ARLIS/NA Executive Board Meeting Agenda
April 22, 2020 / noon-2pm Pacific/3pm-5pm Eastern

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, Amy Trendler

Welcome and Call to Order

Consent Agenda:
- March 25, 2020 meeting minutes
- President’s Report
- Past-President’s Report
- Vice President’s Report
- Treasurer’s Report and Financials
- Secretary’s Report
- Education Liaison’s Report
- Advancement Liaison’s Report
- Chapters Liaison’s Report
- Canadian Liaison’s Report
- Editorial Director’s Report
- Executive Director’s Report
- Online Motions needing ratification
  - Motion 93: Lindsay moves to approve the new Project and Service Charter for the Keystone Legacy Giving program. Suzanne seconds.
  - Motion 94: Suzanne moves to approve the Art Libraries Response to COVID-19 project charter. Doug seconds.

Motion 1: Roger moves to accept consent agenda. Kim seconds. Motion carries.

Announcements (all)

None.

St. Louis Review and Wrap-up (Laura Schwartz and Nancy Short)

- The St. Louis CPAC is now focusing on what to do with the content that would have been presented in St. Louis. Nancy and Laura are meeting with the CPAC tomorrow for the last time presumably. The conference content will go online, go into a publication, or will be moved to the Montreal conference. The CPAC has surveyed would-be presenters to gauge their preferences for how they would like to share their content.
• What do we do with the recording of the membership meeting, and how do we preserve other meetings that have been online? Sessions would go into the learning portal, but that does not seem like the appropriate holder for business meetings. The editorial board will help figure out where to put things. If you have ideas, please share them with Laura and Roger.

Action 2020.001: Laura, Roger will figure out where online to put the recording of the annual membership meeting, as well as other non-session related conference content.

• We should consider making a transcription of the Membership meeting available. We would need to contract out for the transcription.
• We should continue to think about accessibility as we provide content to members. And over the next year we should try to tackle our processes to ensure better accessibility.
• Board members report that the business meetings they have attended have been well attended and have been great.
• Nancy thinks everybody who was involved in planning and then unraveling this conference did a heroic job.

Development update (Lindsay King and Nancy Short)

• Keystone, planned giving program
• Recovery Fund

• Three people have already signed up as charter members of the Keystone program. It was beneficial to announce the program at the membership meeting because it helps to build momentum.
• People could always make planned gifts to the Society; this program just makes it easier for people to do so.
• Everyone who makes a commitment before the Chicago conference will be considered a charter member. The plan for now is to include names of members on the website. People will have the option to remain anonymous. With other paperwork, we could include a consent form, to make sure donors want their name used.
• Perhaps we could have an event at the Chicago conference to honor charter members in Chicago. The Task Force can discuss this suggestion.

• At this point we’ve raised $17,500 for the Recovery Fund. Three people donated during the Membership Meeting. Donations have been coming in from both vendors and individual members.
• The Recovery Fund should remain open through May, to allow time for chapters to meet and decide to donate and to capture final donations when the conference content is made available online.
• Laura will keep up with sending thank yous to those who have contributed.
• Once the fund has been closed, we should send out an announcement informing members of how much was raised.

• In light of the fact that membership is currently down and that we are going into a recession which will further inhibit people from becoming members, could we consider a way to have individuals cover the cost of membership for another individual?
• We need to charge the Membership Committee with the task of looking at the longer trend of membership numbers.
• It would be useful to have visualization of how membership levels change over the course of a year.
Action 2020.002: Nancy, will work with Roy to allow people through bundled membership to a) join more than one chapter and b) join a chapter at any membership category level.

Editorial Board Report (Roger Lawson)

- Humanities Commons Implementation Task Force (HCITF)
- Position descriptions for AWS Content Editor and ARLIS/NA Commons Editor

- Roger reviewed the work that has been done in service to ARLISNA Commons since last June, including having planning conversations with Kathleen Fitzpatrick and Anne Donlan and separate discussions with IT Consultant, Eric Knappe.
- We are still waiting for an MOU from MSU.
- And we are also waiting for a COmanage Registry plugin, which HC is working on developing. This would benefit ARLIS/NA, as well as other organizations that join Humanities Commons. Awaiting conversation between Eric and Roy to see what needs to happen next.
- Roger and Meredith will meet with Kathleen and Anne in May to chart steps for the next few months.
- Roger had proposed revising a couple of positions on the editorial board in the anticipation of our adoption of Humanities Commons. This would combine the position of AWS Content Editor and AWS IT Architect into one position and would create a new position for ARLIS/NA Commons Editor.

