ARLIS/NA Executive Board Meeting Minutes  
March 21, 2017 / 1:00pm-2:30pm MT  
Conference call  
BOARD MEETING MINUTES

Attending:  
Stacey Brinkman, Kim Collins, Samantha Deutch, Catherine Essinger, Jennifer Garland, Heather Gendron, Matthew Gengler, Roger Lawson, Robert Kopchinski, Lauren MacDonald, Eumie Imm Stroukoff, and Tessa Brawley Barker

Call to order (Eumie Imm Stroukoff)

Consent agenda and ratification of motions via Wiggio poll (Eumie Imm Stroukoff)
- Ratify motion 8: approved by the EB via Wiggio Poll
- 2016 President’s annual report
- Pre-Conference Executive Board Meeting Minutes
- Post-Conference Executive Board Meeting minutes
- Reports for March
  - President
  - Past-President
  - Vice-President
  - Secretary
  - Treasurer
  - Editorial Director
  - Advancement Liaison
  - Canadian Liaison
  - Chapters Liaison
  - Education Liaison

Motion#9: Heather Gendron moves that the Board approve the consent agenda. Seconded by Stacy Brinkman. Carried unanimously.

Board rotations (Eumie Imm Stroukoff and Robert Kopchinski)
- In 2014/2015 a Board member needed to leave their term one year early and another position became an appointed position. This left an imbalance in the Board rotations with 3 members staying on the Board while 6 members were rotating off. There are a number of ways to ameliorate the situation and the following are two: first, one Board member who’s part of the 2019 rotation could stay on an extra year (possibly the Chapter Liaison position); or, we could have one of the 2019 positions be a one year appointment. Both of these options would create a more balanced rotation of 4 members staying on and 5 members rotating off of the board. This will be added to the
next April’s meeting agenda for further discussion.

**Technology and publications-related issues** (Jennifer Garland, Roger Lawson, and Kim Collins)

- The Public Policy Committee (PPC) has asked about ways of increasing visibility of the Executive Board’s statements on the ARLIS/NA’s website (AWS) in order to highlight activities in support of our core values. (Jennifer Garland)
  - Currently the statements and press releases are under “news” perhaps they can be tied to the “about” page.
  - There may be a glitch with a missing menu on the “events” webpage; this will be investigated by HQ. This may be a web browser issue.
  - Perhaps a “statements” page would be a solution.

**Action Item#14:** Jennifer Garland will reach out to the Public Policy Committee (PPC) and have them work with the ARLIS/NA Website’s Information Architect, Tessa Brawley-Barker, in order to make statements from the Executive Board more prominent, thus accessible, over the ARLIS/NA’s website.

- Revised contributor, communication and style guidelines and additions to AWS Publications and Administrative Documents and Tools (Roger Lawson)
  - Revised documents have been posted for the board to review.
  - Requests from some of the editors to have the publication agreement converted into Google docs.
  - There have been some suggestions to revise the order on both the Publications and the Administrative Documents & Tools webpages.
  - It was suggested at the Editorial Committee meeting that we budget $200 to boost Facebook postings. Will submit a Special Funding Request (SFR) form for this year in addition to 2018.
    - This would make announcements more prominent in member feeds (Tessa Brawley-Barker joins the meeting)

**Action Item#15:** Roger Lawson will submit a Special Funding Request Form to budget $200 for boosting the promotion of ARLIS/NA’s Facebook postings.

- Question regarding automated email updates using Leadership roster/AWS (Kim Collins)
  - When will the Leadership roster emails be updated? They will be updated by the end of next week (March 31st).
- Could we have one ARLIS/NA’s blog posted on the front of the AWS or another prominent placement where the Divisions, SIGS, Sections, etc. would be able to contribute entries? (Clarification of Action Item#11, blogs are considered under the umbrella of “social media”)
  - Costs and placement on the website are being shaped
  - There would be a Project Charter Form for this and it will be directed to Roger Lawson.
- Automated welcome email
  - Interest emails go to leaders of Divisions, Sections, SIGS, etc. can there be an automated welcome email to go the members?
  - This is a possible way to streamline welcome emails and reduce workload for leaders of the Divisions, Sections, SIGS, etc. . . .
- Self-generating reports of interested members
Will investigate options, and prioritize requests, with unknown services.
This is a workflow concern for ARLIS/NA leadership—perhaps tips on generating reports from the Membership Directory can be included in new leadership emails?
Currently by logging into the AWS, members can generate lists of member’s interests using the Membership directory, narrowing search by sig, section, or division.

