literacy and included terms related to information literacy. He also gave a definition of accreditation.
   2.2 Guznam provided a list of the six U.S. regional accrediting agencies. Three of those agencies directly mention information literacy in their standards. He discussed the inclusion of the standards in those agencies' standards and whether or not it was adequate. He also gave a list of U.S. and Mexican universities and higher education institutions that focus on information literacy.
   2.3 Guznam outlined the process he and his colleagues have been following at the University of Montemorelos.
       2.3.1 He introduced what he teaches in class.
       2.3.2 He showed the assessment results.
   2.4 Guznam concluded by noting that emphasizing information literacy in higher education is a current trend. There are usually three formats in which information literacy instruction takes place: independent courses, non-credit-bearing courses, and inserting information literacy into courses already in existence. He recommended that the SDA accrediting bodies include an information literacy component in their accreditation process.
   2.5 Questions
       2.5.1 Do you have any information or opinions on the new ACRL information literacy standards. No, he had none.
       2.5.2 Question from group member for group: How much progress have you made in integrating information literacy into your curriculum? Marsha from Southwestern has found that when they court new faculty they have a larger percentage of faculty using the library.
       2.5.3 How do you fit information literacy into a tight medical curriculum? In Mexico, all schools have this information literacy course. Over there they have a comprehensive program from their freshman year until the end of their medical program.
       2.5.4 In Australia, all new students must complete two workshops in their first year. It is not a for-credit class. One class is on databases and one is one library resources.
       2.5.5 What kind of measures would demonstrate for accreditation that our efforts are valid? In his own setting, he has used the questionnaire to show the progress from the first year through to the last year of school to the accrediting body.
       2.5.6 How do you demonstrate that progress made is sufficient? At the end of the fourth year, the students write a research paper.
       2.5.7 Have you asked about how it might work if you asked the SDA accrediting agency to integrate information literacy? Five years ago, he wrote to the GC recommending a change in the accrediting instrument looking information literacy in the library. He received a reply that

they'd just redone the accrediting instrument and that it couldn't be refined again. He will try again when there is new leadership at the GC.

    2.5.8   In the past, Andrews had a short questionnaire that they used for assessment.

    2.5.9   At Avondale the students have to fill out a survey when they take the workshop.

    2.5.10   In typical course evaluations, are there any questions in that about the use of the library or students' response to library instruction? Sheila Clark from Burman University says they do that. She's on a committee at the university that allowed her to get the question in. They also perform their own assessment.

    2.5.11   Most schools will have both a pre-test and a post-test for assessment purposes.

3. Breakout sessions

    3.1   Directors, public services and reference, technical services, and special collections all had breakout sessions.

4. Library and program accreditation in Babcock University, Nigeria (Rachael Folashade Aina)

    4.1   Aina gave a definition of accreditation and talked about the accreditation process.

    4.2   Babcock University is accredited internationally by the AAA and nationally by the National Universities Commission (NUC). Aina listed the accreditation objectives for both organizations. She also spoke about the role of the library in the accreditation process.

    4.3   Aina spoke about the visits both AAA and NUC paid to Babcock University and the recommendations the organizations made after those visits. She spoke about how Babcock University has responded to the recommendations made by the accrediting organizations.

    4.4   Questions

        4.4.1   It seems like your school takes the AAA recommendations seriously.

        4.4.2   How much did the new library cost? The funds for the library were about $200 million. It was a fund donated by a Seventh-day Adventist.

        4.4.3   It's inspirational to see how far you've come from those early days.

        4.4.4   How have your students responded to the library? They come to the library often and use it.

5. ASDAL Business Session I

    5.1   Carlene Drake announced that Loma Linda University is going to have a public services position opening soon.

    5.2   Reports from breakout sessions

        5.2.1   Library directors report (Sabrina Riley)

            5.2.1.1   The directors introduced themselves and welcomed Don Essex from Washington Adventist University (WAU) and Nora Osebe Mauti from the Adventist University of Africa.

            5.2.1.2   The directors discussed what their libraries were doing with their print periodicals. Some of them are moving to digital. Some libraries don't have the funds to buy the back files so that they can get rid of the print. Some faculty and students prefer the print. This tends to vary by discipline. Some recreational and general reading periodicals are still in print. Many bound periodicals are being recycled or thrown away.

            5.2.1.3   The directors discussed keeping statistics for the ASDAL libraries. For the US libraries, they will just share their ACRL reports. As directors, they're recommending that the statistics committee be dissolved. The secretary should just solicit ACRL reports from the SDA libraries. It would be if ARMS could report on our records centers.

            5.2.1.4   The directors would like to put a working group together that can take recommendations for standards for libraries around the world to AAA. They talked about specific issues they'd like to see addressed in the standards.