Motion 2: Roger moves to accept the revision of the AWS Editor position and the creation of an ARLIS/NA Commons Manager. Amy F. seconds. Motion carries.

Action 2020.003: Rachel will make policy manual edits to reflect changes to sections H1 and H2 editorial positions.

- We will need to recruit society-wide for this new ARLIS/NA Commons Manager, which will hopefully be filled early this summer to coincide with a Society-wide adoption of Humanities Commons.

Update from University of Chicago Press (guest, Gordon Rudy, UCP)

- Art Documentation Publisher's Report from UCP April 2020
- Subscriptions, Readership, Usage
- Marketing and Promotions
- Financial Report 2019
- COVID-19 and access
- 2021 Art Documentation Pricing Structure (Roger Lawson)

- Art Documentation is doing fine. Its circulation is level.
- Back files are seeing a little more use, although the most recent issues are seeing a little bit less use. These fluctuations are normal. Usage is doing fine. There is a lot of usage from the University of North Carolina, because apparently the journal is being used in the curriculum.
- Revenue from the journal, which comes entirely from institutions, is level. This past year the price increased a little bit for larger institutions.
- Roger will put Gordon’s report in Box. When we look at the report later, we are welcome to send questions to Gordon.
The report includes lots of information including lists of the most cited and most used articles from 2019. It also includes a summary of the University of Chicago Press philanthropic usage program, which provides free subscriptions in some countries.

University of Chicago Press makes quarterly royalty payments to ARLIS. This payment will likely be flat for this year since most payments have already been made for the year. It’s difficult to predict what the revenue will be this upcoming year, as budgets are being slashed but institutions are increasingly reliant on online resources. Very expensive STEM journals are more susceptible to being cut due to institutional budget cuts.

Cambridge University Press is temporarily ceasing print distribution. Some printers are closed, some are open but with reduced staff. Many institutions aren’t receiving mail at the moment. The print distribution system is disrupted. The University of Chicago Press put everything on hold and it’s slowly coming back. Everyone will get print issues, but they will be late.

UCP has beefed up subscriber services in response to Covid-19 pandemic. Details can be found on their website.

Gordon believes we should not postpone the publication schedule for Art Doc, even if the mailing is delayed.

Judy and Roger conferred on UCP’s proposed pricing structure for Art Doc for 2021.

Motion 3: Roger moves to accept 2021 pricing structure for Art Doc proposed by University of Chicago Press. Lindsay seconds. Motion carries.

- The proposal includes a 3% increase in the base rate. Larger institutions pay a larger increase than smaller institutions. As of now there is no increase in postal charges; a change would be dependent on USPS pricing.

Action 2020.004: Nancy will reach out to Rob at U of C Press again about the ArtDoc link on AWS that is still down. Gordon will also reach out to Rob.

- The link to Art Doc on AWS has been broken for a while; that might have affected the usage of the recent issue. Rob at UCP is elevating the ticket.

Report from AEG (Nancy)

- All refunds for the conference have been made and processed. Exhibitors and sponsors refunds are done as well.
- Our membership renewals are low at this point in the year. There will be a renewal note going out first thing Monday morning. It will let people know that membership has been deactivated, but we hope they will renew.
- AEG is updating the profile update page on the website; people will be able to edit their SIGS and Divisions, etc.
- Roy is looking at membership options for when we do renewals this fall. Can we get people to join more than one chapter and will more than one level for chapter membership be available with Society renewal payment?
- Nancy is working on the RFP for a Chicago hotel and will pass it around for people to review it. Most hotels have minimal staffing so they are not reviewing RFPs. Many hotels might not be booking conferences at the moment.
- Nancy sent a note to all chapter treasurers asking where they would like membership reimbursement checks sent. She is hoping to have the checks go out Monday.
No chapters have contacted Nancy in the last 6 to 8 weeks to ask about updated lists of members or for their reimbursement checks.

**Action 2020.005:** Nancy will calculate the impact of not having the St. Louis conference on the AEG hours.

**Annual Financial Report** (Doug Litts)

- Last year was a great year for the Society, both the conference and stock market were profitable last year.
- Doug is confident the health of Society will continue to be good, unlike some of our peer organizations.
- The Kress grant is very positive.
- The money that we have gotten from membership is all profit.
- Doug is a little bit concerned about Montreal. One university has already reported that they will not support travel for the next year and a half.
- We need to be careful for the next couple of years.
- Detailed financial reports are up in Box.

