ARLIS/NA Executive Board Midyear Meeting Minutes  
November 15, 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)

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

Motion #70: Ann Roll moves that the board approve the consent agenda. Seconded by Shalimar Fojas White. Carried unanimously.

Headquarters Updates (Heather Gendron & Robert Kopchinski)
- Jill Tucker has found a new position and will be leaving AEG. She has been a main contact for exhibitors and sponsors.
- In the interim Robert Kopchinski will handle her workload. Hopefully a new support staff member will join shortly.
- Members communicating with AEG should cc their liaisons so that we can make sure that their needs are being met.

Art Documentation Page Limits (Carol Graney)
- We have been going over our page limit for Art Documentation of 288 pages per year
- The University of Chicago Press is willing to adjust our page limit to 332 pages per year, which more accurately reflects our recent publication size
  - Two options for adjusting the contract:
    - Allow us to go over occasionally with a $100/page fee
    - A firm cut off at 332 pages
  - The ability to go over our limit may provide us with some helpful flexibility
  - Or we could consider our new page limit generous and something we can work within
- Heather Gendron: My preference would be to stay within our allotted page amount, because this could become a slippery slope.

Motion #71: Carol Graney moves that accept the new page limit for Art Documentation of 332 pages per calendar year. The Art Documentation editor will work closely with the University of Chicago Press to determine a procedure for staying within this limit. Seconded by Rebecca Friedman. Carried unanimously.
Professional Development Committee/Core Competencies Task Force survey (Shalimar Fojas White)

- The Professional Development Committee is looking for board feedback on their survey
- They also seek a go-ahead for the use of Survey Monkey
- They are most interested in the question: what stands out as dated in the previous core competencies?
- They also would like to know if there are glaring omissions
- They are interested in filling in the gaps between job postings and the skills actually used in completing the work of the position
- Heather Gendron: Are they seeking to reach people serving in roles or those supervising these roles? It might be easier to look at recent job postings to get at job duties and required qualifications. They might want to think about the survey from the perspective of how long it would take to fill it out and how they can best adjust the survey to get the results they want. They might target individual librarians to workshop the competencies.

Motion #72: Shalimar Fojas White moves that the board approve the Professional Development Committee’s survey to be conducted in the course of their revision of the core competencies document. Seconded by Eumie Imm Stroukoff. Carried unanimously.

SEI Task Force Update (Shalimar Fojas White)

- The SEI task force is hard at work at drafting recommendations and will have a draft for circulation via email shortly.

Proposed update to Language Policy (Heather Gendron for Jennifer Garland)

- Last updated 1994 and not representative of our recent lack of budget line
- Rebecca Friedman: I wonder about the recent Texas-Mexico chapter’s meeting and their needs following the recent Mexico City Conference.
- Eumie Imm Stroukoff: We have librarians from other countries attending – how will that affect this?
- Shalimar Fojas White: The wording might make other groups think that there is funding to be requested for translation services.

Motion #73: Rebecca Friedman moves that the board approve the update to the language policy in the ARLIS/NA Policy Manual. Seconded by Eumie Imm Stroukoff. Failed unanimously.

Action Item #40: Jennifer Garland will remove the budget line wording from the amendment to the Language Policy in the ARLIS/NA Policy Manual.

ALPACA SIG conference childcare project charter & Accent childcare contract (Eumie Imm Stroukoff & Robert Kopchinski)

- Robert Kopchinski has combed through the proposed contract and has discovered the costs are substantially higher than initially thought (+$10,000)
- Some options:
  - Using some of the Board’s restricted funds to underwrite the extra costs for the most expensive option
We could instead opt for the moderately expensive childcare option, though this leaves us with some questions about staffing and liability.

- Eumie Imm Stroukoff will ask ALPACA to get a contract from the moderately expensive group for the board to review
- Jamie Lausch Vander Broek: The most expensive option sounds too expensive for us to carry year after year, which makes it less attractive as a pilot.
- Ann Roll: We should move quickly so that parents can plan ahead.
- Conclusion: We will finalize this over email before the end of the month.

**Motion #74:** Jamie Lausch Vander Broek moves that the board approve the October board meeting minutes. Seconded by Carol Graney. Carried unanimously.

**NYC 2018 Conference logo** (Eumie Imm Stroukoff)
- Animated GIFs provided along with logos and wordmarks
- They would consider different colors and adding the word “conference”
- Heather Gendron: Would be good to make use of some differing font weights to make ARLIS/NA pop a bit more
- Rebecca Friedman: I wish that there was something a bit more distinctive about it
- Shalimar Fojas White: It might be nice to repeat the circles or dots somehow
- Ann Roll: We typically include the word conference and the number of the conference (NYC will be 46)
- Conclusion: Eumie Imm Stroukoff will ask them to include 46th conference in some way and will ask them to make adjustments to make the important words pop a bit more and the date a bit easier to read.