            5.2.1.5   The directors talked about the promotion of SDA libraries. They discussed a possible Wikipedia article.

            5.2.1.6   They talked about weeding and setting policies in place as well as following the policies.

            5.2.1.7   The directors also discussed budgets. Many institutions have flat budgets and that means that they have to reduce resources. In some instances they can reallocate funds.

5.2.2   Reference librarians report (Terry Robertson)
    5.2.2.1   The reference librarians discussed information literacy and library instruction.
    5.2.2.2   They shared strategies and what they do at their institutions.
    5.2.2.3   Many reference librarians would like a better presence and engagement with faculty in classes.
    5.2.2.4   They discussed Libguides and how they're using them.
    5.2.2.5   They discussed writing centers and how they interacted with the libraries.
    5.2.2.6   They talked about how they use Wikipedia in their instruction.
5.2.3   Technical services librarians report
    5.2.3.1   The latest challenge in this area is Resource Description and Access (RDA). It's especially important in original cataloging.
    5.2.3.2   Montemorelos has a system called LOGICA. The system doesn't handle RDA. They're hoping that the system will be able to handle those records and they've put in a request to that effect.
    5.2.3.3   They also discussed ADL and how that will impact Adventist cataloging. They want to make sure that there's a seamless interface between what ADL does and what catalogers do.
5.2.4   Special collections and archives report (Lori Curtis)
    5.2.4.1   The special collections and archives librarians discussed separating university archives into separate sections.
    5.2.4.2   They discussed what archival organization software they were using. Excel was a common tool. Past Perfect is being used at Oakwood.
    5.2.4.3   They talked about the difficulty and expense of getting the preservation supplies they need. It would be great if the SDA organizations could purchase a Casemaker machine together to make the boxes. That could potentially reduce the cost of supplies.
    5.2.4.4   They talked about collection development and how they solicit, acquire, and find collections.
    5.2.4.5   They talked about environmental controls.
    5.2.4.6   An intern asked how she should prioritize what she works on as she finishes her internship. The consensus was that you do what you can and leave good notes for the person who replaces you.
    5.2.4.7   They discussed using volunteers and agreed that they aren't worth the effort of training them because they're there for a limited amount of time.

5.3 Committee reports
  5.3.1   The constitution and by-laws committee was to be hel later.
  5.3.2   The school libraries section is largely defunct and they had no report.
  5.3.3   The site planning committee reported that the ASDAL conference will be held at the Adventist University of Health Sciences in Orlando, Florida next year.
  5.3.4   The statistics committee issue was covered in the directors' meeting. There was no report.
  5.3.5   The classification committee reported that they should have a classification scheme out next year.
  5.3.6   The scholarship committee reported that two scholarships were awarded to Rebecca Brothers and Gina Lackson. Each recipient received $1500. The deadline for applications for the 2015-2016 recipient was July 15, 2015.
  5.3.7   The website coordinator reported that the content management system, JOOMLA, was upgraded to the newest version.
  5.3.8   There was no report from the publicity coordinator.
  5.3.9   The academic rank and tenure committee isn't sure what they're supposed to do. Lori noted that committees don't always know what their duties are. It's possible that some committees are no longer necessary.
  5.3.10   The distance education coordinator had no report.

5.3.11 The librarian discussion list coordinator had no report.

5.3.12 The membership coordinator is working to find more members.

5.3.13 Chapter coordinators

    5.3.13.1 The African chapter coordinator, Rosemary Maturure, reported on collaboration within the chapter and specifically mentioned the collaboration of the Salusi librarian with the Rusangu University librarian. Many libraries in this chapter experience poor internet access. Communication between the libraries in the chapter can be challenging. They hope to market and advocate ASDAL to all African institutions.

    5.3.13.2 The European and South American chapters are inactive.

    5.3.13.3 The Inter-American chapter coordinator, Grace Benjamin-Carr, reported on the library where she works. They mounted a display in the foyer, engaged in virtual reference training, and held an inaugural library reading quiz competition. They arranged a training session in EBSCO for the university's workforce. They recently participated in accreditation visits.

    5.3.13.4 The Asian chapter coordinator, Megum Sol Flores, said that the chapter created a Facebook account for the Asian ASDAL chapter to facilitate communication among the members. They used Google Forms to collect information on the members.

5.4 Committee and position elections

5.4.1 Steve Sowder was nominated as parliamentarian for this session. Moved by Warren Johns, seconded by Heather Rodriguez-James. Motion carried.

