ARLIS/NA Executive Board Meeting Minutes  
December 17, 2015 2:30 – 4:00 pm EST  
Conference Call using GoToMeeting™

Attending: Robert Kopchinski, Jamie Lausch Vander Broek, Mark Pompelia, Carol Graney, Kristen Regina, Rebecca Friedman, Ann Roll, Shalimar Fojas White, Eumie Imm Stroukoff; Jennifer Garland; Rebecca Friedman, Ann Roll, Shalimar Fojas White, Eumie Imm Stroukoff; Jennifer Garland; Matthew Gengler, Heather Gendron

Call to order (Kristen Regina)

Consent Agenda (Kristen Regina)
• Approval of November 19, 2015, Meeting Minutes, Motions, Action Items (Jamie Lausch Vander Broek)
• Past-President (Carole Ann Fabian)
• Education Liaison (Shalimar Fojas White)
• Canadian Liaison (Sylvia Roberts)

Motion #56: Shalimar Fojas White moves that the consent agenda be approved. Seconded by Heather Gendron. Carried unanimously.

President’s Report (Kristen Regina)
IMLS full implementation grant for “NDSR Art Libraries” Cohort
• Final proposal due January 15

Action Item #64: Shalimar Fojas White will review the IMLS full implementation grant for “NDSR Art Libraries” cohort proposal document prior to January 2.

Management Calendar
• Kristen Regina and Robert Kopchinski will be contacting each board member after the New Year to make sure the Management Calendar is accurately updated.
• Announcement cycles will also be discussed: is the current timing of announcements as well balanced as it could be? (example: conference registration and study tour registration announced at the same time)

February 18 EB meeting
• Possibility of canceling: less than two weeks between this meeting and the conference. All on the call agreed that cancelling is acceptable.
• Kristen Regina will be sharing information soon:
  o Board obligations for the conference
  o Announcement of on-boarding webinar in lieu of Leadership Breakfast at the conference
  o President’s message

Ashgate publishing statement
• Ann Roll: Likes the idea of our focusing on a shift toward open access in any message we create.
• Heather Gendron: Kathleen Salomon’s blog post on the Collection Development SIG blog is well stated. Agrees about the opportunity to focus on open access issues as an organization.
• Kristen Regina: We could focus on promoting the Collection Development SIG’s existing post rather than creating something new.
• [Conversation continues under the Editorial Director’s portion of the agenda, below]
Advancement Liaison (Ann Roll)
Development Committee Code of Ethics draft
• Shalimar Fojas White: The title is still broad: reads as the code of ethics for the entire society
• Ann Roll: Will ask them to revise the title to make the focus clear and also to implement Rebecca Friedman’s edits

Motion #57: Heather Gendron moves that the Development Committee’s Code of Ethics draft be approved pending minor edits. Seconded by Carol Graney. Carried unanimously.

Grant information
• Tabled for conversation with Carole Ann Fabian and Kristen Regina

Diversity Committee Survey Task Force
• Question content
  o Jamie Lausch Vander Broek: Because so many questions are asked, we should focus on getting as many people as possible to take the survey so that it’s as valuable to us as possible. It seems like a lot of groups in the society might be able to use this information.
  o Heather Gendron: Question of scope – unclear from the questions what the goal of the information gathering is, and this could create some opportunities to make the survey shorter and more focused. The goal should be clearly stated up front. Also, how will they handle the small cell size issue (e.g. certain groups will be so small that individuals will be identifiable)?
  o Ann Roll: The Project Charter makes this clearer: an attempt at benchmarking the society’s current situation. Some of the questions are an attempt at teasing out some of the reasons why people don’t join ARLIS.
  o Carol Graney: Looked at Project Charter: tangible output is set to be a report on the demographic characteristics of the society. If they want demographic characteristics, then why not collect as much as we can? Another idea is to contact the Music Library Association to ask them if they’d do anything differently based the information their survey produced. Also, how can other groups make use of this information?
  o Shalimar Fojas White: If we are using the survey to conduct a census of the profession, then the number of questions is fine. If the survey will only be used by the Diversity Committee, then maybe it should be narrower. Also, some questions could be reframed to make them more general and focused on how long professionally active vs. a member of the society.
• Data security
  o Heather Gendron: Who will have access to the data will need to be clear for IRB approval. Language like “anonymized data will be available…”
  o Ann Roll: Diversity was concerned about using Survey Monkey because many people have access to it.
  o Robert Kopchinski: There are higher-level packages we could purchase from Survey Monkey that would give more structured access. We can also set up the surveys to automatically anonymize the responses.
• Kristen Regina: We like the idea of the Diversity Committee administering a census for the society. Liaisons should approach their communities to see if there are any questions they’d want to see on a census before this is finalized. Someone needs to look at the Survey Monkey plans to see which will satisfy privacy needs.
• Ann Roll: Will ask the Diversity Committee to look at the Survey Monkey plans, draft an introduction to the survey clarifying its goals, and to reframe some of the questions to be more general as Shalimar Fojas White suggested.