**Survey--Libraries Response to COVID-19** (motion 94) (Amy Trendler and Suzanne Rackover)

- After some discussion, the APPC committee feels they are not up to taking on this survey. They are daunted by the ongoing tracking and the data analysis that would be required to compare one institutions to another. It’s a big, ongoing project and Ithaka has full time staff working on their data analysis.
- Ithaka put out a report about academic libraries with data in response to the crisis. Ithaka continues to chart responses to the crisis. Data is updated on a regular basis.
- It would be useful for librarians to be able to use the data over the next few months, because how and when we return will be even harder to figure out. However, many librarians are still dealing with the immediate crises related to the pandemic so it would be challenging for librarians to respond to an in-depth survey right now.
- APPC is very interested in the data; it would be an interesting historical document. It might not be nimble enough to provide guidance for libraries in real time. Perhaps it would be helpful to have the Board better define scope and expectations.
- Museums are still updating personnel ramifications in a google spreadsheet that they have been sharing.
- Rather than asking everyone to answer the survey it might be more effective to ask a targeted group of individuals. This data might be more urgent and interesting for art and design school libraries and museum libraries. Divisions could be tapped.
- We’ve been talking about bringing in a Data and Assessment Coordinator position. If we had a group working on this project, then someone from that group might rise to surface for that position.

**Action 2020.006:** Amy F. and Mark will look into whether creating a task force to create and manage a pandemic-related survey and its data is feasible. A Project and Service charter should include a charge, scope, and proposed membership.

**Bookseller posts on ARLIS-L. Revisit Policy A-4** (Laura Schwartz and Roger Lawson)
Larry McGilvery and Raymond Smith had a discussion on ARLIS-L lamenting the fact that booksellers can’t advertise on ARLIS-L anymore.

Laura, Judy Dyki, and Roger thought we should revisit this policy. Booksellers would really appreciate it.

Could we soften the policy, but not overwhelm the listserv?

A benefit of being a Business Affiliat member is that you can send up to four messages to members each year. These email blasts go directly to members, not through ARLIS-L. Business affiliate members pay $100 more per year. They don’t know about or don’t take advantage of this membership perk.

One option could be to change the membership benefit to say that the 4 communications could be sent through listserv, which reaches far more people. This would be be difficult for Judy to track. Some Board members feel that we should keep advertising off of ARLIS-L.

Booksellers’ posts for gray area subjects are blocked from ARLIS-L. The booksellers don’t necessarily consider these communications advertising. Announcements, such as business mergers, from booksellers should be allowed. Judy currently vets all messages. We could consider having a board member act as a liaison to help determine what is an appropriate post for the listserv.

Why do Library Juice Academy messages get posted? Wording in the policy manual might need to be adjusted to prohibit these advertising messages.

Business affiliate members are way down. This is at least in part due to the fact that sponsorships at the conference comes with business affiliate status. Since we didn’t have a conference this year, those numbers would be way down. Vendors who donated to the conference fund, should get business affiliate memberships.

We need to make sure business affiliate members know their membership benefits.

**Action 2020.007:** Lindsay will work with Roger to refine section A-4 of the policy manual, especially as it relates to vendors and use of ARLIS-L.

**Wittenborn Award enhancements** (Laura Schwartz)
Postponed to May meeting.

**Secretary’s Instructions for Action Scorecard, Motions, Actions, Policy Manual updates** (Rachel Resnik)
- Rachel will send reminders the week before each meeting. They will include a link to the monthly report template. Board members should reach out to the groups with which they liaise to get updates for their monthly reports. Reports should include updates on the Board’s running list of actions and on Project and Service Charters.
- Board members are welcome to update the running list themselves. Everyone has editing privileges.

**Future Topics** (all)
- ARLIS/NA support for directories
- Section R Policy Manual (external relations policy)
- Chapters Bylaws Amendment
- Strategic Directions Committee
  - Mission Statement
  - Policy Manual language
  - Invitation to a future meeting
- Data & Assessment Coordinator
- 50th Anniversary Task Force
- Leadership development
Follow-up leadership onboarding
Leadership mentors
  • Paraprofessional Membership Task Force, next steps
  • Accessibility issues
  • Management Calendar
  • Google Suite

Motion to Adjourn

Motion 4: Doug moves to adjourn. Heather seconds. Motion carries.