ARLIS/NA Executive Board Meeting Agenda
Conference Call using GoToMeeting™
December 6, 2012, 3:00-4:30 p.m. EDT

1. Call to Order and Roll Call (DK)
   Present: Daniel, Melanie, Rina, Guadalupe, Sarah, Laurel, Gregg, Alan, Jon, DBS and DK

2. President’s Announcements (DK)
   DK indicated that the planning for the Pasadena conference was intense. The Pasadena CPAC is up against some deadlines, including preparing the Exhibitor’s Prospectus for 800 people. Pasadena’s version of SCHED will be up soon. The Society Circle special event, possibly to be staged at a contemporary Latin American collection, is being finalized. They are negotiating for a convocation speaker. There are three possible locations for the Friday night welcome party, two offsite and one in the convention center. They are leaning toward the Autry Museum for the welcome party. Alan Hess will speak at the membership luncheon. Chon Noriega, who has many projects in the Los Angeles arts community and is an in-demand speaker, will be one of the plenary speakers. His fee will be paid by the Alternative Voices Fund.

   A “save the date” postcard will be going out today or Monday, Dec 10, 2012. Laurel has been busy making big additions to the web site, and she is waiting on a DK’s Presidential introductory letter for it. Action Item #1

   DK has been working intensely on conference development projects. DK sent an email to the ARLIS/NA Executive Board about Darin Murphy stepping down from the Development Committee’s (DC) Chair, due to health reasons. Kathryn Wayne will take over as chair and has secured the assistance of former ARLIS/NA
President and veteran fundraiser Allen Townsend. She is working with Ann Roll, the Pasadena Development Chair. DK indicated that she may need to ask the EB for fundraising help later on in the process.

DK reviewed her visit in Chicago, IL, with the Society of Architectural Historians (SAH) Board on November 10, 2012, meeting with the Society President, the 20-person board and the society’s Executive Director. From their agenda, DK could see that many of the same issues facing SAH also faced ARLIS/NA. DK thought that it would be a good idea to have other affiliated board presidents visit an ARLIS/NA EB meeting.

Guadalupe indicated that there were 85 people interested in attending the ACRL-ARLIS/NA Webinar scheduled for December 7, 2012. All set for it. Pasadena conference registration will be a little different this year; registrants will get a receipt that indicates all of the events for which they paid.

DK will send out a holiday message and donation request to members next week. Action Item #2

3. Approval of Minutes (Alan)  
Alan requested approval of midyear meeting minutes for Thursday, September 13, 2012. Gregg moved for their approval, Laurel seconded. The motion passed 9-0-0. Motion #1

Alan moved that the EB approve the midyear meeting minutes of Friday, September 14; Sarah seconded. The motion passed 9-0-0 Motion #2

DK wanted to postpone approval of the October 11 minutes.

She asked that EB members update their action items a week before the next EB meeting on January 3, 2013. Action Item #3

DK asked Guadalupe to send a reminder about updating action items by December 20, 2012. Action Item #4
4. **Liaison Reports**

Sarah sent out the following message:

“Rather than give a report tomorrow, please see below for an update from the PDC Education Subcommittee, especially regarding requesting access to webinars for guests approved by the President:

- The ACRL/ARLIS webinar is 'on' for this Friday! So far, so good on the back-end. Guadalupe mentioned that she has registered approx. 60 attendees. I just sent an event reminder to the listserv so the attendance list will still grow somewhat.
- Our tentative awards chat has fallen through for Dec - one of the presenters/speakers was n/a - we'll try again for January.
- The Education Subcommittee met before the holiday and planned upcoming events for early '13. Tentatively, there will be the chat on museum outreach in January, the moved awards chat, a webinar on book arts topics (possibly organized in collaboration with the book arts SIG) and a pre-conference 'about' chat.
- The Pasadena CPAC provided Stacy and Heather with a list of individuals whose paper, session, and workshop proposals were not accepted into the final conference lineup. Heather emailed everyone today to invite them to share their proposals with PDC-Ed for chat/webinar consideration. Once we have a list of names, I will get their full proposal details from the CPAC. These will be kept in a pool that PDC-Ed will draw from throughout the coming year as we plan events.
- The Education subcommittee discussed 'gray area' requests to attend webinars - from people who have some sort of external affiliation or don't fit neatly into a particular membership group. None of the other PDC-Ed members have fielded special requests recently, so didn't think it was necessary to come up with a formal policy at this point. For example, Sarah mentioned there is no longer an 'institutional membership' category, so those sorts of requests are unlikely to arise anymore. In sum, we'll continue to register current individual members primarily, and review any other special requests on a case-by-case basis. (Sarah, if the president or board wishes to extend a special invitation to any external contacts, that's fine with us -- but it would be helpful to share those names with Guadalupe or a PDC-Ed member so we ensure they are successfully registered.)
- The Education subcommittee also reviewed best practices for organizing webinars, and all agreed to adopt the 'webinar reservation form' Guadalupe has developed to help keep things running smoothly and improve communication.
DK liked the chat concept and the Professional Development Committee (PDC) Education Subcommittee’s idea about a chat before the Pasadena conference that involved topics that were proposed for presentation at the conference but were not selected. Sarah will pass on DK’s thoughts to Heather Koopmans, Chair of PDC Education. Action Item #5

