ARLIS/NA Executive Board Meeting Minutes
Wednesday May 22, 2019

Attending: Kim Collins, Stefanie Hilles, Lindsay King, Roger Lawson, Doug Litts (shares screen), Lauren MacDonald, Suzanne Rackover, Rachel Resnik, Laura Schwartz, Nancy Short, and Amy Trendler

Call to order (Laura Schwartz)
Consent Agenda (Laura Schwartz)
  • April 2019 EB minutes
  • Reports for May
    o President’s Report
    o Past-President’s Report
    o Vice President’s Report
    o Treasurer’s Report (financials)
    o Secretary’s Report
    o Education Liaison’s Report
    o Advancement Liaison’s Report
    o Chapters Liaison’s Report
    o Canadian Liaison’s Report
    o Editorial Director’s Report

Motion: Roger moved to accept the consent agenda. Kim seconds. Motion carries.

Announcements
  • Laura wants all Board members to feel empowered to respond to ARLIS-L posts on behalf of the Board when they’re in a position to do so.
  • Board members are invited to make announcements at the beginning of each of Board meeting.

Monthly report from HQ Part 1 and Part 2 (Nancy Short)
  • The reports include highlights of financial sheets that HQ runs monthly. Being over in contracted hours is normal around the conference and should balance out during the summer. We should be close to the normal hours this year, although we may be additional hours needed from HQ this year because of Humanities Commons.
  • The report includes useful information about membership; which will inform our next agenda item.
  • Nancy will be providing these reports every month.

Membership drive and membership purge decision (Lindsay King)
  • The Membership Committee, wants to know if we think some personal outreach might help get inactive members to renew. Or would we rather just purge them.
  • If the Membership Committee has time and is willing, the Board thinks it would be great to send a personal note to each person who hasn’t renewed. It would be valuable to ask for feedback about why people haven’t renewed. This feedback would help with our strategic directions.
  • Membership blew up for NYC conference. And many of these people wouldn’t be regular members.
  • We don’t actually purge anybody, we just deactivate their permissions to the members-only part of the website. The people who have not renewed this year had their login permissions deactivated around April 5th. This means they can’t renew online. If they wish to renew, they should call HQ. If they rejoin online they need to
supply lots more information and a new record will be created in the membership database which HQ will then have to merge.

- The renewal period is calendar year cycle, so if they renew now they only get 6 months of membership. If they renew in October then they get 14 months of membership.
- HQ renewals notices are sent only to current members, people with lapsed memberships do not get renewals from HQ.
- Every member gets 6 renewal notices before they become inactive. HQ sends the first renewal notice in October, but only current members get renewal notices. Those with lapsed memberships do not get renewal notices.
- The Membership Committee should contact the recently deactivated members in October.

**Action:** Nancy will give Lindsay list of non-renewals for Membership Committee. In October Membership Committee members will send personal messages to people with lapsed memberships to entice them to renew membership and ask why they haven’t renewed.

**Membership database update (Nancy Short)**

Discussion of announcing the approval of the bundled membership
Most chapters will have to change their bylaws (Stefanie Hilles)

- Migrating our current membership database to MySQL will cost $10-12,000. The new membership database will be able to interface with Humanities Commons. Roy can work with the person at Humanities Commons to integrate everything. This will be better for membership renewals, conference registration, everything.
- Chapters will come as well so Nancy will verify that cost includes chapters. HQ have done this work with other chapters so it shouldn’t be an issue.
- HQ can start on this migration process late June/early July so the migration would be done by October 1st.
- The Board needs to vote on this.

**Action:** Nancy will put together a proposal document about the membership database migration. Doug will analyze the costs and figure out how we could pay for the migration and share that information with the Board. And then the Board will either vote online or at the June Board meeting.

- This project would be incorporated as line item. Doug will need to determine if this will come out of next year’s budget. So far we’re in the black, but Doug needs to calculate post-conference budget. Kim mentioned that reserve fund might be a possibility.

**Chapters—Bundled membership**

- The announcement about bundled membership should come around the time that most people are joining chapters. Also we should wait to make the announcement that we can technically do this from a membership database migration stand point.
- Most chapters are going to have to change their bylaws, if they have not already done so. Stefanie will make a list of which chapters still need to update bylaws and poke chapters as needed. Ontario and a few others may still need to update bylaws.