5.4.2 Adoree Hatton, Warren Johns, and Jason St. Clair were nominated for the resolutions committee. Motion to accept these members for the committee as a group. Moved by Lori Curtis, seconded by Grace Benjamin-Carr. Motion carried.

5.4.3 Darrell Bennedbaek was nominated for the scholarship and awards committee.

5.4.4 Jessica Spears was nominated to be on the site planning committee.

5.4.5 Stan Cottrell and Jacqueline Heath Foster were nominated to be on the SDA classification committee.

5.4.6 Terry Robertson is our new president elect. Steve Sowder recommended that we accept results for president elect this year with a strong recommendation that next time only ASDAL members may vote and they are only allowed to vote once.

5.5 Proposed revisions for July 2015 to the ASDAL Constitution and By-laws.

5.5.1 Proposed revision: Article III, Section 1. Section 1 will read: "One annual conference is authorized, and other meetings as needed may be called by the Executive Committee of the Association." Article III had a section that reads as follows:

"Section 3. Electronic Voting

    a) Electronic balloting and voting may be used for purposes of electing officers and committee members. It may also be used to conduct committee business between annual meetings. The deadline for receipt of such electronic votes cast by the members shall be no less than two (2) weeks from the date of emailing of the balloting materials.

    b) A simple majority of voting members shall constitute a quorum."

Steve Sowder added that we need to specify that members may only vote once. Motion to accept changes as written in the revisions. Heather Rodriguez-James moved, Cristina Thomsen seconded. Motion carried.

5.5.2 Proposed revisions: Article IV. Section 3 revision will read: "He or she shall certifies the election results for Association officers." Section 5 revision will read: "These, with a copy of the approved and corrected minutes, shall be stored in the ASDAL archives. The Secretary shall determine the location of the archives. (Generally at the Center for Adventist Research at Andrews University)." Section 6 revision will read: "The fall issue shall include the abridged minutes of the last conference, the Adventist Resources Section, and the archives and records management section; the spring issue shall include the

preliminary program and business agendas for the coming conference (mailed and posted on ASDAL's webpage at least 30 days prior to the meeting)." Section 8 revision will read: "The chair of the Nominating Committee shall count the ballots and provide the results to the President. The President formally announces the results at the annual conference." Motion to accept changes as written in the revisions. Lori Curtis moved, Warren Johns seconded. Motion carried.

5.5.3 Proposed revisions: Article V. Section 1 revision will read: "The ASDAL membership in conference shall elect a working committee comprised of five members. The working committee shall elect a chair. It shall be the duty of the chairperson to implement work on projects assigned by ASDAL or chosen by the section in session; to plan a session or workshop to convene in connection with the annual ASDAL conference or to provide programming integrated into the annual ASDAL conferece; to provide to the ASDAL Action editor information for the section's column in each issue." Section 2 on school libraries will be completely removed. A new Section 2 entry reads: "Section 2. Archives and Records Management Section. The Archives and Records Management Section (ARMS) is comprised ot those members of the Association who are concerned with archives and records management. The ASDAL membership in conference shall elect a working committee comprised of five members. The working committee shall elect a chair. It shall be the duty of the chairperson to implement work on projects assigned by ASDAL or chosen by the section in session; to plan a session or workshop to convene in connection with the annual ASDAL conference and to provide to the ASDAL Action editor information for the section's column in each issue. The section in session shall elect a secretary to record minutes of the session and provide a copy to the Association Secretary. Abridged section minutes will be prepared for the fall issue of ASDAL Action." Motion to accept changes as written in the revisions. Lori Curtis moved, Sheila Clark seconded. Motion carried.

5.5.4 Proposed revisions: Article VI. Section 3 revision will read: "The purpose of the Nominating Committee is to nominate the officers and committee members of the Association according to the provisions of the Bylaws, Article IV, Section 8. The Nominating Committee shall consist of five members representing different institutions of which shall include the Past-President of the Association who shall serve as chair of the Nominating Committee. He or she shall determine procedures and conduct elections for Association officers and committee members, reporting the results to the President." Section 9 revision will read: "The purpose of the Academic Rank and Tenure Committee is to study and make recommendations concerning the status and evaluation of librarians in SDA institutions of higher education. The committee will periodically compile or update surveys of rank and tenure policies at NAD institutions of higher education and other policies for academic librarians (such as scheduling, vacation, etc.) as needed. This committee has four members." Motion to accept changes as written in the revisions. Lori Curtis moved, Paulette Johnson seconded. Motion passed, two opposed.

5.5.5 Proposed revisions: Article VII. Revisions: The ASDAL Europe chapter has been removed because it is inactive. An ASDAL Asia chapter has been added. Anguilla and Jamaica have been added to the list of nations in ASDAL InterAmerica. Motion to accept changes as written in the revisions. Lori Curtis moved, Alice Williams seconded. Motion carried, one opposed.

