ARLIS/NA Executive Board Post-Conference Meeting Minutes
March 12, 2016 / 9:15am-12:30pm
Vashon I/II Room (The Seattle Westin Hotel)

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

Call to order (Heather Gendron)

New Board Year Housekeeping (Heather Gendron)

Upcoming Meetings
- Executive Board monthly conference calls (proposed: third Thursdays, 3:30-5:00 EST or third Tuesdays, same time) and next EB meeting in April (4/19 or 4/21)
  - Conclusion: third Tuesdays: next meeting April 19, 3:30 – 5:00 EST
- Dates for mid-year Executive Board Meeting in New Haven, CT on Yale campus (currently considering week of August 8th or August 15th)
  - Conclusion: Thursday and Friday, August 4-5, 2016
- Reporting (monthly, midyear, annual)
  - Liaisons should give their contacts a week's notice before reports are due.
  - Think about the schedule for the year when planning with contacts to help them be aware of milestones
  - A notice will go out to ARLIS-L about the Action Scorecard availability on AWS
  - The Action Scorecard will be available on the members-only portion of the AWS for the first six months

Action Item #1: Kristen Regina will update the Action Scorecard and send it to Carol Graney by 3/18
Action Item #2: Carol Graney will post the Action Scorecard to the members-only website
Action Item #3: Kristen Regina will write to the membership about the status of the Strategic Directions with instructions for populating the Action Scorecard

Past-President's Report (Kristen Regina)
Strategic Direction Committee
- Sarah Carter and Emilee Mathews appointed
- Members are currently slanted toward the academic side. Looking for a non-academic person.

Post-conference CPAC Meeting and Conference Planning Manual
- Went very well
- VRA is very interested in another co-hosted conference
The Conference Planning Committee wanted more structure and direction – feedback for next year and for updating the Conference Planning Manual

- The Conference Planning Manual needs updating
  - The Development Committee is open and interested in conference fundraising
  - Kristen Regina and Robert Kopchinski will take a first pass at updating the Conference Planning Manual and will then reach out to liaisons for feedback from committee leadership with a goal of approval at the mid-year board meeting

**Action Item #4:** Kristen Regina and Robert Kopchinski will take a first pass at updating the Conference Planning Manual and will then reach out to liaisons for feedback from committee leadership

**Leadership Documents on AWS**

- There is a need to assess the leadership documents currently posted on AWS and determine whether they should be shared with the board, members, or be posted publicly
- Options:
  - Members-only and board-only pages
  - Items can appear or disappear on their respective pages depending on a user’s permissions/status
  - Items are always present on their respective pages and are accessible or not accessible depending on a user’s permissions/status
  - Question of especially sensitive documents, such as contracts – perhaps these belong in another location, like Basecamp
  - There should be guidelines for the use of the ARLIS/NA brand and identity

**Action Item #5:** The Editorial Board, under Carol Graney’s direction, will prepare ARLIS/NA style guidelines for communications and will post these on the members-only portion of the AWS

**Executive Director’s report** (Robert Kopchinski)

**Seattle Conference Update**

**Motion #1:** Ann Roll moves that the board enter executive session. Seconded by Kristen Regina. Carried unanimously

**Motion #2:** Carol Graney moves that the board exit executive session. Seconded by Matthew Gengler. Carried unanimously

**New Orleans Conference Planning**

- Met with the New Orleans team twice during the conference. They are on board and have their next directions
- They have been brainstorming about their off-site venues
- The New Orleans conference is a full month earlier than our typical schedule, and so liaisons should remind their contacts to move up their deadlines

**New York Conference**
Working on getting contracts that fit our financial requirements
We may trim the number of meetings or hold meetings off-site in order to increase the number of hotels that can respond to our RFP.

Treasurer’s Report (Matthew Gengler)

Auditor’s Report

- The audit needs to be formally approved. It will be on the agenda for the April board meeting

President’s Report (Heather Gendron)

- Librarian of Congress nomination endorsement (Carla Hayden)
  
  and
  

  - First woman, first person of color to be nominated for this role
  - Other organizations have formally endorsed her
  - There is some possibility that her nomination could be threatened because of her stance on the Patriot Act and libraries, which may be why organizations are coming forward to support her
  - Eumie Imm-Stroukoff: Especially glad to see an information professional nominated for the role
  - Robert Kopchinski: What format should the endorsement take? A press release? A statement on ARLIS-L? To whom should the endorsement be addressed?
  - Rebecca Friedman: This reminds me of an e-mail I recently received from ALA re: a threat to the future of the IMLS and a couple other related items Should we run this by the Public Policy Committee? (Rebecca will forward the e-mail to Jennifer Garland)

Motion #3: Matthew Gengler moves that the ARLIS/NA board endorse the nomination of Carla Hayden for Librarian of Congress. Seconded by Kristen Regina. Carried unanimously.