Laurel submitted the following report:

“Hello all,

I like how Sarah shared her report via email, so I'm going to do likewise.

1. The fall chapter meetings have all taken place. I am pleased to say that either a board member attended, or I sent them a report to share with their members. Thanks to everyone who was able to attend one!

2. I've put out the annual call for chapter donations to the Welcome Party, and payments have already started to come in.

3. We're starting to get bylaws revisions from chapters, which the EB needs to approve. I have shared a couple already with all of you, and one more is in the works. I am in the process of checking to see that they follow the Society's bylaws. None are ready yet for us to vote on.

4. Pasadena update: we're actively adding content to the website, with the goal of having a much more robust site in place before the holidays. The registration page, in particular, will have links and useful info. Cathy and Sarah will be sending out a "save the date" announcement shortly.

That's all from me!"

Melanie submitted the following report:

“Good evening: I think I will follow the lead of Sarah and Laurel. Here are my updates:
1. Judy Dyki has been able to conduct all Art Doc/UCP meetings via conference calls. She does not need to attend any future meeting at UCP. Apparently the on-site meetings were only necessary at the beginning stages of the partnership. Judy seemed satisfied with this arrangement.

2. The contract for the AWS redesign is being reviewed and should be signed shortly. A kick-off meeting with Interactive Mechanics is being scheduled for some time next week. Members of the CPC, Debbie Kempe, and I will all be on the call. A second follow-up meeting will be scheduled in early January with Nedda, the designers, and Roy Smith of TEI to go over more specific technical issues. Roy will be on vacation until then and cannot attend our initial meeting/call.

3. Hannah Bennett (Professional Resources Editor) is working with the co-chairs of RISS and the CPC to figure out a way to add ARLIS Reviews for electronic resources. This reviews would either be a sub-section or second category of reviews providing that it does not compromise a) the work already demanded of Terrie and Doug and b) take slots away from the routine number of reviews published.

4. Next month I should be able to provide an update regarding the Art Doc Editorial Board meeting and progress the CPC is making with the strategic plan goals and objectives related to the committee.

Please let me know if you have any questions.
-Melanie”

DK noted that Judy Dyki will not need to attend the annual meeting for University of Chicago Press (UCP) publications editors this year, a savings of some funding.

DBS indicated that she was on schedule with sending out ARLIS/NA publications-related honoraria.

Melanie will invite the UCP representative, Kari Roane, to the post-conference EB meeting. Action Item #6

Jon asked that we schedule Kari’s appearance so that the Communications and Publications Committee (CPC) Liaison, Melanie, (and Kari) could also attend the
CPC conference meeting that day, as well. This scheduling should minimize overnight stays for Kari. Melanie will follow-up with current CPC Chair, Amy Lucker, about scheduling this. **Action Item #7**

UCP received one free exhibits table last year, and the same courtesy will be extended this year. If they want further space, they would need to pay conference rates. Melanie will communicate this with Kari. **Action Item #8**

Jon believed that the UCP representative would come to the conference at her expense, but this money would come out of UCP’s promotional marketing budget for the society, so ultimately, it would be charged to us. DK thought that it was in the contract for a UCP representative to come to an EB meeting once a year.

DK commended Melanie for being the contract liaison between Interactive Mechanics (IM) and the CPC. DK had a few revisions to the contract, but will sign it very soon. **Action Item #9**

**Melanie** has a design meeting scheduled with the IM team and the CPC. DK said that there will be several points where the CPC can comment on IM’s design progress, and she indicated that if Melanie feels there is anything that should be brought to the EB, she should feel free to do so.