5.5.6 Proposed revisions: Article VIII. Revisions: Overseas Libraries Coordinator has been renamed as International Libraries Coordinator. Listserv Manager Coordinator has been renamed as Listserv Coordinator. Revised text for the position description reads: "The listserv coordinator is appointed by the Executive Committee and manages the SDA-Librarian listserv." Motion to accept changes as written in the revisions. Lori Curtis moved, Warren Johns seconded. Motion carried.

5.6 ASDAL Business Session I adjourned at 5:20 p.m.

6. Librarians as detectives (Warren Johns)

6.1 Johns demonstrated figuring out three authors who used pseudonyms or were anonymous. He discussed his methodology for investigating authorship.

6.2 Johns gave the historical background for scriptural geology. He has found the authorship methodology he presented useful for solving issues in the early history of flood geology.

6.3 Question:

6.3.1 Were there any clues hidden Fowler B. Johnsone as a pseudonym? No, there was no connection between the author's actual name and the pseudonym.

7. See appendix 1 for ALICE Council minutes.

Wednesday, July 15, 2015
1. Devotion
2. John F. Kennedy Memorial Plaza
3. George W. Bush Presidential Library and Museum
4. Biblical Arts Museum
5. Fort Worth Stockyards
6. Sundance Square (Dinner)

Thursday, July 16, 2015
1. Devotion (Bill Kilgore)
   1.1 Kilgore began with a story about Ellen G. White and James White visiting Texas. He used the text Psalms 78:3-6. Kilgore said that it is important to remember what's happened in the past and to chronicle what happens in the present. Kilgore read Isaiah 1:18 and said that God invites to reason, to learn, and to engage in critical thinking. He spoke about Ellen White writing an article and read some entries from the article. He also spoke about Ellen White's funeral.
2. Announcements
   2.1 Alfredo Vergel announced that the E. G. White indexes are now freely available online. They are no longer authenticated. The change has been made because Ellen White died 100 years ago.
3. The role of the library in the accreditation process (Gail Geduld)
   3.1 Geduld showed a video about Helderberg College and the importance of accreditation. She then spoke about the importance of the Pieter Wessels Library in the accreditation process. Geduld discussed the aims of the Council on Higher Education in South Africa and also about the accreditation process for AAA followed at her institution. Helderberg College received a four year accreditation from AAA and the library was commended for its collections, its wifi, and networking with other libraries.
   3.2 Geduld spoke about the library at which she works and the resources and services they offer. She also spoke about the importance of the collection, relevance and accessibility. She spoke about the primary goals of the library and service delivery.
   3.3 Geduld discussed the value of the accreditation process and looked at it as it related to the library, resource centers and technology. She also spoke about quality control. The library's budget has been cut by 51%. The budget is influenced by enrollment. They've started a paper recycling project that brings in a small income. She spoke about journal cancellations, both in print and in databases.
   3.4 Geduld said that accreditation influences institutional effectiveness. Determining the outcomes is important, as is assessing those outcomes. Staff should be courteous, knowledgeable, prompt, communicative, empathetic, reliable and loyal. IT equipment should be appropriate, adequate, usable, and well-maintained.
4. Renovating the library (Carlene Drake)
   4.1 Drake said that the library had been planning a process for renovation for about 10 years, but funding wasn't available. However, about three to four years ago the library had a flood on the fourth floor that originated in the bathroom. They were then given permission to begin renovating with the fourth floor and to renovate one floor per year. They were given a designer for the project.
   4.2 They made some major changes on the third floor. They wanted flexible design and wanted to remove the reference stacks and most of the current periodicals. They wanted the reference desk to be more adjustable and moveable. They put in a "collaboration counter" where students can stand up to work or

sit at chairs if they prefer. They plan to eventually move the reference services adjacent to circulation. They have study spaces with moveable white boards. In group study rooms, they used white board pain. The third floor librarians' offices were also redesigned.

4.3 They plan to work on the first floor next. They lost space in the library basement for academic offices. They will have to weed heavily in order to fit stacks back into the basement. For the weeding project, they've looked at a list of items that haven't circulated within the last 17 years. Also, they look at the books and evaluate them using criteria to make sure they should weed them. To dispose of the books they use a book sale, Better World Books, a local book dealer, and the dumpster.

4.4 Drake said that the current trend is to give students space to study rather than storing resources. She emphasized that providing adequate power outlets for student use is important and that furniture should be as flexible as possible. Librarians should always plan even if there is no immediate prospect for funding.