**Policy for dissolving a chapter** (Rebecca Friedman)
- Should we stick with the guidelines in the Chapter Success Book?
- A decision by a chapter to dissolve is not explicitly mentioned in the Chapter Success Book. Instead it refers to chapters dissolving after a period of inactivity and also mentions chapter files.
- The Chapter Success Book could refer directly to the bylaws instead
- Ann Roll: A more formalized process probably would have helped in the case of the Delaware Valley dissolution.
- Heather Gendron: It sounds like we need language in the Policy Manual rather than the Chapter Success Book
- SWF: Is there conflicting language in any of the chapter by laws?
- Eumie Imm Stroukoff: Did chapter files go to the archives at the University of Illinois?
- Robert Kopchinski: The University of Illinois Archives do have a location for chapter documents.

**Action Item #41:** Rebecca Friedman will draft language for the Policy Manual regarding chapter dissolution procedure.

**ARLIS/UK & Ireland situation** (Heather Gendron)
- Considering writing to ARLIS/UK & Ireland to address their current situation
- Ann Roll: I think we should say something, not sure what
- Eumie Imm Stroukoff: It seems like a dire situation, especially regarding funding and institutional support.
- Rebecca Friedman: This might be an opportunity for us to extend invitations to our conferences.
- Jamie Lausch Vander Broek: I like idea of a conversation between our leadership and theirs.
- Conclusion: Heather Gendron will draft a message for our consideration.
Open calls for new committee members and possibly chairs (Heather Gendron & Eumie Imm Stroukoff)

- Would like to propose that next year we consider implementing a call for volunteers for committees and committee leadership
- ARLIS/NA is a large organization and it’s not possible for the leadership to know personally all the possible potential members for committees
- Also provided an incentive to join the society for applicants who were not currently members
- Awards committee processes can be repurposed
- Ann Roll: I am in favor of these open calls. We should continue our current process of nominating chairs from existing committee members.
- Eumie Imm Stroukoff: Continuity is important and it’s good to have people involved in leadership who have a sense of what’s recently been done by a committee.
- Shalimar Fojas White: It might be a good idea to give some guidance to ensure geographic and other types of diversity in committee membership.
- Ann Roll: We do have issues with Survey Monkey and privacy.
- Robert Kopchinski: We could upgrade our Survey Monkey account to allow for better privacy options.
- [From minutes of board meeting on 1/21/16: We will purchase the Gold level account for the use of the Diversity Committee in the short-term. Robert Kopchinski will look for an appropriate long-term solution. Possibilities include a SurveyMonkey enterprise account or Qualtrics.]

[From previous board year: Action Item #69: Robert Kopchinski will investigate a long-term solution to the survey needs of the society.]

Action Item #42: Heather Gendron and Eumie Imm Stroukoff will create a form and guidelines for a call for committee membership and a process for leadership succession.

New Orleans conference updates (Robert Kopchinski)

- Exhibitors and sponsorship going well
- Some vendors are having a hard time with the timing of ARLIS/NA and CODEX
- The schedule is live on SCHED and we are working on the app
- Several vendors have asked to have presentation times to demo products
  - We could provide an opportunity to do this in the future for a small fee
  - One option would be to expand to a half-day expo that sits outside the main conference time
  - We could draft a prospectus for future conferences
  - Ann Roll: We have done this in the past, though it’s been a few years. It was really great.
  - Rebecca Friedman: Haven’t exhibitors complained about concurrent events in the past?

Motion to Adjourn
Motion #75: Ann Roll moves that the board adjourn. Seconded by Shalimar Fojas White.
Carried unanimously.

Summary of Motions:

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- Motion #71: Carol Graney moves that accept the new page limit for Art Documentation of 332 pages per calendar year. The Art Documentation editor will work closely with the University of Chicago Press to determine a procedure for staying within this limit. Seconded by Rebecca Friedman. Carried unanimously.
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• Motion #73: Rebecca Friedman moves that the board approve the update to the language policy in the ARLIS/NA Policy Manual. Seconded by Eumie Imm Stroukoff. Failed unanimously.
• Motion #74: Jamie Lausch Vander Broek moves that the board approve the October board meeting minutes. Seconded by Carol Graney. Carried unanimously.
• Motion #75: Ann Roll moves that the board adjourn. Seconded by Shalimar Fojas White. Carried unanimously.

Summary of Action Items:
• Action Item #40: Jennifer Garland will remove the budget line wording from the amendment to the Language Policy in the ARLIS/NA Policy Manual.
• Action Item #41: Rebecca Friedman will draft language for the Policy Manual regarding chapter dissolution procedure.
• [From previous board year: Action Item #69: Robert Kopchinski will investigate a long-term solution to the survey needs of the society.]
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