Annual Report 2016
 Chapters Liaison

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Meetings Attended:
• Attended all online monthly board meetings since Seattle conference in March
• Attended membership meeting and pre- and post-conference board meetings in Seattle, March
• Led Chapter Chairs meeting in Seattle, March
• Attended Leadership Institute and Society Circle Event in Seattle, March
• Attended mid-year board meeting in New Haven, August
• Attended New England Chapter/ACRL-Arts webinar entitled, “Scholarly Communication in Arts Librarianship,” November

Liaison Activities:
• Served as Executive Board liaison to 17 ARLIS/NA Chapters: subscribed to all existing chapter list servs, read chapter newsletters, received and read meeting minutes, answered routine questions from chapter leaders and sent reminders to them as needed
• Facilitated communication between ARLIS/NA committee members who wished to communicate about various projects to chapter leaders
• Kept abreast of upcoming chapter meetings to inform Board members who might wish to attend or simply know they were occurring (including virtual meetings and webinars)
• Received technology-related requests from chapters and acted as go-between for chapters and TEI/AEG to ensure requests were fulfilled
• Received chapter bylaws changes, which in turn needed to be approved by Executive Board: 1. Ohio Valley (officer update and officer replacement procedure); 2. New York (change in election procedures)
• Submitted column to six chapter newsletters, including one jointly with Jennifer Garland, and submitted “Items from the Executive Board” lists for four chapter board meetings/regional conferences
• Assisted 2019 conference planning team as needed: answered questions via e-mail, primarily [I will be serving on 2018 conference planning team, and have not had to assist that team to the same extent]
• Solicited and coordinated chapter conference proposals for 2020 annual conference and provided information to potential host chapters
• Coordinated chapter donations to the annual conference in New Orleans with Development Chair on conference planning team, November; I plan to thank chapter leaders at the upcoming Chapter Chairs meeting and possibly follow up with thank-you notes (has been done in the past) [Update since January report: NY Chapter has offered an additional $500 on top of initial $500 after I shared my thoughts with
them about possibly matching the Mid-Atlantic Chapter’s $1000 donation; grand total from chapters for New Orleans conference = $5350]

- Phone call with Catherine Essinger to discuss Chapters Liaison role and answer preliminary questions, December (I have been updating her about goings-on and have been cc’ing her on e-mails for several weeks)

- Sent list of items to remove from CHAPTERS section of Wiggio that I couldn’t remove myself (sent to Jaime), December

- Updated 2017 chapter leader roster; chairs list; vice chairs list; revised and sent out welcome e-mail with lots of information about serving as chapter leaders; also made changes to Basecamp Chapter Leaders list and sent to AEG

Special Projects/Issues:
- IFLA Satellite, August: assisted two chapters involved in the planning (Midstates and Ohio Valley) by answering questions and helping to secure special funding outside of normal stream/yearly deadline

- Texas-Mexico conference in Mexico City, October: assisted chapter with fundraising-related questions and anything else I could assist with; chapter is especially keen to see that the Executive Board re-structure our special funding request procedures as they were unable to rely on ARLIS/NA for funding assistance. I have kept the chapter up-to-date on the Board’s efforts to re-structure the way project charters and special funding requests are handled

- NDSR-Art work: I assisted the team based at the Philadelphia Museum of Art, primarily, to solicit volunteers from local ARLIS/NA chapters to participate in about half a dozen host site visits in early 2017; also, involved in discussions about local chapter mentors for NDSR-Art residents (specifics yet TBD; Catherine Essinger will be more involved with latter portion than I was).

- Ongoing communication with Lindsay King, Development Committee, who took on the project of developing a fundraising handbook for chapters. I distributed a survey on fundraising to chapters earlier in the year. Handbook still in process (Lindsay and Heather Slania stepping down from committee)

- (Former) Delaware Valley Chapter: there has been interest in a possible revival of this chapter by a new member to this geographic area. She and I communicated throughout the year, and I kept her abreast of what had been discussed at the Board level. The plan was to organize a small meeting in New Orleans and possibly poll members in the area to get their thoughts on the feasibility of re-instating the chapter. I discovered during the process that a former ARLIS/NA Board had not dissolved the chapter according to the details laid out in the current Chapter Success Book.

- StarChapter (www.starchapter.com) conference call: Robert Kopchinski invited me to participate in a conference call with Ryan Felps, President, back in July. He was going to follow up with us later on, but am not sure if he did and this would have coincided with the merger of TEI with AEG. I had included this in my midyear report, but we have not discussed at all at the Board level. This might offer some unified help for chapters in one software package, and could be advantageous to AEG; however, would come with costs (at least one chapter (NY) is paying fees for its own robust CMS, SilkStart). Several chapters are struggling with declining membership and
recruiting and retaining members; StarChapter might be a way to assist chapters with this and could benefit the Society as a whole.

