Minutes

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

Call to order (Laura Schwartz)
Consent Agenda (Laura Schwartz)
  •  June 2019 EB minutes
  •  Reports for July
    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 24: Roger moved to approve the consent agenda. Stefanie seconded. Motion carried.

Announcements (all)
Rachel encouraged all Board members to make status updates in our shared running list of actions.

Monthly report from HQ and PPT (Nancy Short)
- We didn’t use our contracted hours with AEG for the months of April and May. So while we’re still over for the year, we will start levelling out so that we’ll be on track with our annual AEG budget. We’ve used 62% of our AEG budget so far this year.

- June, July, and possibly August HQ reports will be done in time for the September Board meeting. This information will help us build budget for next year.

**Conference Planning: St. Louis** (Laura Schwartz, Nancy Short, Doug Litts, Amy Trendler)

- Laura, Nancy, Doug, Amy, and Kim met with the St. Louis CPAC earlier in July and they feel very optimistic about the St. Louis conference.
- St. Louis CPAC is developing interesting new programming. They are a very organized group and are ahead of planning schedule targets.
- The early financial outlook is promising; we should make a modest profit.
- Venue is very well situated. The meeting rooms and facilities are good, and there is proximity to museums and restaurants.
- Laura in her summer president’s message will begin preliminary marketing.

**Conference Planning: Montreal** (Nancy Short)

- The RFP was sent out to five potential hotels last Friday.
- Nancy will be following up with hotels later this week to gauge if and when they will be submitting proposals. The deadline to do so is August 16th.

**Action A77:** Nancy will do a site visit in Montreal before mid-year board meeting.

**Humanities Commons Implementation Task Force update** (Roger Lawson)

- The HCITF has had two big conference calls with whole group. Their next call is scheduled for August 5th and they will be discussing norms and policies. The following meeting will be September 9th; topic to be determined.
- Roger presented a chart they have developed for web content which shows what will remain on the website, what will be in both places (via linking to avoid redundancy), and what will be exclusively on HC. All publications will be in HC. Core repository documents will get digital object identifiers (DOI), so they will be discoverable.
- They are still determining the best format for exporting learning portal content and publications.
The timeline for implementation is still on track. They are awaiting information from HC about invoicing and signing a legal agreement; ARLIS/NA is in their queue and they will be in touch once they have their business model set.

The contacts at HC have been clear about getting some content into HC soon, in order to engage membership early on. Pdfs of research and reports should be fairly easy to migrate, as should the links to Wordpress sites. This is dependent on members being able to authenticate.

Question about chapters on HC still up in the air; HC is compatible with Wordpress but can it accommodate a PayPal button?

Norms and policies is the topic for the next call. This includes: style guide, code of conduct, editorial standards and workflows, logos, copyright and licensing. They are looking at advising on Creative Commons licensing for HC core repository content.

Regarding milestones, Roger asked Nancy about the progress of migrating the membership database. Nancy will check in with Roy and get back to Roger. This piece is still on schedule. We are planning to use the new membership database for renewals in the fall. Nancy confirmed this is the plan.

Amy asked when will be able to give groups access? Roger thinks it is relatively safe that if a group wants to create a Wordpress site, they shouldn't have a problem migrating into HC. Groups can wait until HC is accessible to them, but the timing is dependent on authentication working.

SEI curriculum and host sites update (Lauren MacDonald)

- Lauren is meeting with Courtney Baron and Bridget Madden on Monday afternoon. The primary agenda item is moving forward to determine site location for SEI 2020. They will also be discussing curriculum changes for SEI 2020. Lauren will have more updates to report by mid-year.
- As of July 25, no institutions have applied to host SEI in 2020. We will need to solicit institutions. UCLA expressed interest at some point. Wisconsin had applied previously. Because the curriculum is likely to change, it’s hard for potential host institutions to know if they would have strengths to support new curriculum.
- SEI 2019 evaluations will help inform how to update the curriculum.
- The planning timeframe may need to be pushed back a month; they have traditionally done site visits in August.
- The new co-chair was an NDSR Fellow so it will be very helpful having her participate in developing the updated curriculum.
- Suzanne suggested considering a Canadian site to host SEI 2020.

State of Art & Design Schools Project & Service Charter (Amy Trendler)
• This is the next in the Society’s series of reports about the state of libraries.
• ADSD might want to consult the Museum or Academic Library Divisions, since those divisions have recently put together similar reports.