4.5 Questions
    4.5.1 Does the whiteboard paint need to be applied at a specific thickness? The physical plant ordered the amount of paint recommended and they had quite a bit left over.
    4.5.2 With the half-circle furniture, what company did you use? Acadia.
    4.5.3 Librarians should hire consultants. Mistakes will still be made. Really work with your designer to make sure they understand that durability and stain resistance are important when choosing your materials.
    4.5.4 When were the renovations conducted? They did the ceiling and lights at Christmas break because it's quieter then. The librarians and library users just worked around everything while it was happening.
    4.5.5 You need a library building consultant, not just a decorator. Do a lot of research before a project.
    4.5.6 The durable fabrics are not necessarily more expensive.
    4.5.7 It's comforting to know that we're not alone in losing space. How do you identify the parts of the collection that don't circulate? They have Innovative Interfaces and they run reports.
    4.5.8 How do you keep up with the erasable markers? They sell them at the desk at Oakwood. It hasn't been a problem at Loma Linda.

5. Extended reference service at Andrews University (Sarah Kimakwa)

5.1 The librarians conducted a pilot study first. They used a secure location in the Campus Center from Student Life. They promoted the service and set hours. They used easily visible signage for the mobile reference service. They also provided giveaways like little notebooks and pins.

5.2 After considering the pilot study results, the librarians decided that a reference user needs survey should be conducted. They then conducted the survey. The objectives for the survey were: determination of students' understanding of the value of the library and librarians, how and how often students use the library and reference services, seeking input on the best location for an extended reference service, and times both daily and throughout the semester when the service is most needed.

5.3 The librarians also conducted a review of the literature. They found that aspects of location such as accessibility, foot traffic, and work space were important. Also, the time of the semester that was most important was during major assignments. She then discussed the methodology and results from the study.

5.4 Areas for further research that were identified included the following items.
    5.4.1 How can librarians remain relevant to today's patrons?
    5.4.2 How can we address students' claims that classes do not require library use?
    5.4.3 How do ways of accessing information in the electronic age intersect with students' developmental growth?
    5.4.4 Has technology changed information seeking habits or have students always been reluctant to use library services to the max?

5.5 Questions
    5.5.1 Pacific Union College doesn't keep statistics or sit at the reference desk any more.

If you make sure students know that they can get articles without paying for them, they may be more likely to use library resources rather than Google.

        5.5.3   Did you separate your survey results by undergraduate and graduate students? Yes, they did.

6. Open Source ILS – Koha (Danielle Elder)
   6.1 Elder introduced Koha, an open source ILS, to the group. Elder works for Bywater Solutions, a company that provides support to libraries using Koha.
   6.2 Questions
       6.2.1   Which versions of Koha do you support? They support the 318.8 version which is the most stable version. They do not support Liblime Koha. The rates are based on the size of the system. They can store your information on their server or you can host your own server.
       6.2.2   How does Koha handle other languages as the main language for searchability, etc.? Some languages are better developed than others. The MARC records would be fine, but labels, for example, would be in a different language.
       6.2.3   What should PUC do now that their Drupal support person is gone? It depends on your needs.

7. Project Updates (Terry Robertson)
   7.1 Robertson recently finished making the Seventh-day Adventist Dissertations and Theses in Religion bibliography at his institution. It includes all the dissertations and theses written at Seventh-day Adventist institutions, both national and international. The bibliography is available this web address: digitalcommons.andrews.edu/library-pubs/3/. He's still looking for open source software for this resource. The biggest challenge there is to find a tool that allows anyone anywhere to add a resource.
   7.2 Robertson is also working on a festschrift of peer-reviewed papers. He has received several articles, but doesn't have enough for a book yet.
   7.3 Robertson would like to establish a double-blind peer-reviewed online journal. Andrews University would like to host the journal on their website. The journal would be useful to ASDAL members who need a peer-reviewed article for their portfolio. One resource that inspired Robertson was the TEACH collection of Christian education at Avondale College.

8. "The best homecoming ever" (Adu Worku)
   8.1 Worku showed a video called "Changing Lives" by Adu Worku.
   8.2 Worku has a website – adugnawworku.com.
   8.3 Worku loves the Seventh-day Adventist Church because it gave him two gifts – the gift of personal faith and the gift of education.
   8.4 Worku shared his life story and how he had an opportunity to build a school in 2009 in the village in which he was raised.
   8.5 Question
       8.5.1 Do we still have an Adventist hospital in Ethiopia? We had four hospitals, but now we have only one in western Ethiopia.