- Regarding the Membership Committee and its investigation of bundled membership (NA and Chapter at once): I recently sent historical details on this to Suz Massen and incoming Committee Chair Laurel Bliss. This will be a 2017-18 project: one chapter (Northwest) mentioned in their annual report that they suspected there were NA members in their region that were not members of their chapter and thought that bundled memberships would help them keep better track of this sort of thing for recruitment purposes.

Board Activities / Action Items:
- With Jennifer Garland’s urging, she and I had a phone call in June 2016 to finalize updated language for the Policy Manual re: Canadian and Chapters liaison descriptions. Ultimately, a slight change in the understanding of Canadian Liaison’s role from Sylvia Roberts to Jennifer. Final documentation sent to Jaime to update the Policy Manual. Going forward, I have been including Jennifer in correspondence to Canadian Chapters and she and I been involved in discussing Canadian-specific issues.
- I re-joined the Society Circle when renewing my ARLIS/NA membership in late 2016.
- I sent suggested edits of the Conference Planning Manual on two occasions to Kristen Regina.
- I read through and made suggested edits to the art museum library report draft that Eumie shared with the Board.

Project & Service Charters: none

AI 12. Rebecca Friedman will investigate the landscape of chapter archiving and will see if it’s feasible for them [the chapters] to make use of the ARLIS/NA archive at the University of Illinois and will report back to the Documentation Committee via Jamie Lausch Vander Broek. (I e-mailed to Jaime on Jan. 30 some information about efforts within a handful of chapters, as well as list of questions I plan to circulate to chapters at the upcoming Chapter Chairs meeting, with a follow-up via e-mail.)

AI 36. Rebecca Friedman and Jamie Lausch Vander Broek will make sure this Clarification [differences between midyear and annual reports] is reflected in the Chapter Success Book and the ARLIS/NA Policy Manual. (Update: I sent a draft of a section on midyear reports for CSB to Jaime on 12/28, as well as suggested the note about midyear reports being both brief and optional be changed in Policy Manual. A final step would be to include some mention of midyear reports in the management calendar.)

AI 41. Rebecca Friedman will draft language for the Policy Manual regarding chapter dissolution procedure. (I was tasked with removing this language from the CSB and move to Policy Manual: chapter formation is included in the ARLIS/NA Bylaws. The problem is that the section in the Policy Manual that deals with chapters (D) does not provide specifics. If the formation of chapters is in the Bylaws, is that not where dissolution goes?? And if it does, will we revise what is currently in the CSB? [Reminder: the former Delaware Valley Chapter was not dissolved according to the procedure outlined in the
From previous Board:
Compose a document to go in Administrative Documents on the AWS about proposing conference locations (including a form for submissions) (See attached document. It does not include a form for submission, because the proposal should be in the form of a letter addressed to the Chapters Liaison and Executive Board. I have some questions for the EB about this process):

What about multi-chapter involvement – ok? Current structure is single-chapter focused, but ARLIS used to have regional meetings and such (see current Chapter Success Book).

ARLIS/NA – VRA co-conferences: See document that governs ARLIS-VRA joint conferences (JCIP); include mention of that document here, or only when a chapter mentions a possible joint VRA event? I did share with Midstates in 2016 when they considered hosting in Chicago in 2020 with VRA.

Who/when to alert the Society about upcoming conference(s)? In the past, this has been done at the membership meeting at the annual conference. However, when St. Louis was decided in 2016, this fact was just put up on the AWS without formal announcement. Salt Lake was announced in Seattle.

How important is the local component (not too many members on the ground in NOLA, for example; are we missing important venues because the misconception that there need to be lots of locals??) And, are certain (smaller) cities beyond the ability of ARLIS/NA to visit due to the lack of large-enough hotels? Do we need to compile a list of these, or will the Society re-think its structure and conference footprint going forward?

Also, per the Policy Manual, under C.3.C. Chapters Liaison, update the Chapter Success Book “at least every three years.” Last update was August 2012. (Update: The Chapter Success Book is in process and has become a bigger task than I had anticipated. If I don’t have a draft in time for the New Orleans conference, I will pass on my work and notes to Catherine Essinger.)

