ARLIS/NA Executive Board
May 17, 2013 Conference Call

Minutes

1. Call to Order and Roll Call

Present—Gregory P.J. Most, Carole Ann Fabian, Deborah Kempe, Deborah Barlow Smedstad, Daniel Payne, Sarah Sherman, Melanie Emerson, Martha González Palacios, Sarah Falls, Robert Kopchinski

Excused—Eric Wolf

2. President’s remarks

June Conference Call: cancelled
July Conference Call: July 17th, 3:00 EDT
All future conference calls will resume the first Thursday schedule

3. Approval of EB Meeting Minutes

Post Conference 4/29/13

Gregg Most—Pre-Conf Executive Board Meetings not yet received

Martha González Palacios —Alan is working on them

Gregg Most—Motion to approve Post Conference

Deborah Barlow Smedstad—the still needs changes, Eric has been informed; action item needs to be changed from Deborah Kempe to Deborah Barlow Smedstad

Action Item #6: Eric Wolf to correct 4/29/13 EB minutes

Motion #6

Deborah Barlow Smedstad moves That the Minutes from the Post Conference Executive Board Meeting held on April 29, 2013 be approved with revision to action item #1

Melanie Emerson seconds

Motion carried unanimously

4. Liaison Reports & Discussion

Daniel Payne’s Reports:
IRC

- no updates to report

PPC

- I sent a follow-up request on 6 May to co-chairs Carmen Orth-Alfie and Patrick Tomlin asking to:
  - draft a document for the ARLIS/NA policy statement on gallery and museum library cut-backs
  - provide information on CIP membership to send to ARLIS/NA members and decide on the best modes for notifying ARLIS/NA membership (ARLIS-L posting, publication on PPC web page, “Career Resources” page, members only intranet, etc.)
  - Patrick responded saying that both projects are being discussed and draft documents will be forthcoming...

ARLIS/NA Canada

- I made a site-visit on Wed. 8 May to Emily Carr University of Art + Design and liaised with James Rout and other librarians to discuss the impending re-location of the entire campus from Granville Island [http://www.ecuad.ca/gnwcampus/] and to view the end-of-term art exhibitions displayed in the library space

- ARLIS/NA Montréal/Ottawa/Québec Chapter requested to reproduce the response letter from National Gallery of Canada (NGC) director Marc Mayer in their newsletter MOQDOC [http://www.arlismoq.ca/?page_id=28] ; I contacted Mr. Mayer for his permission and was granted this privilege. I will forward this notification to the ARLIS/NA Ontario executive for dissemination to its members.

- the 2013 Melva Dywer Award winner has been posted on the ARLIS/NA Canada site [http://www.arliscanada.ca/en/node/667] and this link was sent to Corey Redekop, Goose Lane Editions Publicity & Promotions Manager, to request any further activity in publicizing this distinction

- a working group has been struck for moving the History of Art Libraries in Canada pt.2 forward: Effie Patelos (Acting Librarian Architecture Landscape & Design Library, U. Toronto) and recent MLIS graduate David Sume have volunteered to spearhead this. Jonathan Franklin (NGC Chief, Library, Archives and Research Fellowships Program) made contact with former NGC librarian Jo Beglo to seek permission in continuing the dedicated work that she initiated in planning this publication, which was most generously granted.
Daniel Payne—Sent documents from Carmen, Public Policy Committee

Deborah Barlow Smedstad—not received

Daniel Payne—sent 2:45

Gregg Most—did not received them either

Daniel Payne—resent; will publish on ARLIS-L

**Action Item #7: Daniel Payne to Publish PPC documtns on ARLIS-L**

Gregg Most—encourage response for discussion at August conference call; UCLA VRC closed; we need to address these concerns—they do not only concern museum/galleries, but academic libraries and collections, too

Daniel Payne—sent to committee; must be proactive—AGO library now only by appointment

Deborah Kempe—What is happening to staff?

Daniel Payne—Karen taking early retirement

Daniel Payne—Canadian candidate for Virtual Conference is Marta Chudolinska, Learning Zone librarian at OCAD

Gregg Most—Sarah Falls has this information

Gregg Most—Another museum library on West coast facing closure; this is a very timely issue, we must have a position; to try to get our affiliate groups on our side; very frightening

Martha González Palacios’s Reports:

The Membership Committee is hoping to get a report from TEI showing active members interested in joining their committee. We haven’t heard back if this is possible.

The Development Committee has nothing to report.

Martha González Palacios— Robert Kopchinski sent the requested report to the Membership committee chair and liaison May 16. Membership committee will use it to identify ARLIS members interested in serving on committee.

Melanie Emerson’s Reports:
• **Art Doc:** Judy Dyki, Eileen Marker, and Carol Graney are working on filling out the social media survey for UCP. Once that is complete UCP will be working on marketing Art Doc via social media.

• **AWS:** Nedda is working on inventorying the AWS pages so Roy/TEI can move content and then Nedda will continue her work on making the necessary changes. We think we are still on schedule to complete the work by the end of the summer.

