ARLIS/NA Executive Board Meeting Agenda
April 19, 2016 / GoToMeeting

Attending:
Jamie Lausch Vander Broek, 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)
Robert’s Rules of Order Lite (Robert Kopchinski)

- We follow a lightweight version of Robert’s Rules of Order.
- Motions should be made before the beginning of discussion on the topic. Then a vote should take place after the discussion has concluded.

Consent Agenda (Heather Gendron)
- President’s Report
- Past-President’s Report
- Vice President’s Report
- Education Liaison’s Report
- Advancement Liaison’s Report
- Chapters Liaison’s Report
- Canadian Liaison’s Report
- Editorial Director’s Report

Motion #10: Ann Roll moves that the board approve the consent agenda. Seconded by Eumie Imm-Stroukoff. Carried unanimously.

President’s Report (Heather Gendron)
Meeting logistics

- Email Heather with any items to go on the consent agenda.
- Regular agenda items should focus on the “questions for the EB” sections in liaison reports, and we should try to avoid reading our reports to the group.
- Please include updates on any project charters you are monitoring as EB liaison.

Midyear EB meeting logistics

- Meeting August 3-5, 2016 in New Haven, Connecticut
- Closest hotels are low on vacancies. Will share options and board members can book on their own.

Open Access Working Group

- Kristen Regina: This has been in development for several years. The chair of the Public Policy Committee could serve as a consultant/liaison, but should not be on the task force as a member. The Public Policy Committee should focus on being the eyes and ears of the board for upcoming policy concerns.
- Jennifer Garland: The membership stuck out to me as well. One or two of the Public Policy Committee members instead of the chair could serve on the task force.
- Shalimar Fojas White: It would be good to have someone on the task force with publishing experience. We should appoint a chair and then the chair could fill out the membership of the committee.
Heather Gendron: The board stated that the membership should include people with experience in the following areas: public policy, finance, publishing, and development.

Motion #11: Carol Graney moves to approve the Open Access Publishing Task Force proposal as amended with the changes to membership. Seconded by Kristen Regina. Carried unanimously.

Action Item #13: Heather Gendron will reach out to Daniel Payne to ask him to chair the committee and will provide him with some suggested members, a charge, and timeline.

Vice President’s Report (Eumie Imm-Stroukoff)

ILL Special Interest Group Name Change
- ILL SIG would like to change its name to the Resource Sharing SIG
- The name will need to be changed in all the places in which it appears

Motion #12: Eumie Imm-Stroukoff moves that the Interlibrary Loan Special Interest Group's name change to the Resource Sharing SIG. Seconded by Kristen Regina. Carried unanimously.

Action Item #14: Robert Kopchinski, Jamie Lausch Vander Broek, and Carol Graney will change the name of the Interlibrary Loan SIG to the Resource Sharing SIG in the appropriate places.

Urban & Regional Planning Special Interest Group Wiki
- Wondered whether they can put their wiki on the AWS
- Have questions about archiving their documents
- Heather Gendron: Could they move to Basecamp?
- Carol Graney: We could link to their Wiki on the AWS
- Conclusion: Eumie Imm-Stroukoff will speak to the moderator about her two options: Basecamp or a link to the Wiki on the AWS.

Visual Resources Division Revised Charge

Motion #13: Eumie Imm-Stroukoff moves that the board approve the Visual Resources Division’s revised charge. Seconded by Shalimar Fojas White. Carried unanimously.

Art Librarian Parents & Caregivers Special Interest Group Proposal
- New group met in Seattle.
- 15 people attended the meeting and there is a lot of interest.
- Anna Simon, a librarian at Georgetown, has been the primary contact.
- Kristen Regina: The group could take a look at previous Special Interest Group proposals and follow the format.
- Carol Graney: We should formalize this. Right now the AWS gives suggestions for the process of requesting a SIG but is not explicit about the documentation required.
- Shalimar Fojas White: Maybe we should list the four pieces of information required for a SIG proposal under the direction to contact the ARLIS/NA Vice President on the AWS.
- Conclusion: Eumie Imm-Stroukoff will return to the primary contact and ask for further information.

Motion #14: Eumie Imm-Stroukoff moves that we accept the Art Librarian Parents & Caregivers as an official Special Interest Group. Seconded by Rebecca Friedman. Failed unanimously.

Action Item #15: Eumie Imm-Stroukoff will formalize the documentation for proposing a Special Interest Group and will prepare this information for the AWS and the Policy Manual.

Project & Service Charter: Museum Library Division Social Media Platform
• The group would like direction from their members regarding the preferred social media platform for group communication.
• They plan to conduct a survey of their members and would like to use the ARLIS/NA surveymonkey account.
• Shalimar Fojas White: Does this require a project and service charter? Is this premature?
• Kristen Regina: This points to a larger issue that there isn’t a way to learn about the various division and SIG listservs on the AWS. This is an issue that the information architect would handle. Now that we have the listserv software package available, we might want to promote these listservs more.
• Robert Kopchinski: These communication venues have been expanding over the past few years.
• Carol Graney: We would just need to get information from each of these groups if they’d like links posted on the AWS.

Motion #15: Carol Graney moves that we accept the Museum Library Division’s proposal to conduct a survey. Seconded by AR. Carried unanimously.