Pending Issues / Loose Ends:
• Heather G., Jaime and I agreed to put the approved Code of Conduct in the current Chapter Success Book for now and we will ultimately have to decide how chapters should point to/link to this document from their sites. I don’t know that I’ve communicated much more than the existence of the COC to Chapters, and am not certain if it governs Chapter events or not. [probably not]
• Future conferences: we discussed at the midyear board meeting that 2022 will be ARLIS/NA’s 50th anniversary. Since the Society attempts to meet in Canada every ten years (last in Toronto in 2012), will we try and meet in Canada in 2021 instead?
• I need to make a few management calendar updates.
• Chapter Affiliation agreement and supplementary material is up on the ARLIS/NA website, but seems incomplete (in draft form?) Perhaps each chapter signed such an agreement and kept on file somewhere either with the Chapter or Headquarters? The supplementary documentation includes a useful list of benefits of Society membership, which we may want to emphasize since many Chapters are experiencing dwindling memberships.
Items of Note from Individual Chapters and their Annual Reports (as of this writing, I have received and read 15 of 17 reports submitted):

• **MID-ATLANTIC**: I believe I mentioned a possible merger with WALRC (Washington Art Libraries Resource Committee) in the past. This group has dissolved, but a task force was created to figure out what to do with their fund and other issues. The task force will continue through 2017, at least.

• **MIDSTATES**: Organizing the IFLA Satellite meeting in Chicago in August was a major event for the Chapter in 2016. Almost 100 librarians attended, from all over the world. Some 20 Midstates members attended, and “We are hoping to build on this network of librarians and hope to increase our membership through more strategic outreach and event planning, which will be on the agenda for our meeting in February in New Orleans.” Dwindling membership numbers a regular concern, which will be discussed further in New Orleans.

• **MOQ**: Recruitment poster (with special funding) and chapter insert for ARLIS/NA promotional brochure were created in 2016. MOQ has kindly offered to share the design of the insert with other chapters.

• **MOUNTAIN WEST**: Virtual conference held in December that I had included in past monthly reports, but for some reason did not consider whether worth it to include in the Learning Portal (details were posted to ARLIS-L). Program consisted of the following. Per Outgoing Chair John Burns, there was “great turn out and the presentations were outstanding”: Anna Bernhard from Colorado State University on teaching visual literacy to non-visual arts majors; Megan Lotts from Rutgers University on art library exhibition spaces; and, Sarah Carter, University of Louisville, and Alexandra O’Keefe, Univ. of Kentucky MLS student, on how to select artist’ books for patron use/how to assist patrons in discovering specific types of artists’ books.

• **NEW YORK**: The incoming Member-at-Large for Development, Megan De Armond, asked me about fundraising and tips from other chapters. I sent her some information I had compiled when I served in this role on the NY Chapter Board. I told her I would try and send her some additional information from my files before the fundraising guide for chapters is completed and/or possibly bring up as a topic at the Chapter Chairs meeting in New Orleans. The Chapter kept up their stellar line-up of programs in 2016, holding 22 programs in the NY Metropolitan area: one “noteworthy mention” went “to our Student/Early Professional Liaison Sumitra Duncan for developing informal learning opportunities situated in practice for members.” Social media posts continued at a daily pace this past year and thus “we have experienced a considerable increase in overall engagement.” The chapter came up with a retention policy for the Chapter’s digital archives in Google Docs, which has been shared with Jaime and the Documentation Committee (by me). Janis Ekdahl wrote a brief history of the Chapter for the chapter’s website, and additional archival documents were scanned and posted to the site as a result.

• **NORTHERN CALIFORNIA**: Low membership numbers remain a concern. The Chapter participated in the inaugural San Francisco Art Book fair last July, which was highly successful. They hope to have a table or otherwise participate in some way the next time around. Excerpt from their report under Strategic Directions (views expressed about officer recruitment not unique to their chapter; I have heard something similar from Texas-Mexico and others):

  “Through the efforts of our Events Committee and 2016 officers we’ve been able to provide a variety of opportunities for chapter members and interested community members to gather outside of the context of our bi-annual meetings, increasing our chapter’s visibility and member engagement. We expect this to continue in 2017. Despite member interest in becoming more involved in the chapter as demonstrated by our active Events Committee, we have found it very difficult to recruit new officers. The biggest challenges are the size of our chapter (most of our long term
committed members have already served as officers at least once) and lack of institutional support (most of our members do not work in art libraries and/or do not have management support for engaging in leadership roles within the Society).”

• NORTHWEST: The Chapter held joint meetings or events with its VRA counterpart several times in 2016 and are planning more joint events in 2017. The Chapter is not alone in joining forces with local VRA chapters, especially as some ARLIS/NA Chapters lose members and are challenged to recruit new ones.

• OHIO VALLEY: 4 members attended the IFLA Satellite in Chicago in August. The chapter established a list serv this year. The Chapter is not alone in joining forces with local VRA chapters, especially as some ARLIS/NA Chapters lose members and are challenged to recruit new ones.

• SOUTHEAST: Per meeting minutes from their conference in Sarasota in November, they are working on pulling together a directory of every member they have ever had. They plan to compare this roster to all relevant libraries in the Southeast to recruit new members. They plan to look in their archives at Duke for assistance with this. The chapter has had difficulties transitioning from Treasurer to Treasurer, changing account access and such. Two winners were selected for their annual LoPresti award (arts publications in the Southeast): El Taller de Grafica Popular: Vida y Arte, Georgia Museum of Art, and Edgar Heap of Birds, Duke University Press.

