ARLIS/NA Executive Board Pre-Conference Meeting Minutes
March 25 2019 / 1pm-5:30pm
Grand America Hotel: Fontainebleau (Level 3)

MINUTES

Attending: Kim Collins, Stacy Brinkman, Samantha Deutch, Catherine Essinger, Stefanie Hilles, Lindsay King, Roger Lawson, Doug Litts, Lauren MacDonald, Suzanne Rackover, Rachel Resnik, Laura Schwartz, Nancy Short, Amy Trendler
Excused: Eumie Imm Stroukoff
Guest: Gordon Rudy, University of Chicago Press (UCP)

Call to order and introductions (Kim Collins)

Consent Agenda (Kim Collins)
- Feb 27th 2019, Executive Board Meeting Minutes
- Reports for March
  - President’s Report
  - Past-President’s Report
  - Vice President’s Report
  - Treasurer’s Report (financials)
  - Secretary’s Report
  - Education Liaison’s Report
  - Advancement Liaison’s Report
  - Chapters Liaison’s Report
  - Canadian Liaison’s Report
  - Editorial Director’s Report
- Annual Reports, added to AWS.

Motion #93: Stacy Brinkman moved that the Board accept the consent agenda. Seconded by Roger Lawson. Motion carried

Quick Salt Lake City Review (Kim Collins and Nancy Short)
- First Green meeting, we no longer have a printed schedules, Sched is the only schedule for the conference. Members are asked to recycle lanyards so that they can be used at future conferences.
- Code of Conduct update: the code of conduct has been updated on the conference website, diversity performed a webinar for all moderators, and the Policy Manual was updated. Thirty minutes of the leadership institute will be devoted to empowerment.
  - Will the webinar be posted on the AWS? Yes, it is available on the AWS, and the membership should be messaged.
Action item #140: Kim Colins will message membership regarding the location of the webinar recording the new Code of Conduct.

- Thank you to our Canadian colleagues, Land/ Indigenous tribes’ acknowledgement will occur during the diversity forum, convocation, and annual business meeting.

Action item #141: CPAC will add Land/ Indigenous tribes’ acknowledgement to the Conference Manual so that it will be repeated at future conferences.

- Due to the size of the bathrooms at the hotel, there some difficulty securing a gender-neutral bathroom for the conference. We were be able to secure one near the Sales offices; the location of the gender neutral bathroom is marked on the map for the conference hotel.
- ARLIS/NA is providing hotel rooms for both Childcare and lactation—information can be found at the registration desk.
- Schedule review below:
  - Pre-conference Executive Board Meeting, now starting at 12:30pm, meeting at 1pm
  - Board dinner, Monday night (dutch)
  - Leadership Institute, now starting at 7:30am, LI at 8am
  - Leadership Institute Reception
  - Society Circle
  - Diversity Forum
  - Poster’s Opening
  - First Time Attendees, New Members, & International Guests Reception (conference hotel)
  - Welcome Reception (Utah Museum of Fine Arts)
  - Exhibition Break & Featured Vendor Talks
  - Exhibit Hall Reception
  - Convocation & Awards Ceremony (conference hotel)
  - Convocation Reception (Natural History Museum)
  - Featured vendor Talks
  - Plenary - Hikmet Loe Keynote
  - Keynote & Membership meeting rehearsal/set-up
  - Membership Business Meeting
  - Exhibit closing
  - Informal Thank you party, 5-6pm in Suite 2473
  - Conf. Co-chair meeting (with new EB)
  - Post-conference Board Meeting (with new EB)

**Introduction of Gordon Rudy** from UCP (Kim Collins)

**Break for lunch**

**Bundled- Membership update** (Catherine Essinger and Stacy Brinkman)

- There has been a yearlong effort to bundle membership dues on AWS: software issue only allows for so many choices, one rate. Different chapters have many categories. Each chapter had to vote to make the changes.
- The Ontario Chapter is hesitating due to the prorated price of USD 15 would mean that they would lose money. They will be meeting with the chapter chair here in SLC; however, the bundled-membership will not be approved at this year’s meeting. Chapter approvals will be ironed out and membership bundling should happen in 2019.
• MOQ and the Northwest chapters will need to revote, they can vote electronically.
• The membership committee would love to avoid the confusion during paying fees and not knowing that they have signed up and paid chapter dues. By checking the box, people believe that they have joined their chapter. 61% of members think that they have joined the chapter and paid their dues, only 39% have indeed joined their chapter.
• There would be a direct deposit from HQ to the chapter’s bank account every quarter. Direct deposit is an option for US banks, not Canadian Banks – there are fees on wire transfers that we would not want to pay. Chapters would be able to be given checks if they prefer to do so.