DK indicated that John Baldessari will not be the convocation speaker.

Editors of ARLIS/NA Reviews Terrie Wilson and Doug Litts felt that they could not include electronic resources in their reviews section, without them overshadowing published book reviews. Additionally, they felt that they could not increase their current workload.

**Jon** felt that ARLIS/NA, as an organization of information professionals, could offer unique perspectives on online resources. **Melanie** agreed that ARLIS/NA should take a larger role in reviewing e-resources, but that this was a workflow management issue for Doug and Terrie. She also thought that perhaps the Reference and Information Services Section (RISS) might be able to oversee these
reviews, but there is a lack of continuity with this body. Hannah Bennett, as Professional Resources Editor, might be the best choice to supervise these reviews. DK though that this deserved further consideration; perhaps another editor could be recruited to be paid a stipend of $500. Melanie will contact Terrie, Doug, and Hannah for further information regarding the e-resources reviews.

**Action Item #10**

Daniel wrote of the Public Policy Committee (PPC):

- “Action on the Florence Declaration endorsement is still pending: chair, Carmen Orth-Alfie, reports that discussions among the committee are ongoing as to subsequent actions

- The Center for Intellectual Property is seeking to add two new members to its Advisory Group. As a member of the CIP, ARLIS/NA has the opportunity to nominate a candidate; the deadline for applications is 7 December. [View the current list of Advisory Group Members](#)

- The PPC chair wonders if she can place the vote directly or would need EB approval

- Action item required?”

**ARLIS/NA Canada**

- Jonathan Franklin requested an extension of the ARLIS/NA complimentary membership (a benefit accorded in 2012) in lieu for translation services in French to ARLIS/NA, ARLIS/NA Canada and individual Canadian regional chapters. As Canada is officially a bilingual country this service is obligatory for all official correspondences, so is a requisite and necessary service.

- Motion required? that:
Jonathan Franklin be offered complimentary ARLIS/NA membership coverage to 31 December 2013 in lieu for French translation services for policies and communications from ARLIS/NA, ARLIS/NA Canada and individual Canadian regional chapters as required.

- Discussion for updating the *History of Art Libraries* in Canada project are ongoing; decisions on appropriate format and platforms for the document are in negotiation stages

ARLIS/NA Ontario

- I just have to take this opportunity to commend Vice-Chair Melissa Bruno and the ARLIS/NA Ontario Chapter for a very successful Vintage Flea Market sale in support of the Chapter and the November prostate cancer charity. With the support of Katya Pereyaslavska and Stephen Spong and many generous donations from Chapter members, $1,790 was raised with 15% being donated to the Movember campaign. Congratulations to the Chapter and their expert fundraising capabilities! If you’re in Toronto in February, be sure to visit the Vintage Valentine’s Day Sale scheduled for 12 – 14 Feb. “

Daniel asked if the PPC could designate one of its members as a member of the Center for Intellectual Property (CIP) Advisory Group. DK indicated that the PPC could do this. Daniel will inform CPC of this. **Action Item #11**

Jonathan Franklin indicated to Daniel that his 2012 ARLIS/NA membership had been waived, as he had served as translator for ARLIS/NA, ARLIS/NA Canada and various chapters. He was hoping that this could be done for 2013, as well. DK was grateful to Jonathan for doing this, and said that no EB motion was needed to renew this. He should get in touch with Guadalupe who could process this. **Guadalupe** will follow up with Daniel and Jonathan about this. **Action Item #12**
Daniel stated that the International Relations Committee (IRC) had completed the application form for the Samuel H. Kress Foundation Award for European Travel. It is forming a subcommittee to review the applications.

DBS wondered how much the award provided each year? DK indicated that it was $1,000 for each awardee. Only three had received it so far.

Gregg asked Daniel if he would check with the PPC about the Florence Declaration. Daniel said that PPC had not acted on this; DK and Gregg would like to resolve the issue for the EB, because a motion was passed. Daniel will inquire about it. Action Item #13

Rina worked with Guadalupe and the Membership Committee on a letter to members lapsed 3 years or longer; this went out on November 19, 2012. DK wondered if there had been any response? Guadalupe did not know. Rina asked if TEI could track the number of lapsed members renewing? Guadalupe said yes.