**Conference and/or chapter-related issues** (Heather Gendron, Catherine Essinger, Jennifer Garland)

- Conference planning manual (Heather Gendron)
  - The Conference Planning Manual has been posted on Wiggio
  - After the April 9th deadline the manual can be sent to future conference planning committees.
- Proposal to host document (Catherine Essinger)
  - Posted new proposal to host document based on changes discussed at the post-conference meeting. Ready for Board approval.

**Motion#10** Roger Lawson moves that the Board approve the changes to the Proposal to Host Document. Seconded by Kim Collins. Carried unanimously.

- 2022 conference proposal - Chicago (Catherine Essinger)
  - Reached out to the mid-states chapter, and Chicago would be interested in submitting a proposal to host the anniversary year meeting for the mid-year meeting.
    - This proposal should wait another year, offering others the opportunities to submit proposals.
- 2021 conference proposals submissions - San Francisco, Mexico City (Jennifer Garland)
  - 2021 Conference – Canada was mentioned as we typically hold conference there every 5 years.
  - Would someone be contacting San Francisco and Mexico City to put out a call for proposal? Perhaps a bit early for Mexico City.
  - How do we normally drum up proposals to host annual meetings? Chapter Liaison will send out emails, these will be sent out in April or May.
- Chapter logos (Catherine Essinger)
  - Are there any required standards for Chapter logos? There are currently no restrictions on what the chapter designs for themselves.
- Bylaws changes for Southeast Chapter (Catherine Essinger)
  - Bylaws change regarding the Chapter’s Treasurer position outlined in the Chapter Liaison’s March report needs to be approved by the board.

**Motion#11** Kim Collins moves that the Board approve the Southeast Chapter amended bylaws. Seconded by Lauren MacDonald. Carried unanimously.

**Vote on the reformation of the Management SIG**, (Kim Collins)

- A member requested to reform the Management SIG; it had previously disbanded in 2012. The submitted a proposal fulfilling all requisite steps.
- There is new energy from membership to have the SIG: new mid-term members need assistance and advice on how to be managers – perhaps this group can address these
The Board needs to approve so that it can be posted on the listserv and go into the Policy Manual.

- The Board has one suggested change to the request.

**Motion #12:** Kim Collins moves that the board approve the reformation of the Management SIG with the Board suggested change to the proposal. Seconded by Heather Gendron. Carried unanimously.

**Final draft of the “State of Art Museum Libraries 2016”** (Kim Collins)

- Approached the Museum Library Division with items to highlight and change their final document. This was placed on Wiggio for the Board to approve.

**Motion #13:** Heather Gendron moves that the Board approve the edited draft of the white paper “State of the Art Museum Libraries 2016”. Seconded by Roger Lawson. Carried Unanimously.

**Revised Census and Task Force charge** (Stacy Brinkman)

- Census—preliminary report was posted in Wiggio last month.
- Task Force Charges – feels that the first charge should come only after seeing the results of the second, they are as follows:
  - First, to give more analysis to the current data to create a report with recommendations for next steps, which may include benchmarking with other organizations, focus groups, etc.?
  - Second, to examine the report and perhaps work with a consulting firm to operationalize it going forward with an eye toward the collection on longitudinal data. Second charge to come.
- Possibility of making changes to questions asked in the survey based on the census preliminary report. Members may want to see the impact of the survey altering future queries.

**Motion #14:** Heather Gendron moves that the Board approve the “Census of Art Information Professionals: Preliminary Report of Findings.” Seconded by Catherine Essinger. Carried unanimously.

**Action Item#16:** Stacy Brinkman is charged with creating literature to accompany the web posting and email of the census preliminary results report.

**Motion#15:** Heather Gendron moves that the Board accept the charge for the ARLIS/NA census task force. Seconded by Kim Collins. Carried unanimously.

**ARLIS/NA Data and Analytics Task Force** (Heather Gendron)

- Proposal was discussed with previous board – idea would create a data and analytic task force to see how ARLIS/NA could gather data and advocate for the field.
- ARLIS/NA tracking data about Art Libraries over time to be able to advocate for the profession.
- Would like to put together the task force rather quickly so that we have deliverables by the next conference.
Motion#16, Catherine Essinger moves that the Board approve a Data and Analytics task force. Seconded by Roger Lawson. Carried unanimously.