• SOUTHERN CALIFORNIA: Like other chapters, it hopes to try and increase the membership as numbers have been declining. Outreach and recruitment are on the agenda for 2017, including further work to reach local MLIS students. Like other chapters, a large geographical region can be a challenge. There is still an interest in organizing events beyond Los Angeles and Orange Counties.

• TEXAS-MEXICO: 14 members attended the chapter’s annual conference in Mexico City in October hosted by local member Fernando Corona. The chapter last met in Mexico (Guadalajara) in 2008. The event was a great success. The chapter will attempt to meet in Mexico City every 5 years. The Chapter is still very interested in knowing what the Executive Board decides about special funding requests, and I have filled them in with details about this from our January EB meeting. The Chapter reiterated in their annual report that it was frustrated that due to the timing of the special funding requests, they were unable to request funding from ARLIS/NA for their Mexico City event. Under the current arrangement, they point out that chapters holding fall chapter conferences must anticipate funding needs way in advance, thus: “We request that the Society establish new parameters for Special Funding applications that: a) create a separate timeframe for fall chapter meeting needs; or b) extend the timeframe for all applications; or c) do away with the application period altogether and simply accept requests on a rolling basis.”

• TWIN CITIES: I mentioned in my last annual report that the chapter and its VRA counterpart were exploring the possibility of a merger. I then brought up at the subsequent Chapter Chairs meeting that this sort of merger was quite complicated and not possible without disbanding both groups, etc. The two groups met up in Seattle last year and discussed “the possibility of revitalizing the Joint Task Force in order to formalize collaboration between ARLIS/NA and VRA.” I know that declining
membership has been an issue in the past. In October of last year, the theme of their fall meeting was “Curating and Collecting.” They met at the University of Minnesota Architecture Library for a meeting and member presentations. “Following the meeting, members Deborah Ultan and Karen Dubay presented on various aspects of curating exhibitions, collaborating with students and faculty, and creating an exhibit space in their libraries (UoM and Bethel, respectively). After the presentations, attendees walked to the Weisman Art Museum on the university campus . . . and we discussed art storage and documentation, as well as the museum’s art lending program . . . .”

Further Questions for the Executive Board:

- Chapters have included activities related to Strategic Directions in their reports. Shall I pull these out and forward on to the ARLIS/NA Secretary to upload to the Action Scorecard as activities being undertaken by Chapters? I don’t believe there are any Chapter initiatives listed there currently as I was waiting to determine how this workflow would play out. I have communicated some details about the AS to chapter leaders.
- Also, I haven’t looked too closely at chapters’ financial reports, and in some cases, chapters submitted separate reports from their treasurers. Is this information of interest to ARLIS/NA’s treasurer, or the Development Committee, or worth a fuller discussion? (This sort of thing may be of interest to the Development Committee for their in-process fundraising guide for chapters.)

Chapter Membership Statistics (most recent # available):
- Canada: 78
- Central Plains: 26
- Mid-Atlantic: 51 active; 123 on list serv
- Midstates: 22
- MOQ: 44
- Mountain West: 23
- New England: 60
- New York: 178 (includes 12 friends, 12 retirees/unemployed, 25 students)
- Northern California: 30
- Northwest: 19
- Ohio Valley: 24
- Ontario: 23
- Southeast: 45
- Southern California: 23
- Texas/Mexico: 30 [Oct. meeting minutes reported 43, a Chapter high]
- Twin Cities: 24
- Upstate NY: 29

Upcoming Chapter Meetings (those I know about as of this writing, and not counting mtgs. in NOLA):
- MOQ: Dialogues on Copyright and Open Access in the Visual Arts panel, Feb. 16, Arttexte, Montreal, 6-8 pm (free event with three speakers; will be videotaped and posted online; special funding received)
- Northwest: Symposium funded by the VRAF involving training on intellectual property rights and visual media, Portland, late March
- New England: Roger Williams University, Bristol, RI, April
- Central Plains: St. Louis, June
• Mid-Atlantic, Baltimore Museum of Art, Summer

• Northern and Southern California Chapters (with VRA counterparts): possible joint meeting, Northern California, possibly in conjunction with CaVRACon (California Visual Resources Association Conference), Summer [UC-Berkeley, or in San Luis Obispo]

• MOQ: Professional headshot and networking event, along with the 3rd annual CV design workshop, Fall

• New England: Clark Art Institute, Fall

• Northwest: joint meeting with VRA Pacific Rim Chapter, Tacoma, WA, Fall

• Texas Mexico: Galveston (Fall?)