ARLIS/NA Executive Board Meeting

Wednesday March 25, 2020 / 12:00pm-1:30pm Pacific

MINUTES

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

Call to order (Laura Schwartz)
Consent Agenda (Laura Schwartz)
  · Minutes
    o February 2020 EB meeting
    o March 12, 2020 Special EB meeting
  · Reports for February
    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 Motion needing ratification: Motion 87: Doug moves to approve the Artists File SIG request for Wordpress development and plug-ins of their database. Suzanne seconds. Motion carries.

Motion 89: Roger moves to approve consent agenda. Lindsay seconds. Motion carries.
Announcements/Round Robin/Updates (all)

Monthly report from HQ (Nancy Short)

- We have received 36 donations since cancelling the conference and establishing a recovery fund. Thirty-two of these donations are from would-be attendees and four are from exhibitors. Donations at this point total $12,635.
- We have $82,000 to refund to conference registrants. It’s a cumbersome process and Nancy is about halfway through.

Action 175: Nancy will look into including a donation link with the refund notifications.

- Some people who need refunds because they paid with an institutional credit card, will still want to donate. Many people who hadn’t even registered for the conference have donated.
- Nancy will reach out to chapters individually to see if they want their chapter donations to the conference to be refunded or would like that money applied to the recovery fund. Nancy will copy Stefanie.
- The NY chapter is donating $1000 to the relief fund.
- Laura will personally be acknowledging all donations to the recovery fund.
- So far we have no penalties or cancellation fees to pay.
- We added a year onto the contract we have with the company that does recording. Exhibition company similarly asked if we could extend our contract with them. Nancy has asked if they are willing to take on Montreal and/or Chicago and what their costs would be. Nancy is waiting to hear back.
- We will be getting back the deposit from the hotel.

Conference updates: St. Louis (Laura Schwartz, Doug Litts, Nancy Short)

§ Budget issues (reimbursements, refunds, hotel contract)

- We got out of our hotel contract. The Chase Park Plaza proactively let us know we could get out of our contract; we didn’t even have to ask.
- Travel award winners have been told they can use their award for a future conference.
- The speaker for the Diversity Forum speaker can not refund their plane ticket. Laura and Doug will be discussing item by item issues like this and how to resolve them.
- Amy asked what the implications would be for next year’s budget, since we won’t be making a profit off of this year’s conference.
• Typically we’ve made between $30,000 and $50,000 in profit. St. Louis was looking to be a profitable conference. Additionally, our investments aren’t great.
• We should be conservative in what we fund this year, but Doug is cautiously hopeful we will be in the black.

§ Online program

• Laura is thinking that we should perhaps aim to plan for a three hour program in May or June. CPAC is working with PDC on what that might look like.
• Laura doesn’t want to charge any money and she does not want to put on a 2 day online conference. Does anyone think we should plan to do something more ambitious?
• They are putting together a survey to all presenters to see what they’d like to do. The options are:
  1. Present within the 3 hours block or at another time.
  2. Publish in Art Doc or in some special publication.
  3. Waiting a year and then presenting content in Montreal.
• They are discussing how to have a web presence for conference programming content that has been created.
• This is an opportunity to include people who do not typically get to come to the conference in person. Also some staff are under tasked at the moment so professional development opportunities are especially welcome.

§ Publications

• This is a good opportunity to leverage research and reports.

§ Annual Membership meeting and convocation

Action 176: Doug by the time of the membership meeting will have more information to share with the membership about the budget.

• Laura sent out the initial draft agenda. If anybody has additions or suggestions, please let her know as soon as possible. She will be adding a slide to acknowledge our conference sponsors.
• She is planning for ninety minutes so that we can accommodate the convocation program as well.
Action 177: Nancy and Laura are investigating technology options for the membership meeting. Consult Heather who has some ideas about live streaming.

- Doing the membership meeting online is tricky because there are traditionally many presenters.; we might consider breaking with tradition and having the President deliver all of the reports. Nancy is looking at whether there is a participant limit for GoTo Meetings.
- Heather asked if it might be advisable to do Zoom and Youtube livestream because it’s such a big gathering?
- Q and A could be done via a chat box.

§ Business meetings support, documentation, communication

- Groups can use whatever technology they want to use to hold their business meetings. Amy suggested we have a clearing house so that not all groups hold their meeting at the same time. If groups want to use ARLIS/NA’s GTM then they need to pick unique times to hold their meetings. Eventually meeting minutes get posted. We should encourage groups to stick to the times scheduled for St. Louis when possible.

Conference updates: Montreal (Amy Trendler)

- Montreal CPAC is planning a modest preview at the membership meeting. There won't be time to do a big splashy presentation then, but perhaps in the fall they could do a more involved presentation.
- They are thinking about how to capture the information that would usually have been gathered in the conference survey.
- They are starting to think about rescheduling the summer CPAC meeting which was originally planned for July. It’s too soon to schedule it for a different date, but start thinking about that.
- We could combine the mid-year and Montreal CPAC to coincide in the Fall.