**Membership Task Force: Paraprofessionals and support staff (Lindsay King)**

- Laurel was able to get a bunch of volunteers. So now they are waiting for the go ahead to start working.

**Motion:** Lindsay moves to approve Project and Service Charter about paraprofessional and support staff task force and the membership of the associated task force. Kim seconds. Motion carries.

- Because this work will likely result in a new membership level, this could affect our overall revenue from dues.
• This idea for looking at paraprofessional members came from last year’s leadership institute. It is an effort for ARLIS/NA to broaden and be more inclusive ARLIS/NA. Because this a fairly easy thing to accomplish, it is one of the ideas from the leadership institute that has risen. Strategic Directions has also been advocating for this.
• How is the task force collecting information? If they are sending a survey to ARLIS/NA members, Lindsay should review surveys or whatever before they go out. The survey could go out to the divisions to be more targeted. The survey will need some context.

Action: Lindsay will have the Paraprofessional and Support Staff Task Force write up description for the featured projects page of AWS.

Humanities Commons Implementation Task Force update (Roger Lawson)

• In May Roger submitted the Project and Service Charter for the Humanities Commons Implementation Task Force. Roger reached out to proposed task force members and they all accepted. The metadata contact from HQ for the task force will be Nancy.
• On June 4th the task force will have its first phone meeting.
• Roger and Meredith Kahn have a call scheduled for May 30th. They have been in touch with the Humanities Commons representatives, who are already providing helpful tips for implementation and keeping membership engaged.
• Notes will go up in Basecamp and Roger will share them with the Board in Box.
• The Humanities Commons representatives think an April 2020 launch is reasonable and they have suggestions about what can be phased in early and what content up on the site early to get our members engaged.
• Gregg Most is over-committed at the moment but he recommends Shalimar White serve on the Humanities Commons task force as a representative of the Development Committee.

Policy Manual updates

Development and Diversity Committee, G-10 and G-11 (Lindsay King)
Online voting, C-7 – forthcoming (Rachel Resnik)

• Policy manual updates are needed for sections of G10 and G11.
• Some of these were decisions that were made last year but did not make it into the policy manual, including the outgoing Advancement liaison joining the Development Committee for two years and some changes of language regarding the Conference Speakers of Color Fund.

Motion: Roger moves to accept Policy Manual changes for sections G10 and G11. Lindsay seconds. Motion carries.

• Is there a reason we are singling out Speakers of Color Fund and not including all named funds in section G10? This particular fund has been problematic for conference planning so spelling it out in the Policy Manual will make things easier.
• Laura wants all Board members to look at Policy Manual sections related to the groups with whom they liaise to see if there are any Policy Manual changes needed. At the mid-year we can do a big clean-up of the Policy Manual. We want it to be an accurate and helpful document. Omissions of information can also have significance.

Motion: Doug moves to approve Policy Manual changes to section C7. Kim seconds. Motion carries as corrected.

• The rewrite of section C7 better reflects how we vote between meetings. Amy pointed out a typo in #5. There was an effort made to make C7 generic enough to not mention specific tools.
• Online voting will take over a week, so in some cases it might make sense to save motions and voting for our Board meeting.
• Once the Board has voted, the motioner can let interested parties know the results; there is no need to wait
until the vote is ratified at the executive board meeting. All voting done between meetings must be included in the consent agenda in order to ratify the vote.

**Treasurer requests/discussion** (Doug Litts)

- **Review of Special Funding Requests**
  - Accountability
  - Mechanics - through Doug

- There have been questions about special funding. The logistics of applying for funds have been confusing and the types of things that are likely to be funded is somewhat unclear. Additionally the logistics of reporting afterwards are problematic. Reports for special funding requests need to be posted on AWS.
- The current limit for a special request is $500 but this is very limiting for items that don’t need regular funding. Board would like to change wording to say that urgent requests above $500 will be considered on a case by case basis. Requests above $500 are discouraged.
- Because this is not in the Policy Manual and only on the website, no vote is needed.

  **Action:** Doug will update wording for AWS about special funding requests amount limit to reflect that urgent requests above $500 will be considered by the Board on a limited basis.
  **Action:** Doug will rewrite for AWS the bulleted list of examples of special funding requests that the Board is likely to grant.
  **Action:** Doug will compile special funding requests into a report and then will have them posted onto AWS as past projects. Work with Mark Pompelia.

- Special funding requests that are sent to liaisons and must also be sent to Doug. The wording of the instructions for submissions should be clarified to ensure that Treasurer also gets submissions.

