ARLIS/NA Executive Board
August 1, 2013 Conference Call
3:00pm EDT
Minutes

Call to Order and Roll Call

GPJM

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

Excused—Martha González Palacios

President’s welcome and remarks

Approval of EB Meeting Minutes

Conference Call on July 17, 2013

Per Deborah Kempe’s request approval of minutes will be deferred to September Conference Call allowing time for Eric Wolf to make corrections and change discussion of Awards issues to a summary

Liaison Reports

IRC: Study Tour fee and manual

Deborah Kempe asked that this discussion be postponed to September Conference Call or Board Meeting

Daniel—Liaison Reports

PPC

• I’ll resend the most recent documents drafted by members of the committee; note that:
  o a very slightly amended version of the survey has been provided with an appositive note on use of the results;
  o the draft statement has not been altered, although I did catch one typo, so maybe use this latest “august” (meant, of course, as a proper noun and not an adjective) version.

IRC

• Debbie’s impressively thorough Getty Grant final report would qualify as the latest news from IRC.

ARLIS/NA Canada
• Meetings in mid-August are scheduled in regards to the History of Art Libraries in Canada 2.0 and the Melva Dwyer Award terms-of-reference. I can report back on resultant decisions and/or actions in September.

Martha González Palacios—Liaison Reports

Development Committee

1. 2014 Conference fundraising is underway. Kathryn Wayne is the lead, Anne Evenhaugen is working with her.

2. Teresa Soleau is begging work on revamping the prospect database (password=ARLISdev2012).

3. Katya Pereyaslavska has volunteered to contact chapter chairs to offer guidance for their own fundraising and encourage donations to the conference. She will work with Sarah Sherman, Chapter Liaison to begin this process.

4. The committee will work on finalize the fundraising campaign strategy draft.

Membership Committee

1. Development of new membership brochure and bookmark: This is a top priority project, waiting for new website and logo to be finalized before designing so that it follows new colors and style (MG emailed Nedda and is waiting for response), committee will submit request for special funding to produce bookmarks.

2. Featured Art Library: Phyllis Robarts will lead. First featured library is ready to go once new ARLIS/NA site is launched. Frequency and schedule is being determined.

3. WoMaS (What our Members are Saying): Maggie Long will lead and coordinate with Phyllis and Nedda about frequency.

4. Toolkit for library school fairs/job fairs: Stephanie Grimm will lead continuing the work that Maggie Portis started last year.

Sarah Sherman—Liaison Reports

Chapter “affiliate” language

I sent email to Alison Huftalen, Ohio Valley Chapter Chair to address her question about using the term “affiliate” in their revised bylaw. Per EB meeting minutes from 2006, I told her to use “Friends of the Chapter” or “Associate” instead of “Affiliate” in their documentation and suggested that it’s not advisable to describe membership categories in Chapter bylaws, because they can change often. When Ohio Valley's updated bylaws are ready, Alison will send them to the EB for approval. All Chapter Chairs have been reminded of these two points as well.
(Perhaps, I should have waited to notify them until after our meeting in case further discussion needed?)

Chapter Fundraising

Katya Pereyaslavska from the Development Committee has been in touch with me. We will set up a phone meeting to start the process of working with the Chapter Chairs.

DC-MD-VA

Started a chapter level mentoring program. Announcement made on their chapter listserv on July 17.

“Staff Reductions in Art Museum Libraries and Visual Resources Collections” (Daniel Payne)

Gregg has sent questions and corrections through Basecamp. Serves as a point of departure to continue dialog with museum community.

Daniel Payne—get statement out on website and a press release and use survey as a follow up for more information

Deborah Kempe—survey might give us more hard evidence and strengthen statement; also might be useful in tracking trends. Also we must decide who our audience is for this statement. Also we must refine some of the language so as not to be too negative

Carole Ann Fabian—less outrage and more advocacy for the importance of role; we want this to be productive rather than angry

Daniel Payne—we need to relate the importance of library to the broader mission of learning and education; this is important to talk about how library strengthens overall museum mission statements

Eric Wolf—on survey we might want to clarify question about hours because some museum libraries are, and always have been, by appointment only, so we might make argument more about service than schedule; some museums have closed to the public and are now only internal

Deborah Barlow Smedstad—we also should look at longer time frame, as the US experienced these problems before our colleagues in Canada, so we should not limit to the last 12 months

Gregg—both survey and statement need some work, but good start. Survey Monkey is a good tool for dissemination and we do have an account.

SEI (Sarah Falls)
Sarah Falls—ARLIS Co-chair Greta Bahnemann appointed; VRAF notified of venue selection (GPJM Action Item 15-completed). All seem happy with Basecamp. New chair for virtual conference still being sought.

