ARLIS/NA Executive Board Meeting Agenda
Wednesday June 26, 2019 / 12:00pm-1:30pm Pacific

MINUTES

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

Excused: Stefanie Hilles, Lauren MacDonald

Call to order (Laura Schwartz)

Consent Agenda (Laura Schwartz)

- May 2019 EB minutes
- Reports for May
  - 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
  - Online motions needing ratification
    - Motion 8: Doug moved to approve special funding request from the Cataloging Section, Digital Humanities and Web Archiving SIG. Suzanne seconded.
    - Motion 19: Laura moved to approve the migration of the membership database so that ARLIS/NA membership data is compliant with Humanities Commons and so that we can implement centralizing chapter and Society membership. Suzanne seconded.

Motion 20: Kim moves to approve consent agenda. Lindsay seconds. Motion carries.

Announcements (all)

Laura will be away a lot of July. Amy will be point person in Laura’s absence.

Monthly report from HQ (Nancy Short)

Nancy will have the May report by the end of the week or early next week.

Minutes, annual reports, conference proceedings practices, EB files, and archives
(Amy Trendler, Laura Schwartz, Rachel Resnik)
There have been questions from group leaders about what to do with the conference business meeting minutes and what/when to send documents to ARLIS/NA Archives.

Action 63: Amy will add information to the leadership onboarding toolkit about archiving meeting minutes, etc.

- 50 year anniversary will help bring attention to archiving. It may also help us think about our archival program and whether adjustments are needed. We might consider getting organized in that regard now.
- Humanities Commons will help with storing and making available the meeting minutes and various documents of each group. At this point minutes should not go onto the website, but group leaders should feel free to post them on the listserv and send them to the Archives. The Policy Manual needs to be updated to reflect this, but as there will be many Policy Manual changes associated with Human Commons, let’s hold off and make all changes together once Humanities Commons is up and running.

Action 64: Rachel will ask the Documentation Committee to tweak information on AWS about sending records to the Society’s archives.

- Membership meeting minutes should be in conference proceedings. Conference proceedings are likely to be in Humanities Commons, rather than stay on AWS.
- Annual reports going on to AWS and AWS is being archived. Individual groups can also send annual reports to Archives.

Action 65: Rachel will ask the Documentation Committee to come up with retention policies/best practices for EB docs, that will clarify how long different types of documents should stay in Box and what should be archived or weeded.

Action 66: Laura will put on the agenda for the mid-year Board meeting a discussion about the 50th anniversary as it relates to archiving and documentation.

Humanities Commons Implementation Task Force update (Roger Lawson)

- The Task Force has laid out a schedule of conference calls and responsibilities of task force members.
- At their next meeting they will discuss categories of materials to be migrated to ARLIS/NA HC.
- Working groups will be holding their own conference calls and then once a month all of the working group leads will have a conference call together.
- They have received good information from Nancy about the membership database migration. Roy is working on it now. They are optimistic about the timing.
- Shalimar White will serve as the development, fundraising representative on the Task Force.
- Laura will keep Humanities Commons on the monthly agendas for the Executive Board meetings.

NDSR Art and SEI (Kim Collins and Laura Schwartz)

SEI 2020 Site Selection (Laura Schwartz)

Call for Host Sites, 2020-2021 and SEI Hosting Application

- We need to put out a call for SEI. Laura will send out a post today. The deadline for host site proposals is the end of July. VRAF is also meeting today.
- Lauren and Laura really want to move the SEI curriculum forward and incorporate NDSR components
including digital preservation, digital collections, digital humanities, etc. Lauren is having a conversation with Courtney Baron about the curriculum. Lauren will report back on our next call.

- There will be an SEI task force, with past chairs, that will convene after the summer and they can look at some of the curriculum issues.
- University of Wisconsin, Madison and UCLA have both expressed some interest in hosting SEI. Janine Henri is very interested in integrating new ideas from NDSR art into SEI program. It has never been on the west coast and there are lots of resources related to digital resources.