Motion #94: Catherine Essinger moved that the meeting enter executive session. Seconded by Suzanne Rackover. Motion carried unanimously

Motion #95: Samantha Deutch moved that the Board meeting exit executive session. Seconded by Stacy Brinkman. Motion carried unanimously

Development update (Stacy Brinkman)

• Several years ago, there was a movement for the Development committee not to do conference development. Conference development was decoupled from the Development committee. We are reaching a moment that the model is not working, it is difficult to get people on the Conference Development Committee, tracking is difficult, and information has been lost.
• The Society has built a database to track development data – the database is old software and no one at AEG knows how to use the software. Stacy Brinkman will continue on the Development committee ex-officio. Local fundraising will be at the chapter level. Greg Most has been working with SR and SB on a proposal and this will be submitted to the Board for approval.
• ARLIS/NA is working to find a new Development niche – vendors have been changing their priorities.
• The Advance Liaison continues on the Development board after their term – this will assist in continuity between committee members

Humanities Commons Planning Task Force Final Report (submitted on 3/1/2019) discussion (Roger Lawson, Samantha Deutch, and Nancy Short)

• Thank you to Roger Lawson and Meredith Kahn for spearheading the task force, and to the task force for working on the report and meeting on a regular basis over several months. The recommendations are very practical.

Motion #96: Roger Lawson moved that ARLIS/NA join the Humanities Commons with the recommendations set forth in the HCTF report. Seconded by SR. V: Motion carried unanimously

Motion #97: Samantha Deutch moved that ARLIS/NA convert our membership database, and investigate adding a development-tracking component to the new system. Seconded by Suzanne Rackover. Motion carried unanimously.

• Critical reflection on the type of content and engagement to cultivate
• Membership database discussion
• Implementation task force(s)
• Survey was done by Meredith – reinforced the committees decision to recommend that ARLIS/NA join
• There are many advantages to joining HC, visual object identifiers for ARLIS/NA publications. AWS will still be the official record for the society’s
• In order to work with the systems ID verification ARLIS/NA would need to change to a new membership database. ARLIS/NA will need to find a sustainable source for funding HC.
• What materials would be archived? This might alter our relationship with the institutional archives at University of Illinois Urbana-Champaign. Admin structure set up.
• Long term plan for managing the Humanities Commons network
• There needs to be a greater budget discussion
• Nancy, Roy, and Kim had a discussion regarding ARLIS/NA’s R-based database. Roy indicated that in order to use our current database, he would need to create the API’s for HC, which would take up a significant amount of his time. AEG is moving to a MySQL database, and that this would take less time to crosswalk than using our current database. There will be an additional cost of $10k for the new database. Is there a less expensive turnkey option?
• Would Roy be able to add a development tracking into the newly built membership database? The development database: vendor, individuals, and tracks amounts given.
• The cost for HC is $2,950 per year; Blue-sky is $2,340 for a year’s subscription.
• There needs to be a lot of energy to implement HC, however, this will assist in making groups more self-sufficient, groups would have control over their content, and messaging.
• ARLIS/NA has cashed two of our CD’s, repurchased one, and did not reinvest the second -- $30k liquid (Doug Litts).
• There will need to be an HC position on the Editorial Board. The Editorial Board Chair would be the lead on the HC project.
• The norms and policies group would initiate the process; information architect would work with development committee metadata, membership would be working on membership engagement. Task force, funding portion - establish a line item budget for HC. Doug Litts would also liaise with the task force; review the budget and the scheduling of line items.

Break

• Can we begin the membership database conversion and pay half now, and half in the next fiscal year?
• Is there a migration support at MLA –yes, there is implementation support.

Action Item #142: Kim Collins will contact the Society of scholarly presses and obtain information from them regarding their new database structure.

Action Item #143: HQ will reach out to MLA to ensure that the new MySQL database will work with HC.

Action Item #144: Advancement Liaison, the president, and the development chair will liaise on the possible database build out
Action Item #145: Meredith Kahn and Roger Lawson will establish the HC implementation task force.