Jon mentioned that the Diversity Committee (DiC) had a meeting in October. DiC is fulfilling the one element of the Strategic Plan for which it is responsible, promoting art librarianship at college job fairs. They are currently creating a job fairs table; they requested help from the ARLIS/NA chapters about creating lists of pertinent job fairs. Laurel has responded to the chapters with a message for help.

The DiC will also help further with enacting items in the Strategic Plan (SP). It will take on SP Goal 1c1 to develop a small series of white papers and webinars that address diversity in librarianship.

Gregg mentioned that there were two days left for the Architecture Section’s survey of Strategic Plan action items.

5. Treasurer’s Report (DBS)
DBS asked everyone to look over her most recent Treasurer’s Report on Wiggio. She indicated that ARLIS/NA should end 2012 breaking even, which was better than expected.

6. Contribution to Wolfgang Freitag Fund (GM)
   Skipped.

7. 2015 Conference Invitations (Laurel and Jon)
   Laurel indicated that there were two pending offers to host the 2015 conference, one from ARLIS/NY and the other from ARLIS/Tex-Mex. The 35 members of Tex-Mex had suggested either Austin or Fort Worth as potential sites.

   Jon indicated that Tex-Mex was leaving it to the EB to decide which city made the most sense from a financial and cultural standpoint.

   Gregg noted that Austin might be a little less affordable from transportation standpoint. Jon concurred, but liked Austin’s cultural amenities. Beverly Carver, Catherine Essinger, Beverly Mitchell and Elizabeth Schaub would be the core organizers of a 2015 Texas conference. ARLIS/NA last met in Houston, TX, in 2005.

   DK noted that Sarah Falls of the ARLIS/NY Chapter proposed in November that the conference be sited in Brooklyn, with its lively arts scene. They offered to host either in 2015 or 2016. Sarah and Holly Hatheway could serve as program co-chairs.

   Gregg mentioned that if New York were selected in 2015, that would make it back-to-back East Coast conventions. This might be burdensome for West Coast members.

   Sarah wondered if it would be too early to approve ARLIS/NY’s proposal for 2016? DK did not want to name the 2016 site yet. Daniel loved New York, but thought it important to respect “regional variations.”
Rina liked the idea of going to Fort Worth, and favored regional diversity.

Laurel preferred Texas for 2015. DBS liked both New York and Texas, and felt we would end in each city soon, anyway.

Gregg felt that the focus should stay on Fort Worth, because of its wealth of new museum additions that have opened recently. Many younger members may not have seen the fine Fort Worth museums.

Alan preferred Fort Worth over Brooklyn for its wealth of new museums and its accessibility. He noted that ARLIS/NW has discussed hosting a joint conference in 2016 in Seattle. He emphasized that he felt that it needed to be a joint conference if held here, due to the small number of ARLIS/NW members in the city.

DK summarized that we have two candidates for 2016: Brooklyn and Seattle. Texas was the EB’s preference for 2015.

Sarah mentioned that the Summer Educational Institute (SEI) was still looking for locations for 2014. DK said that one of the competing cities might propose to host SEI.

Jon moved that the EB accept ARLIS/Tex-Mex’s proposal to host the 2015 ARLIS/NA Annual Conference in Texas in the cities of Austin or Fort Worth. The choice of the exact city will be tabled until the January 3, 2013, conference call. Gregg seconded. The motion passed 9-0-0. Motion #2

Jon will inform the ARLIS/Tex-Mex Chapter that its proposal was accepted for 2015. Action Item #14

Jon asked if TEI could prepare hotel cost surveys for both Austin and Fort Worth? Guadalupe said that she could prepare this data. Action Item #15

There will be new board members joining the call in January.
8. VirCon Final Report, Next Steps (SC)

9. Sustaining Membership Issue (DK)

10. SEI Chapter Travel Award (SC)
    Sarah indicated that the SEI Cochairs want to keep the travel award process moving; she thought that this should be addressed via email. **Action Item #16**

11. TEI Review Process (DK)

12. Bringing New EB members into Action (DK/GR)

13. Discretionary Budget Line (DK)

14. Adjourn (DK)
    Gregg made a motion to adjourn the meeting; DBS seconded. The motion passed 9-0-0. **Motion #3**
    The meeting adjourned 4:29 EDT.