**Job posting – salary requirements** (Kim Collins)

- Someone asked if we can require salary information for those who pay for job postings.
- In the form we use for posting jobs we can include “please include salary range” field.

**Action 67:** Suzanne will inform APPC that there was a request to require job postings via ARLIS/NA to include salary information. While the Board does not view this as feasible, is APPC interested in taking up the issue of the compensation transparency and equity?

**Development priorities including Diversity Grants** (Lindsay King)

- The Diversity Committee is looking into possibilities of grants that might help create opportunities for diverse candidates for fellowships, etc. They’ve looked at similar institutions to see how they address this. The committee is concerned that ARLIS/NA is not able to pursue grants because we don’t have individuals available to manage grants.
- Diversity and Development committees are curious about whether board thinks we have capacity for grants. Is it a high enough priority? The Board does think this is a high priority and it is worth pursuing, but agrees that on our own as an organization, we don’t have the appropriate infrastructure for supporting the grant process.
- The document lists similar initiatives and also the challenges associated with doing a grant.
- The grant P.I. is typically an individual within his/her organization, but also serves dual capacity as an ARLIS representative.
- Is ARL still supporting these types of grants? The ARL grant that was previously done had a defined time period but perhaps they will be doing a similar grant again in the future.

**Action 68:** Laura will reach out to Mark Puente at ARL to see if they foresee continuing to support grants for promoting diversity within library staffing, looping Lindsay and Stacy Brinkman into the discussion. She will get information from Kim about her last discussion with Mark.

- We would need to find a person to be P.I. Where would it live and how would we manage the financial side?
- Only one person responded to Laura’s query about doing another NDSR grant. There are very few organizations that have the capacity for grants and would want to partner with ARLIS/NA. So it might be true also for a grant like this.
- Would a school that has an MSLIS program be interested in being PI because their students could benefit? We could approach some of these institutions to see if there is any interest.
- Could we get free registration for early career librarians for students from underrepresented groups? Milan did something like this for the NYC conference. Could we consider this for future conferences?

**Action 69:** Laura will reach out to ALA Office for Diversity to inquire about support they may offer for grants
that promote diversity within library staffing. She will loop in ARLIS/NA’s liaison to the ALA Office for Diversity, Carol Ng-He.

- Lindsay will report back to the Development and Diversity Committees to let them know that the Board is going to put out feelers. It’s an important initiative and a priority for the Board.

**Diversity Committee Charge** (Lindsay King)

Current Committee Charge:
The Diversity Committee was established in 1992 to develop and oversee strategies for advancing diversity in art information fields by promoting broad participation in the profession and the Society and by supporting fully inclusive collections.

Revised Committee Charge:
The ARLIS/NA Diversity Committee provides leadership within the society by reflecting on and enacting the core values of diversity and inclusion across all aspects of art librarianship. We offer the society guidance in welcoming and centering historically marginalized people, voices, and narratives through the lens of equity and justice. The committee creates and provides educational opportunities and resources related to equity, diversity, inclusion, and justice. Through building collaborative partnerships with the ARLIS/NA Executive Board, Committees, Sections, and SIGs, we work to foster anti-oppressive professional practices and identify ways ARLIS/NA can divest from white supremacy, colonialism, and all other forms of systemic oppression.

- The Diversity has embraced the assignment of working on their goals for the year. In light of that they would like to update their charge to better reflect what it is they actually do.
- They’d like to focus more on people and not just on collections.