• **M&T Reviews:** After Gregg makes an announcement to ARLIS-L about the forthcoming Multimedia & Technology Reviews (proposal on Wiggio), Hannah will put a call out to fill the Review Editor. The text is attached. Hannah has assemble a group from the CPC to act as a search committee. They will pass along the recommendation to the board as soon as possible. Once the first cycle of reviews have been worked through, the committee will make a decision about honorarium and request funding.

• **Communication:** Nedda, Carol, and I will try to draft some communication guidelines that will be available to chairs, moderators, etc., so it will be easier for incoming leadership to know how to disseminate information coming out of the various groups either via AWS and social media. This will also include information about functionality and options available through the new AWS.

Melanie Emerson—Calls for co-editor of multimedia/technology reviews

Gregg Most—Hannah did such a good job, no changes necessary

**Motion #7**

*Melanie Emerson moves That we approve call for co-editors of ARLIS Multimedia and Technology reviews as proposed by Hannah Bennett*

*Martha González Palacios seconds*

*Carried unanimously*

Sarah Falls’s Reports:

Sarah Falls—PDC reports record 45 pairs for conference mentoring; SEI at full capacity; two off waiting list; working on Virtual Conference and working with Robert on basecamp

Sarah Sherman:

Sarah Sherman—nothing to report from the Chapters

Eric Wolf’s Report [submitted to EB via email ahead of conference call]:

The Cataloging Advisory Committee is working on a draft proposal to the Cooperative Programs Section at the Library of Congress to:
“Revise RDA Policy Statement 25.1 to add artist monographs and exhibition and other art catalogs to the list of resource types that do not require conventional collective titles (hereafter CCTs)”

The draft has been circulated to the committee members for revisions and feedback before submitting to the Library of Congress.

5. Treasurer’s Report

Deborah Barlow Smedstad—Nothing to report yet; no new financials; conference bills not yet recorded; financials for April should be received soon, then actual numbers will come in

6. Old Business

Conferences

2015 Fort Worth Conference Updates

Deborah Kempe—Co-chairs being arranged by Tara Smith chair of Texas/Mexico chapter; should copy Sarah (Chapter Liaison) too. Four members proposed for programming and local events; 3 confirmed:

Beverly Carver, UT Arlington; Beverly Mitchell, SMU; Elizabeth Schaub UT; Catherine Essinger at UH; not sure which 3 have signed on; informed them that new revised conference planning manual is available and that Wiggio is now a rich resource to piggyback on Pasadena, like Toronto was for us; asked for confirmed co-chairs by end of June; expect before that; already started asking for volunteers; not sure when TEI will start looking hotels

Robert Kopchinski—Just started and in two weeks should have pricing and information from different hotels;

Deborah Kempe—Commission from DC hotel

2016 Seattle Joint Conference Updates

Gregg Most—Spoke w/ Charlene DeVerge notifying that we have accepted proposal from VRA chapter as well as ARLIS; she wants us to hold off announcement, waiting for VRA to announce 2015 before announcing 2016;

Conversation with Northwest people—co-chairs of each organization. Alan Michelson has agreed to local arrangement chairs, waiting to hear re: program chairs

Will send back to Robert to start Seattle hotel search; hopeful a great deal this far ahead

Deborah Barlow Smedstad—is joint conference still confidential?
Gregg Most—not highly confidential, but keep under hats, but if asked, fine, but it has not been formally announced

**TEI Contract**

Gregg Most—Received draft contract from TEI for 2 year period; CAF, DK and GM will look at it for next few weeks before June; over email; revisions before presenting to EB

**Action Item #8: Gregg Most, Carole Ann Fabian, and Deborah Kempe to revise TEI draft contract before June and present to Executive Board**

**Graphic Identity/Logo**

Gregg Most—Roger Lawson; a few years ago a task force was charged with this; he will send on; they came up with position paper on this

**7. New Business**

**Archiving conference planning worksites**

These expire after a point

Robert Kopchinski—committees using PB works, wiki; Pasadena used it, DC using now; what happens in past, do they expire? After 1 year of inactivity they automatically get deleted as they are free individual accounts. $192 rate will give admin account/account holder—with unlimited spaces at 100gig (more than the individual with 20 gig limit—never met) and add unlimited guest users; these independent sites can be merged into master account; none will expire as long as we maintain paid account; how do we keep them from expiring; we could get paid account, move it to Wiggio, etc, planning committee is happy and familiar with PB works. Boston site has disappeared, but it was not PB works

Gregg Most—keep Toronto alive in meantime; if we are moving to Basecamp, I am hesitant to move; no problem paying for PB, as it does work. How long does Basecamp last?

Robert Kopchinski—Basecamp is $50 per month.

Deborah Kempe—purchase at least one more year of PB for now as co-chairs are familiar; more continuity despite having to use Wiggio, Basecamp and PB. And job to migrate

Gregg Most—getting back to problem of archiving; will they be archived; should Fort Worth start on basecamp? Or keep with PB works

Sarah Sherman—can we migrate from PB to Basecamp? Would be challenging to work in basecamp when all prior conferences is PB

Robert Kopchinski—higher rate, but ARLIS as non-profit $192 yearly for PB; waive 3 users
Deborah Kempe—maybe move Wiggio to Basecamp, instead

Gregg Most—no problem keeping it; just thinking down the road; how do we want to work? Do we need 3 project management tools?