Action Item #146: Kim Collins will message membership via ARLIS-L, the membership meeting, and there will be messaging from Laura Schwartz throughout the year to leaders and members.
ARLIS/NA Reviews and EBSCO Agreement (Roger Lawson)

- EBSCO downloaded all reviews from 2014 thru present and added them
- Review EBSCO agreement 2005

Update from University of Chicago Press (guest, Gordon Rudy, UCP)

- Art Documentation Publisher’s Report from UCP Mar 2019
- The journal is doing fine, and publication is on schedule.
- ARLIS/NA’s Membership is approximately 1,000 members currently
- Subscriptions, Readership, Usage – institutional subscriptions are at 440, renewal season lasts into the fall. There has been a small drop off with US institutions, continuing outreach. Generally if institutions do not renew is due to flattening or diminishing budgets. ArtDoc negotiates with subscribers. Consortia subscribers are going up – there are less individual subscriptions for libraries.
- Philanthropic distribution is growing
- Have usage in all states where we have members, there are anomalies, and usage has increased 40% in Canada. Looking at state and provincial participation.
- Marketing and Promotions
- Financial Report 2018
  - Advertising is down and across the board is going down, advertising dollars will never come back.
  - Could offer ads as an incentive for vendors – the numbers wouldn’t show in the ArtDoc. Could foster relationships with vendors and get different sponsors. Marketing campaign with NGO’s. Will be working on a campaign with museums – they have approximately 16 art journals.
- Trends in the publishing field, UIC perspectives, open access, thoughts on Plan S (more for the sciences), etc. Plan S -- couple of deep-pocketed funders is pushing free access in the sciences—try to publish in journals that are free. Academia.edu is for profit owned by hedge fund operators and is a harvesting platform. ArtDoc authors are not allowed to add their articles to Academia.com, research link, etc. – those sites are not the same as putting articles on their affiliate institution websites, etc. Artdoc authors are asked to obey the 12-month embargo. Most successful society journals that Gordon works with are subscription with some free components. Free journals are subsidized by soft money and are not sustainable long-term.

Motion #98: Roger Lawson moved that the Board accept Art Documentation’s 2020 subscription rates. Seconded by Samantha Deutch. V: Motion carried unanimously.

Approve the proposed Art Documentation subscription rates for CY2020 (Roger Lawson)

- The subscription rate increase of 3%.
- Could we offer Cuba free subscription to Art Documentation? The networking is not great, computers are rare, and so they would benefit from a free subscription. There might be some embargos in Cuba.

Action Item #147: Gordon Rudy will investigate the possibility of providing a free copy of Art Documentation to Cuban art libraries, without charging postage, and will liaise with the Editorial Board accordingly.

Annual Financial Report (Doug Litts)

- We had an unsuccessful conference, and our investments have gone down, we lost a little over 19K last
This year has been good, until recently – the market dropped 400 points on March 22, 2019.

A big chunk of expenses and income are conference dependent – 2/3rd of ARLIS/NA’s funding comes from the annual conference. Did well in sponsorship, memberships, and attendees – the conference costs skewed the budget. The administration spent $6k more than what was budgeted. We went $130k over budget for the conference last year. We had planned to be $65k in the red; there was an extra $67k overage for the AV expenses from NYC conferences.

This year there was less sponsorship for the annual conference, and we had to add busses this year as well. The busses were not in the budget. The Finance Committee meeting is currently open to all ARLIS/NA members and will continue to be in the near future.

Looking over the past conferences, we have had problems with destination cities, and do better financially when our conferences are located in smaller cities.

Break

Migrate EB administrative documents: Box vs. Drop-box (Samantha Deutch and Rachel Resnik)

- Migrating from either Box or Dropbox is simple. All you need to do is add a widget to your desktop, then export files to another folder on a computer, upload the new file storage app, then sync files with their desktop and the cloud storage system.
- Dropbox allows people who are invited to a folder via a link, to upload, edit, and download files. Dropbox offers our society more flexibility with our files and folders then we currently have with Box. If a user’s institution has a business account with Dropbox, then they would need to use another email, one that isn’t associated with that account, or, Dropbox will have difficulties parsing user-ship and team members.
- Although we were not charged for our overages this past year with Box. We were under the impression that we had deleted past board members when we removed them, however, unbeknown to those deleting members, we needed to reach out to our account administrator at Box to delete members. Dropbox allows the users to remove members, and transfer ownership to new members without having to contact an administrator to do so. Dropbox offers us more flexibility and control over our files.
- Further, we could provide a link to a folder to a committee chair, and they would be able to upload, download, and edit files (not folders).
- While both systems offer a non-for-profit discount, Dropbox is more expensive: Box, $5 a month per user, and Dropbox is $8.75 a month per user. That said, we could modify users – have five admin users, then invite other board members to a needed folder via a link. Those board members would be able to view, download, upload, and edit files in the folders that they were given a link to, they would not have access, nor do they require access, to all of the folders.
- In addition to looking at Dropbox and Box, we reviewed Google Drive and OneDrive when we left Wiggio.
- Perhaps this should be reviewed as part of a technology matrix review – and have a longer conversation.