Past-President’s Report (Kristen Regina)
IMLS Philadelphia Museum of Art-ARLIS/NA National Digital Stewardship NDSR grant
• We received the grant and it has an aggressive timeline. The grant begins May 1 and the first cohort will begin in September.
• We will need to get the local chapters involved to support communication and programming for the grant.
• Heather Gendron: It would be ideal to see ethnic and racial diversity in the composition of the cohort.
• Shalimar Fojas White: We should have a conference call to get the Professional Development Committee up to speed, especially because of the short timeline.

Strategic Directions updates
• Putting the Action Scorecard on the AWS. Robert Kopchinski will take care of this shortly; Kristen Regina will make an announcement on ARLIS-L. Liaisons should make updates to Action Scorecard items in their monthly reports.
• Heather Gendron: We should have a formal process for updating the Action Scorecard to make this easier.

Secretary’s Report (JLV)
• Board members should review the pre- and post- conference minutes and send any corrections to Jamie.

Treasurer’s Report (Matthew Gengler)
• Vanguard account is over $20,000
• Waiting for post-conference financial updates
• Robert Kopchinski will locate the CPA firm audit and will send it to Matthew Gengler.

Chapter’s Liaison’s Report (Rebecca Friedman)
ARLIS/NA Texas-Mexico Chapter Kress Foundation Funding Proposal
• The chapter would like to approach the Kress Foundation for financial support for members to attend their chapter conference in Mexico City.
• Ann Roll: I asked the group to document their request and send it to the board for their approval.
• Rebecca Friedman: The funding would be only for chapter members and I am not sure how much they are asking for.
Kristen Regina: This isn’t a national grant, so I am wondering how we should handle this. The precedent is that we told the Midstates and Ohio Valley chapters to approach Kress directly for support of their IFLA hosting.

**Motion #16:** Rebecca Friedman moves that the board allow the Texas-Mexico Chapter to approach the Kress Foundation for funding for their members to attend the conference in Mexico City. Seconded by AR. Carried unanimously.

*Project & Service Charter: ARLIS/NA New England Webinar*

- The New England chapter would like to do another webinar or series of webinars and would like to partner with ARLIS/NA to increase presenter participation.
- Shalimar Fojas White: The Professional Development Committee has been keeping the calendar for webinars in order to make sure there’s coordination among the various groups that would like to hold them. This webinar would involve coordinating with an external group and potentially allowing ACRL Arts to attend the live webinar, which is why it requires board approval.
- Heather Gendron: Could we negotiate a certain number of seats for ACRL members? Too complicated?
- Robert Kopchinski: We can accommodate up to 100 participants. We usually see at least 20% attrition in webinars without a fee. The largest number of non-members attempting to register for a webinar was about 12.
- Ann Roll: Wouldn’t we want the policy to be ARLIS/NA members and members of the partner organization?

**Motion #17:** Rebecca Friedman moves that the board approve the ARLIS/NA New England Webinar Project & Service charter. Seconded by Shalimar Fojas White. Carried unanimously.

*Executive Director’s Report* (Robert Kopchinski)

**NYC conference updates**

- NYC hotel rates comparison uploaded.
- High Food and Beverage on all of the hotels. Typically we spend about $40,000 inside a hotel and $40,000 at outside venues.
- The conference planning committee would like to continue the tradition of holding the large events in off-site locations.
- This situation is reducing our potential profit.
- Carol Graney: We talked about the possibility of having groups meet off-site in order to increase the number of potential hotels who could accommodate our meeting room needs.
- Robert Kopchinski: Reducing our required minimum meeting space should not have much impact on these numbers unless we are willing to move out of midtown. The last NYC conference was held just after 9/11 and so rates were likely more affordable. We can anticipate high attendance and potentially higher numbers for donations and exhibitors. Robert Kopchinski is in NYC now and will update the spreadsheet later this week.
- Kristen Regina: There has to be a balance. We may have to leave midtown in order to make this financially feasible for the society.
- Heather Gendron: The registration fee could go up slightly to accommodate the location. My recommendation is that we make a selection from Robert’s list. Moving outside of midtown will not work well with our programming.
- Jennifer Garland: Another issue is the timing – the best rates are during February, which will be quite cold. There are some March options that may be okay.
- Conclusion: Robert Kopchinski will continue negotiating with hotels in midtown and will be in communication with us over email.

*New Orleans updates*

Printed conference program debate
OpenConf
• Conference scheduling software comparisons/Sched package upgrade details

**Canadian Liaison’s Report** (Jennifer Garland)
  • Project & Service Charter proposal: *Fair Use Instructional Materials Project*

**Education Liaison’s Report** (Shalimar Fojas White)
  • Learning Portal policy for non-ARLIS/NA members attending live webinars/chat events.
  • TEI access to ARLIS/NA Survey Monkey account

Advancement Liaison’s Report (Ann Roll)
  • Proposed renaming of Society Circle levels.

**Editorial Director’s Report** (Carol Graney)
  • Changes to AWS re leadership and committee membership need to be sent to the Editorial Director
  • Expanded role of Media Editor

**Other Business** (Heather Gendron)

Remaining items requiring action – bring them to the board via the listserv. Otherwise, email Heather Gendron to have them added to the next meeting.

**Adjourn**

**Motion #18:** Eumie Imm-Stroukoff moves that the board adjourn. Seconded by Jennifer Garland. Carried unanimously.

**Summary of Motions**

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**Summary of Action Items**

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