**Chapters bylaws changes, motion to reconsider** (Stefanie Hilles and Rachel Resnik)

- Online voting for chapter bylaws changes require 2/3 approval. The motions to update the bylaws for Central Plains and New York did not receive enough votes online to reach the 2/3 threshold.

  **Motion:** Stefanie moves to reconsider the vote on the bylaws changes for Central Plains and New York. Kim seconds. Motion carries.

**Minutes, annual reports and archives** (Amy Trendler, Laura Schwartz, Rachel Resnik)

Tabled for next meeting.

**Secretary requests/discussion** (Rachel Resnik)

- Action item running list. Document or Spreadsheet?
- How do you access board actions, the policy manual, and scorecard?
- What do you think of a change of numbering? Examples:
  - A1 (Action item #1)
  - M2 (Motion #2)
  - SC3 (Scorecard item #3)

- Rachel will poll the Board to see if they prefer the running list of actions in a document (as it is currently) or in a spreadsheet (similar to action scorecard).
- Board is fine with changing numbering to include indicator for which list the item belongs. E.g. Motions will be number M1, M2, M3, etc.
- Secretary is confused about versioning and curious about how Board members are finding documents. Some people are searching, so foldering won’t help at all. Do include “current” in naming documents and folders because this will help with both searching and browsing. Eventually we will have more of a schedule for
NDSR Art Update (Lauren MacDonald and Laura Schwartz)

- Lauren has received the new version of the NDSR report. She will send it to Roger for editing. Laura will send out message on ARLIS-L to let members know about the report.
- On page 14 the next steps are called out. This is one of the primary updates in this new versions.

Action: Lauren will send the NDSR Art report to Roger for minor editing and will send an abstract to Roger for the Research and Reports page of AWS.

Action: Laura will send out message on ARLIS-L to announce the NDSR Art report.

If the next phase of the project moves ahead it should go on the Featured Projects page of AWS.

Affiliate Liaisons & Affiliate Organizations

- Liaisons to Other ARLIS/Art Libraries organizations (Laura Schwartz)
  
  DLF cross pollinator partnership (Laura Schwartz)
  
  ICOM and OKBV Proposal (Suzanne Rackover)
  
  Affiliate benefits and recommitment (Kim Collins)

- We don’t identify liaisons for ARLIS/NA affiliates, like ARLIS Australia in the same way we do for affiliates like VRA. Is this something we assume the IRC is managing?
- Digital Library Federation has a program called cross pollinator partnership. VRA participates in this program and ARLIS/NA used to be a member. In summary the partnership just means that we would send a representative to their conference and they would send one to our conference.
- Laura will put together a Project & Service Charter requesting that we rejoin the DLF cross-pollinator partnership. Financially it would mean that we would need to cover the registration cost for one individual from DLF for the Salt Lake City Conference.
- The IRC has requested that we affiliate with ICOM (an international museum organization) and OKBV (a Netherlandish art libraries).
- What are our affiliate benefits and do we need to recommit to the organization with whom we currently affiliate? It’s unclear what we are offering our affiliates and what we are getting from them. We need to let affiliate organizations know that they get registration to our annual conference.
- Big Picture—Do we need a task force to do a big picture look at affiliates in general? Can we see how other organizations do this successfully?
- Members express lots of interest in being affiliates, but very few affiliates are doing annual reports or responding to monthly call for updates.
- We could do a better job of articulating what we expect from liaisons; there’s very little detail in the Policy Manual to guide them. Once we define what it is we expect from them it would help us determine who they should be aligned with—possibly IRC and/or Membership Committee. It’s too much responsibility to fall all on the President. Being aligned with another group might create a sense of community among the liaisons.

Motion: Kim moves to approve DLF cross pollinator partnership for this year and Lindsay (Amy?) seconds. Motion carries.

Action: Laura will put together a Project and Service Charter to create a task force to look at the role, mission, and organization of ARLIS/NA affiliates.

- DLF would approve our member who attends DLF and they approve their member who comes to ARLIS. The have a June 10th deadline for conference attendee approval so we need to advertise this very soon.
Action: Roger needs to send out an announcement on ARLIS-L next week about Digital Library Federation cross-pollinator partnership, because there is a June 10th deadline to approve attendees at each conference.

Motion: Suzanne moves to approve affiliation of ICOM and OKBV. Amy seconds. Motion carries.