Action Item #6: Jennifer Garland will check with the Public Policy Committee about the current status of the IMLS and will see if there is anything ARLIS/NA can do to offer support

Action Item #7: Heather Gendron will look into to whom to address the endorsement of Carla Hayden for Librarian of Congress

Action Item #8: Heather Gendron will work with Carol Graney to draft a press release endorsing Carla Hayden for Librarian of Congress

Membership database capabilities

- Robert Kopchinski and Ann Roll have had a detailed conversation about the membership database and its capabilities and limitations
- It’s a conversation that comes up regularly
- There is at least one TEI client with member profile pages
- It’s possible track the committee service of members using the TEI database
Ann Roll: Members have indicated that they would like to be able to edit this information themselves for member-to-member networking. One recommendation was to use LinkedIn for this purpose. The Membership Committee was reluctant to add too much to the annual renewal form because it would be inconvenient to ask people for it each year.

Heather Gendron: This information would be very helpful for committee leadership appointments – to get a sense of who has been more active or who might be good to approach for opportunities.

Carol Graney: There has also been talk of making sure that the history of every committee is fully represented in the Policy Manual.

Shalimar Fojas White: The Mentoring Sub Committee was interested in using this to assist with matching members and the Professional Development Committee was thought members might be interested in promoting their professional publications.

Eumie Imm-Stroukoff: This came up during the Retired Members’ SIG – they were interested in using a feature like this to promote themselves as available for mentoring.

Robert Kopchinski: There is some additional functionality that we could make available now – fields we can add to the membership renewal form, for example.

Matthew Gengler: Members could also include links to their social networks – LinkedIn, Twitter, etc.

Jamie Lausch Vander Broek: The Documentation Committee has been focusing on making sure committee service is captured, rather than providing access to this information.

Action Item #9: The Documentation Committee will create a spreadsheet of leadership history that includes the members of ARLIS/NA leadership groups going back three years and their chairs or moderators going back as far as possible. They will remove this information from the Policy Manual and will make recommendations for how to make this information available to members for administrative purposes and create a process to make sure this information is captured going forward.

Action Item #10: Ann Roll will work with Robert Kopchinski to compile possible options for membership to the Membership Committee and will ask them for recommendations about how to roll out member profiles.

Conference Fundraising Teams

Kathy Edwards of Clemson University will serve as the Conference Fundraiser for the New Orleans conference.

Suzanne Rackover will serve as the liaison from the Development Committee.

Clayton Kirking will take on an advisory role as the immediate past Conference Fundraiser.

Milan Hughston will also be asked to take on an advisory role, in preparation for the next conference in New York.

Action Item #11: Heather Gendron will write to Milan Hughston to ask him to participate in the New Orleans Conference Fundraising Team in an advisory role and will formalize the remaining members of the team and their roles.

Vice President’s Report (Eumie Imm-Stroukoff)

Documentation Committee
Chapters
  o Can chapters send their paperwork to the University of Illinois for preservation?
  o Some chapters have their own preservation agreements with universities around
    the country
  o Other chapters pass their records from chair to chair
  o Discussion of electronic records management – there should be a centralized plan
    oral history sessions prior to the New Orleans Conference with segment of Distinguished
    service award winners based on the East Coast – oral history session in New York City
      o DSA winners in conversation with each other
      o Will need to do a funding request
      o Want to capture oral histories in video format

Action Item #12: Rebecca Friedman will investigate the landscape of chapter archiving and
will see if it’s feasible for them 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.

Chapter’s Liaison Report (Rebecca Friedman)
Chapter Meeting in Mexico
  o The Texas-Mexico Chapter is holding a meeting in Mexico
  o TEI is looking into providing an insurance rider to cover this event
    o This will become a chapter expense

Librarians with Children
  o Anna Simon spearheaded a meeting to discuss issues related to parenting and
    librarianship
  o Potential topics: policy, advocacy, support group
  o A lifestyle group, like the Retired Members’ SIG, rather than materials or collecting-area
    specific
  o This group, yet-to-be named, will probably submit a project charter to form a SIG soon

Education Liaison Report (Shalimar Fojas White)
Core Competencies Update
  o Our Core Competencies document is badly in need of updating
  o Task force will look at other documents and will also do a survey
  o Goal of completion by the next conference

Motion #4: Kristen Regina moves that that board approve the Core Competencies Project
and Service Charter. Seconded by Eumie Imm-Stroukoff. Carried unanimously.

Canadian Liaison Report (Jennifer Garland)
  • Noted by the ARLIS/NA Ontario Chapter: their executive team has been largely made up of
    students in recent years; as a result there is a lot of turnover, and difficulty keeping members
    once they’ve graduated.
Sylvia Roberts thanked the PPC for their Open Access Briefing draft. Alex Watkins, Mary Wasserman, and Daniel Payne are willing to be part of the task force to investigate the implications of open access publishing for ARLIS/NA (Heather Gendron to nominate committee).