**Chapter Affiliates** (Eric Wolf and Sarah Sherman)

Eric Wolf posted relevant EB minutes (EW Action Item #17 completed)
Affiliate agreements on file at HC
Sarah Sherman to notify chapters of language (Retrospectively assigned as Action Item #18; completed)

**Action Item #18: Sarah Sherman to notify Chapter Chairs of Affiliation Language requirements**

Gregg—Is this now completed?

Sarah Sherman—I believe so; Chapter Chairs have been alerted, and so far I have not heard back from them.

Gregg—Robert has affiliation agreements at headquarters—this should be done

Travel Awards: Requested clarified language for travel stipends (GPJM Action Item#16 completed)

Gregg—sent note to awards committee chairs about cleaning up language regarding how funds can be used

**Old Business**

**TEI Contract**

Gregg—The TEI contract has been extended to August 12; Deborah Kempe, Carole Ann Fabian and Gregg will continue to work on this before Aug. 12 deadline

**Publicity Officer**

Melanie Emerson—Communications and Publications Committee; they think this maybe broader than their committee. What does this position entail? Press releases going outside ARLIS—the committee thought this position should report to the Executive Board. Does the board agree? Bringing together information from multiple committees. This position would provide branding for ARLIS; therefore it should have contact with EB.

Carole Ann Fabian—I think it should stay with the committee; design workflow or chart to show how position would work with other committees and EB; but it should sit within framework of Communications and Publications
Melanie Emerson—We have had discussion about establishing communications guidelines so chairs and moderators know how to get information to CPC; liaisons could be people who get information to the committee.

Gregg—I don’t see anything in by-laws that requires changing, but this would have to be added to policy manual. I do see how this could serve as an appointment (reporting to CPC as member—so might need an exception for size of committee; this is not unlike how Art Doc editors report)

Deborah Kempe—Perhaps call position Media-Relations Officer. We should listen to the committee and make sure they do not feel pressured into adopting this position; maybe a one year appointment and see how it functions and see if we want to continue or see if it should be part of the committee, with stipend (consistent with other appointments), etc.

Gregg—I think that is a good option. Should it report to the board or the committee?

Deborah Kempe—Committee thinks it should report to the board, but I don’t have a strong opinion on this.

Daniel Payne—PPC liaison—where does information created here go? I think that a media officer should be able to decide where they should go. Would they manage a social media component?

Gregg—How does this work and overlap with Carol Graney?

Melanie Emerson—Carol and Nedda Ahmed had some concern about adding another person (Carol does social media; Nedda website); having someone gather information and decide where it goes would be helpful.

Gregg—first step is to write a position description with responsibilities of this person. This will help us understand where this position should reside. Let’s try it for year as someone who reports to the EB directly and then see how it best fits.

Carole Ann Fabian—I guess I feel strongly that separating this person from their constituency is a disservice. Would this be another board liaison’s responsibility?

Daniel Payne—I do see a Public Policy element to a Media Officer, so I think PPC needs to work closely with this person as well.

Carole Ann Fabian—I see that, but it needs to reside somewhere.

Deborah Kempe—PPC does not state media relations in its brief.

Melanie Emerson—Perhaps it is better to come up with the position description and go back to the Committee with details of the position and discuss it then?
Gregg—we need to gather some similar positions from other organizations and make a position description; Melanie can you take this on? By midyear meeting? Deborah Barlow Smedstad could you incorporate a stipend in 2014 budget (comparable to other positions that have stipends)

**Action item #19**—Melanie Emerson to have draft by midyear meeting

**Action item #20**—Deborah Barlow Smedstad to incorporate stipend in budget

**New Business**

**Society Documents in Wiggio and Basecamp** (Robert Kopchinski)

Robert Kopchinski—started moving documents from Wiggio to Basecamp; naming conventions and labels—different organizational model than Wiggio which uses a folder system

Gregg—I am not sure of benefits of moving files.

Deborah Kempe—it is really designed for projects; which is different than ongoing work of board

Gregg—Basecamp maybe not place for these documents. Robert and I will talk about this a bit more, especially since we have not begun to archive them

**Action Item #21**—Gregg to talk to University of Illinois about electronic archiving of Executive Board papers

**Call for Adjournment**

**Motion #15**: Deborah Kempe moves that this meeting be adjourned; Sarah Falls seconds
**List of Motions and Action Items**

*Motions:*

#15: That this meeting be adjourned.
   • M: Deborah Kempe / S: Sarah Falls / V: Carried Unanimously

*Action items:*

#18: Sarah Sherman to notify Chapter Chairs of Affiliation Language requirements (completed)
#19: Melanie Emerson to have draft by midyear meeting
#20: Deborah Barlow Smedstad to incorporate stipend in budget
#21: Gregg to talk to University of Illinois about electronic archiving of Executive Board papers