• These new affiliates will not have specific liaisons. These relationships will help with the planning of study tours. The IRC will get in touch with these organizations to let them know.

Action: Suzanne will let IRC know that these affiliations have been approved and will follow the protocol we used for Redarte to advertise these new affiliations.

• Redarte was announced as a news item.
• The IRC maintains relationships with our international affiliates. If we named a liaison they could get benefit of conference registration. The task force will explore this issue.

IRC Scholarship on AWS Awards Page (Suzanne Rackover)

Action: Suzanne will work with Roger on wording for Awards page listing regarding scholarships.

Japan Study Tour Project & Service Charter (Suzanne Rackover)

Action: Rachel will add Japan Study Tour to action scorecard.

• HQ manages study tour pages. The content for study tours are managed through Nancy and Katie. They use a Wordpress site. Study tours don’t use AWS because of the registration page.

Goals (Laura Schwartz, Rachel Resnik)

• Some groups were less enthusiastic about providing goals. All of the groups already have goals; we just want them to articulate their goals. We will need to keep track of goals, perhaps a spreadsheet. Laura and Rachel will discuss how to capture and manage that information.

Motion to Adjourn

Motion: Kim moves to adjourn. Suzanne seconds. Motion Carries.

List of Actions for 2019.05.22
Action 50: Nancy will give Lindsay list of non-renewals for Membership Committee. In October Committee members will send personal messages to people with lapsed memberships to entice them to renew membership and ask why they haven’t renewed.

Action 51: Nancy will put together a proposal document about the membership database migration. Doug will analyze the costs and figure out how we could pay for the migration and share that information with the Board. And then the Board will either vote online or at the June Board meeting

Action 52: Lindsay will have the Paraprofessional and Support Staff Task Force write up description for featured projects page of AWS.

Action 53: Doug will update wording for AWS about special funding requests amount limit to reflect that urgent requests above $500 will be considered by the Board on a limited basis.

Action 54: Doug will rewrite for AWS the bulleted list of examples of special funding requests that the Board is likely to grant.

Action 55: Doug will compile special funding requests into a report and then will have them posted onto AWS as past projects. Work with Mark Pompeia.
Action 56: Lauren will send the NDSR Art report to Roger for minor editing and will send an abstract to Roger for the Research and Reports page for AWS.
Action 57: Laura will send out message on ARLIS-L about to announce the NDSR Art report.
Action 58: Laura will put together a project and service charter to create a task force to look at the role, mission, and organization of ARLIS/NA affiliates.
Action 59: Roger needs to send out an announcement on ARLIS-L next week about Digital Library Federation cross-pollinator partnership, because there is a June 10th deadline to approve attendees at each conference.
Action 60: Suzanne will let IRC know that these affiliations have been approved and will follow protocol we used for Redarte to advertise these new affiliations.
Action 61: Suzanne will work with Roger on wording for Awards page listing regarding scholarships.
Action: Rachel will add Japan Study Tour to action scorecard

List of Online Motions
Motion 8: Doug moved to approve special funding request from the Cataloging Section, Digital Humanities and Web Archiving SIG. Suzanne seconded. Motion carries. Awaiting ratification. https://arlisna.app.box.com/file/451573223855
Motion 10: To approve chapter bylaws change from Central Plains chapter. Stefanie moved and Rachel seconded. Motion did not carry. See motion 15. https://arlisna.app.box.com/file/453669337626

List of Motions for 2019.05.22
Motion 11: Roger moved to accept the consent agenda. Kim seconded. Motion carries.
Motion 12: Lindsay moves to approve Project and Service Charter about paraprofessional and support staff and the membership of the associated task force. Kim seconds. Motion carries.
Motion 13: Roger moves to accept Policy Manual changes for sections G10 and G11. Lindsay seconds. Motion carries.
Motion 14: Doug moves to approve Policy Manual changes to section C7. Kim seconds. Motion carries as corrected.
Motion 15: Stefanie moves to reconsider the vote on the bylaws changes for Central Plains and New York and Kim seconds. Motion carries.
Motion 16: Kim moves to approve DLF cross pollinator partnership and Lindsay (Amy?) seconds. Motion carries.
Motion 17: Suzanne moves to approve affiliation of ICOM and OKBV. Amy seconds. Motion carries.
Motion 18: Kim moves to adjourn. Suzanne seconds. Motion Carries.