Treasurer (Mark Pompelia)
Audit update
• We will be using a new firm for our audit, recommended by TEI, which will greatly reduce our costs.
Executive Director (Robert Kopchinski)

Seattle update
- Registration launched on time, 181 registrants as of today.
- Next deadline is January 25. We will have a good sense of total numbers after this date.
- Nearly 60% of room block filled.
- Fundraising:
  - 23 sponsorships and 47 exhibitors: 75% of our goal.
  - We should hit our goal, but we are unlikely to see the large single donations we saw in D.C. and Fort Worth. A general trend among larger donors to cut back. Because of this, we need to recruit more donors at a lower level.
  - If the Development Committee has ideas or suggestions, they should feel free to reach out to the conference fundraising group.

Chapters Liaison (Rebecca Friedman)

IFLA Satellite meeting project charter
- This event reflects on our society as a North American host for an international event. There is a precedent for other ARLIS organizations hosting IFLA events.
- Heather Gendron: Have we heard anything about the specific details of the $7,000 request?
- Ann Roll: They’re both asking for money and for fundraising assistance. It’s not clear how much is needed for which purpose. Depending on how much they need to raise, it could be a large task.
- Jamie Lausch Vander Broek: Two questions: whether we philosophically support this, which I think we should, and how much we are actually able to contribute (financially and in fundraising assistance).
- Kristen Regina: I don’t think we can endorse fundraising for IFLA until after the Seattle fundraising has reached its target. We need to know exactly how much the chapter needs to come up with before we can make a decision.
- Robert Kopchinski: We can ask about an advertisement in the conference program at the presidents’ phone call tomorrow.
- Rebecca Friedman will clarify the specifics of the request with the chapter.

Canadian Chapters liability risk
- Differences between Canadian and United States law are having an affect on the relationship between the Canadian chapters and the society, but we don’t fully understand these differences and how to appropriately configure this relationship.
  - Issues include: chapter bank accounts, status of donations

Action Item #65: Rebecca Friedman will further investigate the legal and liability issues related to chapter bank accounts and the status of donations for Canadian chapters and members.

Ohio Valley Chapter Chair bylaw issue
- A chapter chair needs to step down, can the replacement be appointed, or does there need to be a special election? There is not currently anything about this issue in their bylaws. We have a requirement that bylaws be changed before acting in a case like this – will we need to be strict on this? Can there be a special election if it is not in the bylaws?
- Carol Graney: We should allow the chapter to govern itself in order to get a replacement and then update their bylaws to cover this in the future. It’s clear in this case that a replacement is needed.
- Robert Kopchinski: Some organizations would place this procedure in a policy manual rather than in bylaws.
- Kristen Regina: If the current vice chair wants to step into the role of chair, then this can go forward and there can be a special election for the vice chair position. The bylaws issue can be clarified after this immediate issue is resolved.
Editorial Director (Carol Graney)

Ashgate Statement

- Supports ARLIS/NA issuing a statement. Will we re-use the statement crafted by the Collection Development SIG or create something new?
- Ann Roll: We may not need to make a statement, but promote the existing post instead.
- Kristen Regina: We could address the immediate issue in a statement – making clear that we hope that the Ashgate standards of publishing will be upheld by Taylor and Francis, and then in the future craft a broader statement about the larger open access issues involved.

**Action Item #66:** Kristen Regina will craft a draft statement about Ashgate’s acquisition by Taylor and Francis to share with the board prior to the holiday break.

Dissemination of ARLIS/NA group blogs

- An automatic feed could be created for the news section of the website, but the technical logistics need to be worked out. Currently the integration with social media is also manually accomplished.
- Tessa Brawley, the new Information Architect, can help with this challenge.

**Action Item #67:** Robert Kopchinski, Carol Graney, and Mark Pompelia will work on the logistics related to feeding ARLIS/NA blogs into the news section of the AWS and also automating social media posts.

Vice-President/President-Elect (Heather Gendron)

Collection Dev SIG E-book Production and Publishing Survey Project Charter

- Carol Graney: Wondered if/why there is a focus only on cultural institutions/museum publications?
- Ann Roll: If University Presses are considered, this becomes a different conversation.
- Heather Gendron will ask what is meant by cultural institutions and if this includes colleges and universities.

Open Access Publishing in the visual arts

- Tabled for discussion at January meeting.

Motion to Adjourn

**Motion #58:** Heather Gendron moves that the board adjourn. Seconded by Ann Roll. Carried unanimously.

Next Meeting:
January 21, 2015 | 2:30-4:00 pm EST | GoToMeeting™

Summary of Motions

- Motion #56: Shalimar Fojas White moves that the consent agenda be approved. Seconded by Heather Gendron. Carried unanimously.
- Motion #57: Heather Gendron moves that the Development Committee’s Code of Ethics draft be approved pending minor edits. Seconded by Carol Graney. Carried unanimously.
- Motion #58: Heather Gendron moves that the board adjourn. Seconded by Ann Roll. Carried unanimously.

Summary of Action Items

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