Martha González Palacios—not terribly time sensitive; how about asking after chairs established for Fort Worth; if they prefer Basecamp or would rather stick with PB?

Sarah Sherman—investigate how we move as we can lose content

Deborah Kempe—DC already use PB so we paid for year

Gregg Most—at a certain point we should say we are moving over to Basecamp (VRA uses already so Seattle?)

**Motion #8**

*Deborah Kempe moves That we purchase one year license to PB Works for $192*

*Sarah Sherman seconds*

*Carried unanimously*

Deborah Kempe—will Robert do this for us?

Robert Kopchinski—yes, next week

**Action Item #9: Robert Kopchinski to purchase paid account for PB works and assume we will move to Basecamp in the future**

**Listserv Requests**

Gregg Most—One SIG wanted to form a listserv
Will we formalize a procedure for this request;
Some chapters have paid headquarters to host listservs
What do we do if a Division or SIG, etc. wants one?

Robert Kopchinski—Roy (TEI IT), says ARLIS uses L-soft paid subscription service (Chapters use) and in-house list that TEI uses on their servers, at no additional cost, but very basic; no archive; just a distribution list

Gregg Most—do we need a form to set this up? Can we offer non-archived lists for free?
Robert Kopchinski—can be set as closed lists—get names and TEI adds to list, or can be open and anyone can subscribe

Deborah Kempe—SIGs and Committees, ask if basecamp might be a better solution; they are closed, but someone has to maintain them; might work, but not sure what member had in mind

Gregg Most—three or four chapters, Northern and Southern California, and D.C., are on lsoft; we announced to 2 committees that we are on Basecamp

Deborah Kempe—we should let them know that both are options

Gregg Most—Graphic novels SIG asked, so we should use them as guinea pig—try Basecamp and see how it works

Robert Kopchinski—will get back to Tara Smith

Daniel Payne—IRC and PDC are excited about getting on Basecamp, and they would like to get up soon

Robert Kopchinski—will work with them offline;

Deborah Kempe—might be best to set up all three at once

Martha González Palacios—Membership Committee uses Google Documents

Gregg Most—will start with Daniel’s group and move down; but eventually want everyone moved to Basecamp; they will not be forced, however

Deborah Kempe—is Robert Kopchinski only admin?

Robert Kopchinski—Robert Kopchinski, Sarah Falls, and Karen Olsen (TEI) are all admins, but can add more

Carole Ann Fabian—should Committees, Divisions, and Sections be before SIGS?

Deborah Kempe—if some want it, they should go first

Carole Ann Fabian—expectation is that it can be archived

Gregg Most—but license can be expanded

Deborah Kempe—how many groups are there?

Carole Ann Fabian—40 not including SIGS (at least 12 more) Committees, Divisions, and Sectopms are formal groups and require archiving; SIGSs are not official
Gregg Most—does each subcommittee for awards count as 1? There are currently 18 SIGs

Carole Ann Fabian –SIGs are intended to be self-managing and not supported

Gregg Most—We should offer the SIGs the free listserv option for right now

Gregg Most—Committees, Divisions, and Sections should use Basecamp, and l-soft for SIGs; many already have their own websites, blogs, etc. We can have Graphic novels use Basecamp, as they are new, so give them something to start with; regarding Awards, each subcommittee would need their own work space; some is confidential, so each committee should have their own workspace

Sarah Falls—should liaisons announce?

Gregg Most—will work on common announcement (action item) will work w/ Sarah Falls

**Action Item #10: Gregg Most and Sarah Falls to work on common announcement of Basecamp for Committees, Divisions and Sections**

Gregg Most—Other new business or issues to discuss?

8. **Adjournment**

**Motion #9**

*Sarah Fall moves To adjourn Conference Call*

*Melanie Emerson seconds*

*Carried unanimously*
List of Motions and Action Items

Motions:

#6: That the Minutes from the Post Conference Executive Board Meeting held on April 29, 2013 be approved with revision to action item #1

- M: Deborah Barlow Smedstad /S: Melanie Emerson /V: Carried Unanimously

#7: That we approve call for co-editors of ARLIS Multimedia and Technology reviews as proposed by Hannah Bennett

- M: Melanie Emerson /S: Martha González Palacios /V: Carried Unanimously

#8: That we purchase one year license to PB Works for $192.00

- M: Deborah Kempe /S: Sarah Sherman /V: Carried Unanimously

#9: To adjourn Conference Call

- M: Sarah Falls /S: Melanie Emerson /V: Carried Unanimously

Action Items:

#6: Eric Wolf to correct 4/29/13 EB minutes

#7: Daniel Payne to Publish PPC docuemtns on ARLIS-L

#8: Gregg Most, Carole Ann Fabian, and Deborah Kempe to revise TEI draft contract before June and present to Executive Board

#9: Robert Kopchinski to purchase paid account for PB works and assume we will move to Basecamp in the future

#10: Gregg Most and Sarah Falls to work on common announcement of Basecamp for Committees, Divisions and Sections