Alex Watkins agreed to draft and submit a project charter for the Fair Use Educational Initiative; a conference workshop proposal is one of the expected outcomes.

Caley Cannon is now responsible for the Public Policy News Alerts.

The committee attended the VRA Intellectual Property meeting as a group; will likely collaborate in future.

IRC

A group of Flemish art librarians (OKBV) will visit NYC and area institutions in April 2016. This is not an initiative of the IRC; the group is entirely self-organized but has recently been in touch with Christina Peter for contacts, etc. Michiel Nijhoff (Stedelijk Museum Amsterdam) suggested we might expect a future request for affiliation.

Advancement Liaison (Ann Roll)

Diversity Committee

- The membership is completely new this year – all members are rotating off.
- Members are interested in discussing issues related to diversity but it’s more difficult to sustain the annual work of the committee.
- Kristen Regina: The implementation of the Action Scorecard may help with these difficulties. Or the committee could become a Special Interest Group, which works best for discussion-based groups.
- Eumie Imm-Stroukoff: The Diversity Committee has been very good at working collaboratively with other groups and un-siloing. It could be helpful to have all of the groups think about their purpose.
- Heather Gendron: We should encourage the chair to recruit members who represent the diversity of the society. We also could do better at setting expectations for committee leadership in terms of what the board would like to see accomplished.
- Robert Kopchinski: The board could take some time during an upcoming board meeting to discuss diversity and the society and the types of issues that we would like the committee to address.
- Shalimar Fojas White: I liked Rebecca’s previous comment about lifestyle groups – there are issues that members want to come together to discuss as groups, including diversity. We should come up with a way to facilitate this.

Motion #5: Ann Roll moves that the board enter executive session. Seconded by Shalimar Fojas White. Carried unanimously.

Motion #6: Ann Roll moves that the board exit executive session. Seconded by Eumie Imm-Stroukoff. Carried unanimously.

Editorial Director’s Report (Carol Graney)

Media and Technology Reviews and Reviews Editors Request for Funding

- The MTR co-editors request $100 in discretionary funds to purchase access to apps and short-term subscriptions.
- The Reviews co-editors are concerned that shipping costs previously covered by co-editor institutions will not be covered in future. They request $1200/year for shipping costs.
These costs should be built into the budget, but the MTR co-editors would like the $100 allocation for the year. They will treat this year as a pilot in order to formulate a budget request for 2017.

Robert Kopchinski: There is a line item every year for postage – we can adjust this amount or handle the shipping costs as reimbursements

Motion #7: Carol Graney moves that the board allocate $100 to the Media and Technology Reviews co-editors to cover the costs of apps and short-term subscriptions. Seconded by Ann Roll. Carried unanimously.

Editor Searches
  - Two candidates for each position

Conference Proceedings
  - We should consider renaming the published conference proceedings since the materials included are not scholarly papers and include only conference presentations.

Motion #8: Carol Graney moves that ARLIS/NA rename Conference Proceedings to Conference Materials. Seconded by Kristen Regina. Carried unanimously.

University of Chicago Press Art Documentation Updates
  - They will resume sending e-book notices to ARLIS/NA members
  - They will look into the costs of adding one color image to each article
  - We will get all of our electronic materials from the University of Chicago Press if we terminate our agreement with them. Anything that JSTOR created prior to our publishing with UCP we would need to negotiate with them.

Conference Session: Demonstrating Value for Art Libraries
  - The speaker mentioned a survey collecting data to demonstrate the value of art libraries
  - A recent Art Documentation article mentioned a survey collecting numbers of art libraries, including those that had recently closed
  - The survey mentioned included data on library operations and services
  - Rebecca Friedman: There is a feeling that ARLIS/NA should be collecting information about art libraries as well as librarians

Secretary's Report (Jamie Lausch Vander Broek)
Board Activities for 2015-2016
  - The board voted on 81 motions
  - The board completed 51 action items and tabled 4 items.
  - There are 25 outstanding Action Items.
  - Please send Jamie Lausch Vander Broek updates on completed items so that the running list can be finalized for 2015-2016.

Motion to Adjourn
Motion #9: Jennifer Garland moves that the board adjourn. Seconded by Ann Roll. Carried unanimously.

Summary of Motions
o Motion #1: Ann Roll moves that the board enter executive session. Seconded by Kristen Regina. Carried unanimously.

o Motion #2: Carol Graney moves that the board exit executive session. Seconded by Matthew Gengler. Carried unanimously.

o Motion #3: Matthew Gengler moves that the ARLIS/NA board endorse the nomination of Carla Hayden for Librarian of Congress. Seconded by Kristen Regina. Carried unanimously.

o Motion #4: Kristen Regina moves that the board approve the Core Competencies Project and Service Charter. Seconded by Eumie Imm-Stroukoff. Carried unanimously.

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Summary of Action Items

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