9. ASDAL Business Session II
   9.1 Report on the SDAPI (Jim Ford)
       9.1.1   The first meeting of the SDAPI advisory committee was held at the ASDAL conference, under the agreement of ASDAL and ADL.
       9.1.2   Ford gave the history of the SDAPI.
       9.1.3   SDAPI currently uses the Millennium Innovative system and is hosted on the Andrews library website.
       9.1.4   The index includes content dated from 1973 to the present. Some publications are indexed back to 1950. The index averages approximately 20,000 new citations per year. Full-text is available for some articles now. Altogether, approximately 50% of citations now have a link to full-text. Obituary citations share a database with the periodical index.
       9.1.5   The advisory committee for SDAPI met for the first time on July 13, 2015.
           9.1.5.1   The report from the editor included that he has been learning MARC and RDA records. The ADL will have some content that isn't Adventist, so a delimiter for Seventh-day Adventist content will be added to the subject headings.

- 9.1.5.2 They had a brief financial report. The budget is roughly $75,000 a year. The budget mainly pays salaries.
- 9.1.5.3 New titles that were recently added to SDAPI include: Andrews University Seminar Students Journal, Fides et Libertas, and Journal of the International Religious Liberties Association.
- 9.1.5.4 The editor will continue to index using the most current methods. He will clean up the database with the names and subject headings. They will try to retrospectively index the Review and Herald.
- 9.2 ALICE Report
  - 9.2.1 Sabrina Riley, secretary. See Attachment 1 for ALICE minutes.
  - 9.2.2 Carolyn Gaskell , project manager. This year ALICE renewed all 12 databases available to ASDAL libraries They added Weimar Institute but removed the Romanian Adventist ASDAL libraries. The Adventist University of Africa is a new member. They now have a membership of 19. EBSCO has had a representative change. Membership dues for North American libraries remain at $200 per member. Overseas dues are $100 per member.
  - 9.2.3 Larry Onsager, treasurer. This fiscal year the balance is $42,107.45. Last year at ASDAL it was voted that ALICE would contribute $10,000 to ADL. That will happen soon. An MOU with ADL has been signed in the name of ASDAL. There are some governance issues. The bylaws need reworking.
- 9.3 Next year's ASDAL conference (Deanna Flores)
  - 9.3.1 ASDAL 2016 will be held from June 20 to June 23, 2016. The conference will be held at Florida Hospital. Flores listed many developments and changes at Florida Hospital and the Adventist University of Health Sciences. She also listed the various places we'll be visiting on tour day.
- 9.4 Treasurer's report (Sarah Kimakwa)
  - 9.4.1 See Attachment 2 for treasurer's report.
  - 9.4.2 ASDAL had 79 members by June 30. We had 10 countries represented in our membership.
  - 9.4.3 Points Kimakwa wanted ASDAL to consider: Our operations are currently manual – cash and checks. We use PayPal for membership only. The current arrangements were set up by Lee Wisel and are not easy to change. Our banks are in Lincoln, Nebraska and our treasury is in Berrien Springs, Michigan. Kimakwa suggests that ASDAL automate the financial operations and set up a credit card system. She'd like to have a software that does that.
  - 9.4.4 Motion to accept the treasurer's report. Heather Rodriguez-James moved, Warren Johns seconded. Motion carried.
  - 9.4.5 Carlene Drake suggested that we use the Square technology for credit card transactions. Jim Ford suggested that we use an online bank for the organization. It may be difficult to change treasurers periodically with an online bank for security reasons.
- 9.5 Paulette Johnson, Jennifer Alleyne, Jason St. Clair, Don Essex, and Gail Gielgud were nominated for the nominating committee. Paulette Johnson declined. Motion to close nominating for the nominating committee. Paulette Johnson moved, Cristina Thomsen seconded. Motion to accept the nominations as a block. Heather Rodriguez-James moved, Lori Curtis seconded. Motion carried.
- 9.6 Motion to approve the minutes from the previous ASDAL conference in 2014. Lori Curtis moved, Heather Rodriguez-James seconded. Motion carried.
- 9.7 ASDAL didn't vote on any changes to the bylaws as they pertain to ALICE and ADL since they needed some legal advice first. The memorandum of understanding with ADL was discussed briefly. Paulette Johnson and Sabrina Riley will be serving as the two ASDAL representatives for ADL. Currently one person as been assigned to the content subcommittee. Curtis asked Alfred Vergel to serve on the systems subcommittee.
- 9.8 Proposed revisions: Article VI, Section 4. Section 4 has been changed completely. The new Section 4 will read: "Seventh-day Adventist Periodical Index (SDAPI) Advisory Committee. The purpose of the Seventh-day Adventist Periodical Index (SDAPI) Advisory Committee is to govern the ASDAL