Motion 25: Amy moved to accept project and service charter from ADSD. Suzanne seconded. Motion carried.

• Roger is working on drafting a template for a white paper, which we will be calling them reports. When we’re arguing a position, we could call it a position paper.
• They propose to have it completed by Saint Louis conference so they can present it.

Action A78: Roger will send a report template to Katy Parker and Abi Sweeney.

Best Practices for Job Postings in Art Information Project & Service Charter
(Suzanne Rackover)

Motion 26: Suzanne moves to accept project and service charter for Best Practices for Job Postings put forward by the APPC. Lindsay seconds. Board recommends changing title to “Best practices for art information job recruitment and retention”. Motion carries.

• As this project and service charter relates to the next agenda item about internships, would it make sense to broaden the scope of the project slightly to include this issue?
• It might make sense to start with this project with a narrower scope as proposed and then scaffold additional best practices or reports that are related.
• The committee had already been considering this project and service charter before the internship issue came up. The question about requiring salary info in job postings, expedited this proposal.
• The Board recommends changing the title to: Best practices for art information job recruitment and retention.

APPC and Library Interns: From Library Intern to Interim Librarian (Suzanne Rackover)

• Do we need to put out an advocacy statement about the fair treatment and compensation of interns?
• Museum directors (AAM) have put out a policy statement about the fair treatment and compensation of interns. Can we support the museum director’s statement? We can certainly mention their statement in our own statement.
• If we put out a statement that is too broad and includes academic institutions and LIS programs, would that dilute the issue too much? There is a moment right now in museums that is addressing equitable pay, so aligning our statement with the might make it stronger.
• When we release a statement, it’s sent to media outlets.
• Ask APPC for recommendation.
• This is about a larger equity issue; unpaid or low paid internships are only accessible to some individuals.
• APPC should consult the Education Subcommittee to get input. We need to connect with Collection Development Committee to make sure they don’t feel attacked.

Action A79: Suzanne will contact APPC and Lauren will contact the Professional Dev Committee to ask them to work cooperatively on a statement about fair treatment for interns. If the committees, think it’s appropriate, it could be a position paper.
Action A80: Amy will reach out to the Collection Development Committee to inquire where their recent blog post originated and let them know gently that the Board is discussing fair treatment for interns.

Conference hosting timeline review (Stefanie Hilles)
• New timeline for proposals: accept proposals in time for January meeting.

Action A81: Stefanie will work with Roger to update the conference planning manual and the conference proposal guidelines to allow for conference site proposals to be submitted in December.
Action A82: Roger will check the policy manual to see if it specifies when conference site proposals are due. Will require vote if in policy manual.

Coordinating Webinars with Partner organizations (Lauren MacDonald)
• The Professional Development Committee would like some guidelines for how to co-host webinars with other organizations who would have members who are not ARLIS/NA members.
• Grimm has offered to explore creating documentation that would standardize what do in this situation.
• Once Stephanie has an idea of the scope of the guidelines; that could determine whether it needs a project and service charter.

Special Projects webpage edits (Doug Litts and Roger Lawson)
• It would be useful to give some parameters of amounts for people making requests for special funding, but not hard amounts.
We should not require that groups recoup costs.
Everyone should let Doug know if they have more edits. Doug has been postponing sending out special funding request solicitation until the website is updated.

Conference Planning Manual Update (Roger Lawson)  
Tabled

Conference Planning and Ethical concerns (Roger Lawson and Laura Schwartz)  
Tabled

Midyear meeting agenda items (Laura Schwartz)  
- No August meeting.
- More detailed agenda coming out soon. Nancy has sent out information about hotel.

Action A83: All Board by August 15th will suggest for 1 topic for a deep dive discussion for mid-year. And 1 thing you are struggling with and want feedback on from larger group. E-mail ideas to Laura.

Motion to Adjourn  
Motion 27: Rachel moved to adjourn. Amy seconded. Motion carried.

2019.07.31 Motions  
Motion 25: Roger moves to accept consent agenda. Stefanie seconds. Motion carries.  
Motion 26: Amy moves we accept project and service charter from ADSD. Suzanne seconds. Motion carries.  
Motion 27: Suzanne moves to accept project and service charter from APPC. Lindsay seconds. Board recommends changing title to “Best practices for art information job recruitment and retention”. Motion carries.  
Motion 28: Rachel moves to adjourn. Amy seconds. Motion carries.

2019.07.31 Actions  
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Action A78: Roger will send a report template to Katy Parker and Abi Sweeney.  
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