SEI potential cancellation or postponement (Laura Schwartz and Lauren MacDonald)

- Courtney Barron, SEI co-chair, is asking how SEI, which is scheduled for June 2020, might be affected by the pandemic.
- There are currently 20 people registered. They need a minimum of 25 attendees to hold the workshop.
- One option is to wait a few weeks to see what happens.
- Another option is to push back the workshop to September. The proposed September dates would need to be cleared with Northwestern and with the
instructors. It is harder for academic librarians to attend a workshop in September.

- Courtney shared these ideas with ARLIS and VRAF. VRA thought finding new dates might be worthwhile, but left it up to SEI to determine the best course of action.
- It definitely does not make sense to continue to plan for June.
- Why was August not considered? Northwestern is on a quarter system so August is not possible for Northwestern.
- ARLIS should recommend cancelling the in person workshop for this year and seeing if the SEI planners might consider doing a condensed online option in the fall.

Action 178: Laura and Lauren will talk to SEI about cancelling an in-person SEI meeting for this year and consider doing a scaled back online version in the fall.

Plans for April EB meeting, CPAC Montreal, Midyear Board meeting, etc. (Laura Schwartz, Amy Trendler)

- Traditionally we have pre and post conference board meetings onsite at the conference. This year we may just have a regular monthly meeting for 1.5 hours.
- Strategic Directions Committee will be invited to a future meeting at a later date separate from the April Board meeting.
- Could we hold our Board meeting on the same day as the Membership Meeting, we can smoothly include both incoming and outgoing board members?

Action A179: Kim will let the Strategic Directions Committee know that the Board wants to meet with them at a later date, but not during the week of the now cancelled conference.

- The University of Chicago press representative can join us as a guest.
- We aren’t doing monthly reports for April; annual reports are due on April 13th.
- Stay tuned for plans for CPAC and mid-year board meetings.

Humanities Commons Implementation Task Force update (Roger Lawson)

- There is still no memorandum of understanding from Michigan State University.
- Humanities Commons is looking into other possibilities for getting a COmanage Registry plugin. This would benefit ARLIS/NA, was well as other organizations that join Humanities Commons.
• The VPN has been set up so that the task force can create a landing page for ARLIS/NA on Humanities Commons. Their goal is to have a modest visual to show at the Membership Meeting.
• Very little progress will be made with Humanities Commons during the pandemic as most universities and members of MLA are working remotely and concentrating on supporting their institutions.
• In the meantime the task force will reach out to SAH to see where they are in their implementation; the task force will report back.

**Editorial Board proposal to reconfigure two editorial board positions** (Roger Lawson)

• Editorial Board appointments are 1 year renewable. Roger has heard back from some appointees and is awaiting responses from a few.
• He proposed that the editorial board positions be reconfigured so that the AWS content editor and architect be merged into a single position.
• Between Roger and Nick the tasks of these two positions should be manageable.
• Additionally Roger would like to add a new position for a Commons Manager. A position description has not yet been drafted, but Roger will consult with Meredith and Mark on that. This position would receive an honorarium just as the AWS editor did, so there would be no net change in the budget.

Motion 90: Roger moves to approve the establishment of an ARLIS/NA Commons Manager on the Editorial board to replace the position of AWS content manager. Kim seconds. Motion carries.

• Roger will draft a position description and share it with the board at a later date for approval.
• Roger would recruit for this and take applications.

**APPC Statements** (Suzanne Rackover)

- Library, archives, and museums closure advocacy statement
- Best Practices in Art Information Job Recruitment

• The first statement is in response to the situation being caused by the Covid-19 pandemic and it is primarily an endorsement of ALA’s statement on the matter of library, archive, and museum closures. This is something that we would distribute widely to advocate on closure of libraries and the protection of library staff through the closures.
Motion 91: Suzanne moves to approve the APPC statement on library closures. Amy seconds. Motion carries with a minor amendment to add a line about the unique difficulties for art libraries.

- Should we add a line about the unique difficulties for art libraries? We could send this suggestion to APPC for a slight revision.

Motion 92: Suzanne moves to approve the APPC best practices on job recruitment guidelines. Roger seconds. Motion carries.

- This is the result of the project and service charter that APPC submitted months ago.
- Our joblist page should link to these guidelines.
- In effect this would be ARLIS/NA’s position on job recruitment, so it’s important that we have read it and support it.
- It would not govern the jobs we list through ARLIS/NA, but rather serves as a recommendation.
- No changes have been made to the document since we reviewed it last month.

Action 180: Suzanne will talk to APPC to determine whether the best practices in job recruitment might be developed into a research report. It is so well researched and contains lots of references and it would be great to retain that information and make it widely available.

- The committee did so much research and work to develop these guidelines; it would be great to share the bibliography widely.

Action 181: Suzanne will work with Roger and APPC to put the APPC’s best practices for job recruitment on the featured projects page.

Motion to Adjourn

Meeting adjourned.