ARLIS/NA Executive Board Meeting  
Wednesday December 18, 2019

MINUTES

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

Call to order (Laura Schwartz)
Consent Agenda (Laura Schwartz)
· November 2019 EB minutes  
· Reports for November  
  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  
  o Online motions needing ratification  
  § Motion 68: Kim moves to approve the distribution of the annual Kress award. (ARLIS/NA will receive $15,000 each year for the next 5 years.) Stefanie seconds. Motion passes.  
  https://arlisna.app.box.com/file/562872591152

Motion 69: Kim moves to accept the consent agenda, along with minutes and online motion 68. Rogers seconds. Motion carries.

Announcements (all)

Roger reported that the social media disclaimer has been added to website. It can be found on the administrative documents page of AWS.
Action: Roger and All: Roger will send out the link the social media disclaimer and everyone let your groups with blogs know.

Monthly report from HQ (Nancy Short)

- The contract for the Montreal 2021 conference has been signed.
- Mark, Heather, and Amy have been added to Box.
- So far this year there have been 316 renewals and 585 members have not yet renewed. This is similar to previous years.
- Nancy needs to refund money to 38 people (students, retirees) who paid the wrong amount in bundled membership.
- We have picked up 46% of the room block at the Chase Park Plaza. This is very good.
- HQ has used 261 hours on database migration activities.
- Nancy has posted a monthly report in Box.

Conference Planning: St. Louis (Laura Schwartz, Nancy Short)

- Bathrooms still an issue. Lindsay got good comments and suggestions from Diversity Committee. Laura will be discussing with CPAC. In Montreal and moving forward we need to make sure we have a solution for a transgender /gender–nonconforming bathroom option. The Montreal hotel does have a single-use family bathroom.

Conference Planning: Montreal (Nancy Short, Amy Trendler)

- The Montreal conference will be May 8-15 at the Bonaventure. The bulk of the program will be May 10-12 with the board meeting on Sunday the 9th.
- Sunday the 9th, which is Mother’s Day, will be the travel day for most attendees. We need to be mindful that some members won’t want to be away from family that day.
- The summer cpac meeting will be July 13-14.
- We want our liaison institutions to know the dates as soon as possible, so we should advertise the dates. Maybe start with a blast on the listserv and then put on website. Laura will let liaisons know.

Action: Laura, Amy, and Roger will work offline to prepare a communication plan for the Montreal conference.

- The CPAC has a about question theme and logo -- do they need board approval if they want to change the theme that they introduced in their initial proposal? Do they need board approval for the logo?
• The logo needs to be available to Nancy and everyone. They need to make sure the logo is readable and accessible. The board would love to see the logo but we don’t need to approve it.
• There is a budget line ($1000) for the conference for promotions. Montreal cpac will want to hand people some swag in St. Louis.
• Their presentation in St. Louis should be 5 to 10 minutes. Five would be better. Laura will give Amy St. Louis’ presentation in case the Montreal co-chairs would like to see it.
• Nancy will working on the Chicago hotel RFP after first of the year. The task force and CPAC need to think about programming a bit to see how it will effect spaces. E.g. sit down dinner for convocation?

Humanities Commons Implementation Task Force update (Roger Lawson)

• Their last call was on December 2nd. They reviewed norms and policies, creative commons licensing for legacy and new materials. They also looked at Humanities Commons’ terms of services and privacy policy, in light of our own code of conduct and social media disclaimer. Between their policies and ours, we are well covered.
• The task force talked about accessibility, but decided it is outside the scope of this task force. They are gathering information about software and standards related to accessibility, and generally keeping an eye on the situation.
• They are still waiting for a test site to be set up. Nancy gave Roger information about Blue Sky content, including all file formats included in the learning portal. If Blue Sky downloads the content for us it is unclear whether we would also get the metadata.
• Nick Curotto wants to start testing the migration of education portal content
• The task force is still hopeful we will have a product in April. We do not yet know whether we will pre-populate, but it is likely groups will be able to do it themselves.
• Next call January 6th.
• Editorial Board members are considering reorganizing positions within the editorial Board and Commons. The information architect position and content manager for AWS could be collapsed into one position. Freeing up a new position for an ARLIS/NA Commons editor.

Chapter Issues
Affiliation Agreements (current and revised) (Laura Schwartz, Stefanie Hilles, Roger Lawson)
Chapter and ARLIS/NA membership and possible bylaws amendment (Laura Schwartz, Stefanie Hilles, Lindsay King, Rachel Resnik, Roger Lawson)

• 75 percent of chapters do not have their original affiliation agreement and the affiliation agreements we do have are outdated.
• We need to have all chapters sign new affiliation agreements.
• Should we consider softening the wording on requiring chapter members to also be members of ARLIS/NA?
We don’t have bylaws wording to review today. Bylaws changes need to be approved by the membership. Only section XIV of the bylaws needs review.