**SEI updates** (Lauren MacDonald)
- In late February there was a conference call between Lauren and the SEI implementation team along with some members of the VRA executive board and conversations are ongoing for host sites for 2018 and 2019 – at this time the preference is for CUNY Queens College.
- They’re currently reviewing and editing the hosting application form and they requested an official statement from ARLIS/NA regarding accommodation of members and non-discrimination. They were provided ARLIS/NA’s core values and code of conduct statements. It was indicated that some of the language from these statements would be incorporated into the application form.
- SEI Task Force has been reorganized: Sarah Falls has resigned and Amy Chandler along with Johanna Bauman has been appointed co-chairs SEI task force.
- Eumie had a conversation with Margaret Webster about SEI being held in North Carolina this year and it’s too late to pull out or cancel the event. She was informed that ARLISNA is working on policies and language around discrimination laws. The costs of canceling SEI 2017 were discussed and they are as follows:
  - Return the $5,000 Kress Foundation donation
  - $3,600 in registration payments would need to be refunded
  - They also indicated that there are nine teachers that have arranged their schedules to teach the classes, and pulling out would impact the work of the nine instructors.
- After looking at the costs to the association, it is recommended that ARLIS/NA move forward with SEI as planned. Continue to make joint statements about anti-discrimination and to put the policy in place proposed at the post-conference meeting.
- Wants to present a united front – solidarity for members working under North Carolina’s laws.

**Leadership Institute themes and strategic direction conversation around Diversity** (Eumie Imm Stroukoff and Heather Gendron)
- Comments from leadership institute were posted for the board to review
  - Discuss diversity as a strategic directions
  - take comments and charge the diversity committee to look into next steps
    - example: sponsoring scholarships and or internships for minority young professionals
    - The diversity committee is reviewing results from Diversity forum – the committee could assist in determining what initiatives could be taken immediately and which would be long term goals.
  - Would like to see active steps, action items, to move forward with diversity implementations.
  - Diversity Committee has reviewed comments from the Diversity Forum and is identifying items to move forward. Examples such as training members how they can be an ally, and giving access of materials from the leadership training meeting to general membership.
  - Strategic Directions Committee may also play a role – perhaps the two groups could collaborate together creating a prioritized list.
Action Item#17: Stacey Brinkman will reach out to the Chair of the Diversity Committee and Heather Gendron will be reaching out to the Strategic Directions committee to discuss their collaboration in creating a prioritized list of initiatives, goals, and implementation strategies for diversity.

Other business

- It was suggested that we begin using Google calendar as a way to push out information to chapters and getting information out in a more organized way to membership.

Action Item#18: Roger Lawson and Tessa Brawley Barker will look further into using Google calendar as a way to disseminate information.

Action Item#19: Eumie will put together takeaways from the meeting, present them to the board, and will use them to craft a President’s Statement to send to the society.

Motion to Adjourn

Motion#17: Lauren MacDonald moves adjourn the meeting. Seconded by Kim Collins. Carried unanimously.

Meeting Adjourned

Summary of Motions (includes motions completed via email and ratified at the meeting)

- Motion #8: Roger Lawson moves that the board approves the ARLIS/NA Statement on Immigration drafted by the Public Policy Committee. Seconded by Jennifer Garland. Carried unanimously.

- Motion#9: Heather Gendron moves that the Board approve the consent agenda. Seconded by Stacey Brinkman. Carried unanimously.

- Motion#10: Roger Lawson moves that the Board approve the changes to the Proposal to Host Document. Seconded by Kim Collins. Carried unanimously.

- Motion#11: Kim Collins moves that the Board approve the Southeast Chapter amended bylaws. Seconded by Lauren MacDonald. Carried unanimously.

- Motion #12: Kim Collins moves that the board approve the reformation of the Management SIG., Seconded by Heather Gendron. Carried unanimously.

- Motion #13: Heather Gendron moves that the Board approve the edited draft of the white paper “State of the Art Museum Libraries 2016”. Seconded by Roger Lawson. Carried Unanimously.

- Motion #14: Heather Gendron moves that the Board approve the revised census preliminary results report from February 21st. Seconded by Catherine Essinger. Carried unanimously.
Motion#15: Heather Gendron moves that the Board accept the charge for the ARLIS/NA Census task force. Seconded by Kim Collins. Carried unanimously.

Motion#16: Catherine Essinger moves that the Board approve a Data and Analytics task force. Seconded by Roger Lawson. Carried unanimously.

Motion#17: Lauren MacDonald moves adjourn the meeting. Seconded by Kim Collins. Carried unanimously.

Summary of Action Items

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