contractual agreement with the Adventist Digital Library (ADL) for the creation and maintenance of the SDAPI. It will act on such matters as, but is not limited to, confirming the ADL liaison to the Advisory Committee, editorial policy, budget, and marketing. The Advisory Committee has six members: Library Director of host institution [ex officio] – serves as Chair, ADL liaison – serves as a liaison between ADL and ASDAL, The liaison is served by the ADL Administrative Operating Committee for a term of five years, Loma Linda University Library Director [ex officio], three library directors from financially supporting institutions elected by the ASDAL membership. Librarians must be from libraries that financially contribute to the SDAPI. Term of membership is five years. The Advisory Committee shall choose a secretary. The work of the committee is to: review the Adventist Digital Library (ADL) annual report, set SDAPI editorial policy, set the annual contribution from SDAPI supporting libraries to the Adventist Digital Library (ADL), confirm the ADL liaison, recommend ASDAL members to serve on ADL committees as specified in the Memorandum of Understanding (MOU) between ADL and ASDAL. Recommendations will go to ASDAL membership for a vote. Recommended ADL committee members should be from libraries that financially support ADL via SDAPI, be active in ASDAL, and be willing to meet periodically at the call of the chair. Term of membership is three years. ADL Board (MOU section 4.2) two librarians representing ASDAL. Content subcommittee (MOU section 4.4.1.1) two librarians and/or archivists. Systems subcommittee (MOU section 4.4.1.2) one System librarian. Committee will meet twice per year: once in connection with the ASDAL annual conference and once mid-year." A substantial part at the start of section 8 will be replaced. Section 8 revision will read: "The purpose of the ALICE Council is to govern the operation of the Adventist Library Information Cooperative (ALICE), a program of ASDAL, according to the ALICE Agreement. The Council is composed of the directors or empowered representatives of member libraries. Each director or empowered representative must also be a member of ASDAL. The council elects its own chair for a two year term which is renewable. An Executive Committee, composed of the ALICE Chair, Treasurer, Projects Manager, and Recording Secretary shall meet at least annually, normally in conjunction with the annual conference of ASDAL. A quorum of 2/3 of NAD members shall be necessary to transact business. At the annual ASDAL meeting, the ALICE Council Chair shall provide to the ASDAL Executive Committee Chair and ASDAL Treasurer, the Project Manager's Report and both and Income Statement and Balance Sheet." Further changes include: "The Treasurer is appointed by the Council and shall be located at the institution acting as fiscal agent." "The Council shall appoint a recording secretary for a two-year term, which is renewable." Section 9 revision will read: "Academic Rank and Tenure Committee. The purpose of the Academic Rank and Tenure Committee is to study and make recommendations concerning the status and evaluation of librarians in SDA institutions of higher education. The committee will periodically compile or update surveys of rank and tenure policies at NAD institutions of higher education and other policies for academic librarians (such as scheduling, vacations, etc.) as needed. This committee has four members." Motion to accept changes as written in the revisions. Warren Johns moved, Cristina Thomsen seconded. Motion passed.

9.9 Marketing and publicity discussion

    9.9.1   Do we market ASDAL in Adventist literature? Maybe a letter to the division presidents about the conference would be a good idea. We could advertise the conference in division newsletters.

    9.9.2   When the nominating committee asks members to run for office, it would be helpful for them to list the expectations for that position.

    9.9.3   We should consider an online conference where presentations are screened or possibly developing webinars from these conferences that can be shared around the globe.

    9.9.4   ASDAL should not only give a certificate of attendance, but also presenters should receive a certificate indicating that they presented and detailing what they presented. Thank you letters for serving on committees would also be nice.

9.10 ASDAL Business Session II adjourned at 3:53 p.m.

10. ASDAL Banquet

10.1 The association gave Warren Johns a greeting card and recognized his many faithful years in Adventist librarianship as he retires.
10.2 The 2015 ASDAL conference adjourned officially at 8:10 p.m.
10.3 Lori Curtis passed the gavel and presidency to Grace Carr-Benjamin. Carr-Benjamin thanked her and presented Curtis with a plaque commemorating her ASDAL presidency.

Attachment 1: ALICE Council, Chan Shun Centennial Library
July 14, 2015, 7:00 p.m.

Members, Designees & Invitees Present: Paulette Johnson, Sabrina Riley, Adu Worku, Carlene Drake, Sheila Clark, Cristina Thomsen, Terry Robertson, Lori Curtis, Chelsi Cannon, Steve Sowder, Don Essex, Deanna Flores, Lawrence Onsager

Welcome: Paulette Johnson welcomed everyone and acknowledged invitees and new WAU director, Don Essex.

Prayer: Adu Worku offered prayer.