The requirement that chapter members also be NA members might have been because of an insurance issue. If that’s the case, it’s likely that really only officers of a chapter who would also need to be NA members.

Maybe we should have lawyer look at this issue and see whether there are other issues that we’re not seeing.

Would NA membership drop off, if we didn’t require NA membership for chapter members?

Would it have negative impact if most chapter members are non-ARLISNA members?

Maybe we just need to clarify that for voting privileges within a chapter and to hold a position as an officer in a chapter, one must be NA member.

**Action:** Roger, Stefanie, Rachel, and Lindsay will work on updating the chapter affiliation agreement for bylaws and preparing new agreement for chapters to sign.

**Special Funding Request: Teaching SIG** (Doug Litts, Amy Trendler)

The Teaching SIG wants to give a $50 honoraria to well-known library educator/author who is not associated with ARLIS/NA. This individual is writing a blog post for them.

**Motion 70:** Doug moves to approve $50 honorarium for special blog post for the Teaching SIG. Amy seconds. Motion carries.

We need to make sure this will end up in ARLIS/NA commons. Ask the SIG to have her sign a public appearance consent form.

**2023 Annual conference proposal: Mexico City** (Stefanie Hilles, Laura Schwartz)

**Motion 71:** Stefanie moves to approve Texas/Mexico chapter proposal to host the 2023 annual conference in Mexico City. Kim seconds. Motion tabled to January.

- IFLA and others have had their conferences in Mexico, so there is good precedent. Some people might still be concerned about security. Are ride sharing platforms safe? The Mexican government takes security very seriously.
- It’s very affordable.
- The proposers are very passionate about having a conference in Mexico City. They have pointed out that we have never held a conference in Mexico even though that is part of our geographic region.
- This will be the third conference in a row that’s complicated.
- There is some concern about having the ARLIS/NA president/past president also be conference co-chair. Could the Mexico City conference be held a year later, after Mark
has left the board or would Mark prefer to serve on the conference committee in a different capacity?

- We’re ahead of schedule right now so we don’t need to vote today.
- If Mexico City were pushed back to 2024, would the New England chapter be able to host in Providence in 2023? They would need to have a proposal in by mid-year meeting summer 2020.
- First ask Mark which he prefers. Then possibly approach New England.
- Let’s use this as an opportunity to grow the Mexico chapter.

**Action:** Stefanie will talk to Mark and Texas/Mexico about options for Mexico City conference. She will communicate that Board is very supportive of this proposal.

**IRC Study Tour 2021: Greece and IRC Study Tour 2022: Chile** (Suzanne Rackover)

**Motion 72:** Suzanne moves to approve proposals from IRC for study tours to Greece in 2021 and Chile in 2022. Lindsay seconds. Motion carries.

- $150 fee from each participant to cover cost of HQ.
- Follows the pattern of alternating between in European and non-European location. And we have expertise.

**Strategic Directions Committee** – meeting planning & mission statement (Kim Collins, Laura Schwartz, Amy Trendler) The committee has worked on this google doc for the board’s review and wants to focus on a transparency theme: T1.3: Inclusive strategic planning; T2.OA.3: Leadership onboarding, T2.AIP.3: Fostering collaboration

- Laura, Kim, and Amy met to talk about next steps. Kim has talked to the Strategic Directions Committee a couple of times.
- Let’s focus on the town hall that they want to do and the preconference meeting with them and Board and set a productive agenda. Laura has drafted a message inviting them to meet with us for an hour in St. Louis.
- At the town hall meeting in St. Louis they would like to focus on transparency.
- Regarding helping groups set goals, they feel like that should be addressed in leadership onboarding, which makes sense.
- They are interested in identifying themes for future leadership institute.
- For now we’ll table updates for the policy manual.
- They have shared a google doc with us; it is a summary of the documents they have been working on and responses they got from a survey.
- They are determined we come up with a mission statement. They will come with wording and we will have wording or at least a sense of themes we want to incorporate. Kim has suggested that Roger to work on that.
Action: Roger and Kim will begin to develop possible language for a mission statement with the intention of sharing with the board for the January meeting.

Action: Rachel, All: Rachel put a copy of the Strategic Directions committee google doc into Box. Everyone review the document and we will discuss it over the next few meetings.

- The google doc stemmed from the resiliency document that developed in a leadership institute. This is an effort to prioritize.
- Could we have them articulate what transparency means to them? Amy would like more info before she goes to that town hall.

**Distinguished Service Award 2019, presented in 2020** (Laura Schwartz, Kim Collins)

Motion 73: Laura moves to move to executive session. Suzanne seconds.

**Management Review Task Force update** (Amy Trendler)

Motion 74: Laura moves to exit executive session. Doug seconds.

**Motion to Adjourn**

Motion 75: Laura moves to adjourn. Kim seconds.