Action item #148: Samantha Deutch will give report to Rachel Resnik for the Dropbox recommendation which will be discussed at the post-conference meeting.
SEI Copyright Infringement Update (Kim Collins)

- We had approved, as a Board, that if the lawyer in question got back to us, we would have our lawyer offer $500. The lawyer said that we could do creative procrastination, take our chances. The risk is that, for 3 years after the notice of potential infringement, the photographer could sue ARLIS/NA. What would have to occur --- SEI is on his radar. VRAF and ARLIS/NA – the photographer would have to figure out where to file the suit. Then is the association really liable? ARLIS/NA’s insurance carrier has been put on notice – with our insurance we would have to pay a $1,000 deductible, they would find us a litigation lawyer, and we would have to pay anything above $25k that our insurance provides for this type of suit.
- The lawyer is being cautious – keep new board members informed.
- Was the website where the infringement took place archived? This can be checked in Archive-it using the link where the image was originally posted.
- Our initial offer was to pay $5k for the possible copyright infringement.

Action item #149: Kim Collins will provide Samantha Deutch with the web address where the SEI image was used; Samantha will then check the Internet archive to check if it was archived. If it is, we will contact IA to take down the archived material.

Action item #150: Every incoming president, for the next five years, will bring up the possible copyright infringement lawsuit at each preconference meeting so that new Board members are informed accordingly.

APPC: Should we have a procedure for members to suggest advocacy or position statements to be considered by the board and composed by the APPC (Suzanne Rackover)

- Public Policy Committee has been tracking the issues. A recent issue that came before the APPC was regarding the government shutdown; however, it ended before the APPC could react.
- APPC letting membership know what issues that they are tracking and those they will take suggestions from the membership. The website should link to the APPC guidelines.
- It has been on the agenda for some time, to have a webinar with the diversity committee – perhaps this would be a good space to discuss.

Action item #151: Suzanne Rackover will circle back to the APPC for them to update news alerts with what the committee is currently tracking.

Meeting in Montreal in 2021, CPAC Slate (Suzanne Rackover)

- Development: Pierre B. Landry – Art Historian (Quebec City) and retired from Musée national des beaux-arts du Québec. Past MOQ chapter chair
- Local Arrangements co-chairs: Adèle Flannery – Université du Québec à Montréal (Montreal) Current MOQ Secretary and past MOQ membership secretary; Viveca Robichaud – Canadian Centre for Architecture (Montreal) past Awards Chair and ARLIS Liaison to IFLA
- Programming co-chairs: Jennifer Garland – McGill University (Montreal) past Canadian Liaison and past MOQ chapter chair; John Latour – Concordia University (Montreal) past MOQ chapter chair

Motion #99: Catherine Essinger moved that the Board approve the slate proposed by the ARLIS/NA MOQ chapter. Seconded by Suzanne Rackover. Motion carried unanimously.
Art Information Professionals: Strategic Directions deep dive discussion

- **PDC** professional resources – website has been updated with the new name. Working on getting the GoToMeetings up on a regular basis, admins on meeting might have an admin role on GTM. (Lauren MacDonald) The board is looking into new or alternate webinar options for the society.

- **Project Charter: Art Librarianship Open Access Course and Interviews**. This was a course created by Emily Matthews; they need to get permissions for all participants. (Lauren MacDonald).

- **The next steps for NDSR Art** – the groups was given three recommendations and they are moving forward with all three. Beginning with creating a SIG (Digital Preservation Special Interest Group). This will be discussed at the NDSR session, the term “white paper” was removed from the document and replaced with “report”, and that is what is being shared out. They would partnership with societies and institutions outside of ARLIS/NA (Lauren MacDonald).