Minutes: Adu Worku moved to accept the minutes with corrections as noted and Carlene Drake seconded minutes from the July 7 and 8, 2014 meetings. Motion carried.

Council Chair's Report: Paulette Johnson with the assistance of others spent much time on writing and negotiating terms of the Adventist Digital Library Memorandum of Understanding. Larry Onsager moved and Sheila Clark seconded acceptance of the report. The motion carried.

Project Manager's Report: Larry Onsager Moved to accept the project manager's report. Sheila Clark seconded. Motion carried

Membership: Weimar Institute has begun to subscribe to ALICE databases. Adu Worku moved that ALICE accept Weimar Institute as a member. Don Essex seconded. Motion carried. Weimar's membership fees will be paid in January 2016.

Romanian Adventist Theological Institute has remained inactive since joining ALICE. Sheila Clark moved that Romanian Adventist Theological Institute be removed from ALICE membership. Carlene Drake seconded. The motion carried.

Treasurer's Report: Paulette noted that $10,000 voted for ADL in 2014 has not been paid. The treasurer was directed to make the payment. Cristina Thomsen moved acceptance of the treasurer's report and Deanna Flores seconded. Motion carried.

KOHA/Sandbox Presentation: Steve Sowder has been experimenting with KOHA as an alternative to current integrated library systems and as a possible platform for SDAPI. It is also useful for library directors to be familiar with KOHA as they advise other librarians. Since Steve began this experiment, the prospect of ADL adequately supporting SDAPI has improved. Steve Sowder demonstrated how the system could work as a discovery service or union catalog for Adventist resources. The general feeling now is to wait and see what develops with ADL before giving KOHA any further consideration for imminent use.

Librarian Scholarship: Terry Robertson reported on a Seventh-day Adventist bibliography of theses and dissertations in the area of religion and theology. He currently makes it available via his selected resources webpage and it has had over 1,000 downloads. Terry is seeking advice from ALICE and ASDAL as to whether to continue updating this resource. It was suggested he explore migrating the bibliography to Zotero for continued development.

Terry Robertson and Lauren Matacio are also promoting the idea of a peer reviewed publishing venue for Adventist librarianship. An edited volume proposed last year has not progressed. Terry presented the idea of in its stead, publishing an online journal using Andrews University's Digital Commons (bepress).

Much discussion about rank and tenure issues resulted from the consideration of the value of having a peer reviewed journal of Adventist librarianship. There was considerable interest. Terry Robertson is willing to pursue this idea as managing editor for the first year.

ASDAL Relationship (Bylaws) to ALICE and SDAPI: As ASDAL President, Lori Curtis has raised a number of significant governance issues regarding relationships between ASDAL, SDAPI, ALICE, and ADL. ALICE is listed as a standing committee of ASDAL, but Lori questions how a standing committee can be made up of libraries as institutions, paying memberships within an organization made up of librarians as individuals. SDAPI has a similar model. It could look like we're trying to hide ALICE and SDAPI if the IRS would audit ASDAL. These two major projects have been handled somewhat informally. With Andrews University being the fiscal agent for ALICE, SDAPI, and ADL there could be a conflict of interest. The ADL now adds a new wrinkle as the MOU states ASDAL is a financial contributor, but it is really institutions who are supporting ADL, not ASDAL.

Since ASDAL is legally incorporated in Nebraska, Sabrina Riley will see if she can talk with Union College's legal counsel. If she can't do this, Carlene Drake will speak with Loma Linda University's legal counsel. Paulette will request a copy of the founding documents for ALICE.

Adjourned 8:50 p.m.

Submitted by Sabrina Riley, recording secretary

Attachment 2: ASDAL Treasurer's Report 2014-2015

Membership
Below please find the membership distribution as of June 30, 2015:

Total Members:	79
Students	3
Retirees:	35
Non-retired:	73
Australia:	1
Canada:	2
Germany:	2
Jamaica:	1
Mexico:	2
Nigeria:	3
Philippines:	1
UK:	2
US:	64
Zimbabwe:	1

Financial Information:
As of June 11, 2015

Union Bank & Trust

Checking—Association (May 29, 2015)	$13,802.15	
Checking—Conference (June 11, 2015)	$ 11,194.58	
		Total: **$ 24,996.73**

Lincoln SDA Credit Union (savings) (March 31, 2014)

Suffix A	$ 150.61	
Suffix T	$ 5,725.21	
		Total: **$ 5,875.92**

D. Glenn Hilts Scholarship Fund (as of March 31, 2015)   Balance: **$46,487.87**
            Available for distribution as grants: $9,841.00

TOTAL AVAILABLE FUNDS: **$77,360.52**

Submitted by Sarah Kimakwa, ASDAL Treasurer