**Motion 21:** Kim moves to approve revised Diversity Committee charge. Lindsay seconds. Motion carries.

**Action 70:** Rachel will update policy manual with changes to Diversity Committee’s charge.

**Action 71:** Lindsay will send updated Diversity Committee charge to Mark Pompelia for AWS.

**SIG name change procedures** (Amy Trendler)

- The policy manual doesn’t specify procedures for how a SIG changes their name.
- Kim will look for how retired members did it and share info with Amy.
- If it’s a simple name change then once the membership of the SIG votes for the name change, the SIG should send the proposed change to Board for a vote.
- If the name change fundamentally changes the objective of the group, then it might require a more involved discussion and process. In this case the Women and Art SIG wants to change to Intersexual Feminism and Art SIG. They discussed the name change at their business meeting in Salt Lake City. In this case it might be more than a name change.
- SIGs have descriptions, not charges. And for this group the description will likely need to be updated too.
- Women and Art SIG need to consider all aspects that need changing, have their members vote on proposed changes, and bring it all back to Board for approval.
- In the policy manual we can include a statement about the SIGS previous name.

**Action 72:** Amy will share with the Women and Art SIG, that if they want to change name and statement of
purpose they should draft a full proposal, have their membership vote on it, and if it passes, submit it to the Board for approval.

**RISS/OER Project Charter** (Amy Trendler)

- RISS wants to create list of OERs related to art and design, that will be housed on their blog.
- They want to solicit recommendations from the membership at large. They will review and vet proposed resources and then include the approved ones on the list with a description for each.
- The Professional Development Committee in contrast is developing an OER, not creating a list of OERs.
- The Board recommends: A) They need to be able to develop a transparent set of criteria for which resources get included on the list. B) The list needs to be updated annually, ensuring that links are current and active.

**Motion 22:** Amy moves to accept RISS/OER project and service charter. Kim seconds. Motion carries.

Action 73: Amy will ask RISS to write a blurb about the OER Project and Service Charter for AWS Featured Projects, which Amy will forward to Mark Pompelia and copy Roger.

**Affiliate Liaisons & Affiliate Organizations Task Force:** [Project Charter](#)

- Affiliate volunteers don’t have clear guidelines on what they should be doing.
- Suzanne drafted a project and service chart to assemble a task force to help define these positions and make them more meaningful.

**Motion 23:** Kim moves to approve the task force to look at affiliates. Lindsay seconds. Motion carries.

- Suzanne would be happy to work on this. The first step for the task force will be to collect data which will include looking at reciprocal agreements and models of how other organizations manage affiliates. The timeline for the task force could be adjusted as needed.
- One charge is to figure out the reporting structure; looking at how other organizations with affiliate liaisons works.
- Task force membership will include Suzanne and Kim (co-chairs), one representative from the IRC, and one or two exemplary past affiliates.
- Once the report is done, it should go on the featured projects page of AWS.

**Action 74:** Laura will include in her post-CPAC President’s message to ARLIS-L information about the task force looking into affiliate liaisons.

**Annual Review of AEG and Management Contract Task Force** (Laura Schwartz)  
[Current contract with AEG](#)

- The management agreement with AEG specifies that the Board should conduct periodic reviews of their service. Laura has a meeting with Nancy next week.

**Action 75:** Everyone will send to Laura by Monday July 1 an example of one thing AEG is doing well and an example of one thing AEG could improve upon.

- Laura wants us to start thinking about the contract and what we would like to see in our next contract.
She proposes that over the next 12 months we work towards developing an RFP for the next contract, so that we don’t feel rushed and can be very thoughtful about what we want. She will e-mail the Board her proposed membership and charge of this task force.

- Because this is the ongoing work of the Board, it does not require a project and service charter.

**Action 76:** Laura is formulating thoughts about a subcommittee that will work on a new management contract and will share charge, committee make-up, and timeline with Board members.

- The task force would send out a survey to full membership, etc.
- Our current contract with AEG runs through April 30th 2021. If we contracted with a different management company we would need to let AEG know by the end of 2020. This means the task force would need to have report ready in time for the mid-year board meeting in 2020.

**Motion to Adjourn**

**Motion 24:** Amy moves to adjourn. Kim seconds. Motion carries.

**2019.06.26 Motions**

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- Motion 24: Amy moves to adjourn. Kim seconds. Motion carries.

**2019.06.26 Board Actions**

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