- **SEI** – planning for 2019, everything is set and going forward smoothly. With the closure of SEI, should we do a name change, more structure of the curriculum, how they will move forward on forming a task force. The idea of the task force is to incorporate people who roll off of the committee. Retooling to include certificate courses. (Lauren MacDonald)

- **Exploring new membership categories** – how many paraprofessionals are members of ARLIS/NA—should we be looking at adding another membership category to accommodate them. Awards – development opportunity (Stacy Brinkman)

- **IRC** – (Suzanne Rackover) Debbie Kempe cycling off as Chair of the IRC and Beverly Mitchel is cycling into that position. Venice “sold out” in 4 days. They awarded the scholarship. Are looking into how to sustain the scholarship at $1,000. Skype call with affiliates in Brazil – Rodart SP, on June 6th, 11 a.m. Central, Skype call – there is a strong connection with the Brazilian group. The hope is to have a larger Skype call with more affiliates. Sent books to Cuba – how could we sustain the costs for shipping books to libraries in Cuba? The IRC’s 2020 travel tour will be in Japan and will be scheduled a bit longer than the usual tours. They are thinking of rotating where the tours are held moving forward from Europe and non-European countries every other year. How to improve content on Wikipedia, the Rodart SP group is not using Wikipedia, they are using other platforms.

- **Leadership workshop**, exploring learning tracks (Laura Schwartz)
  - In the past several years, there has been interest from our membership for continuing education credits or certifications. Looking at other societies like SAA as a model – what do they offer.
  - They are still working out details, shaping what an ARLIS/NA leadership focus would look like – what does our membership need, how we can form a program and what would it look like. They are looking into certification programs, awards, learning portal, entrepreneurial skills, advancing projects, leadership skills, generative thinking, etc. They are looking into many ideas and still working on conceptualizing the leadership focus a bit more.
  - A statistician might looks at our environmental scan differently.
  - Philosophically – what is a succinct ARLIS/NA vision: advocacy and education focus? How can we take our general view and filter it through our disparate groups.

- **Data assessment coordinator and committee**. (Laura Schwartz) Data analysis task force and other data – which in our society is good with data analysis. Other societies, such as SAA, outsource their census data analysis. Should we be trying to develop this, or, should we outsource? What is core to being an art library professional? With HC coming up, this role make take on something very different from what was initially conceived.
Motion to Adjourn

Motion #100: Samantha Deutch moved that the Executive Board meeting adjourn. Seconded by Roger Lawson. Motion carried

Meeting Motions:
93. That the Board accept the consent agenda. M: Stacy Brinkman; S: Roger Lawson; V: motion carried unanimously.
94. That the meeting enter executive session. M: Catherine Essinger; S: Suzanne Rackover; V: motion carried unanimously.
95. That the Board meeting exit executive session. M: Samantha Deutch; S: Stacy Brinkman; V: Motion carried unanimously.
96. That ARLIS/NA join the Humanities Commons with the recommendations set forth in the HCTF report. M: Roger Lawson; S: Suzanne Rackover; V: Motion carried unanimously.
97. That ARLIS/NA convert our membership database, and investigate adding a development-tracking component to the new system. M: Samantha Deutch; S: Suzanne Rackover; V: motion carried unanimously
98. Roger Lawson moved that the Board accept Art Documentation’s 2020 subscription rates. M: Roger Lawson; S: Samantha Deutch; V: motion carried unanimously
99. That the Board approve the slate proposed by the ARLIS/NA MOQ chapter. M: Catherine Essinger; S: Suzanne Rackover; V: motion carried unanimously.
100. That the Executive Board meeting adjourn. M: Samantha Deutch; S: Roger Lawson; V: motion carried unanimously.

Meeting Action Items:
140. Kim Collins will message membership regarding the location of the webinar recording the new Code of Conduct.
141. CPAC will add Land/ Indigenous tribes’ acknowledgement to the Conference Manual so that it will be repeated at future conferences.
142. Kim Collins will contact the Society of scholarly presses and obtain information from them regarding their new database structure.
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145. Meredith Kahn and Roger Lawson will establish the HC implementation task force.
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archived material.

150. Every incoming president, for the next five years, will bring up the possible copyright infringement lawsuit at each preconference meeting so that new Board members are informed accordingly.

151. Suzanne Rackover will circle back to the APPC for them to update news alerts with what the committee is currently tracking.

152. Laura Schwartz will bring up the idea of a Data Coordinator at next year’s pre-conference Board meeting.