

NASIG Newsletter

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Executive Board Minutes

Meeting: October 17, 2011
Sheraton Music City Hotel (Bellmont Room)
Nashville, Tennessee

Attending:

Steve Shadle, President
Katy Ginanni, Past-President
Bob Boissy, Vice President/President-Elect
Carol Ann Borchert, Secretary
Lisa Blackwell, Treasurer
Jennifer Arnold, Treasurer-Elect

Members at Large:

Patrick Carr
Clint Chamberlain
Stephen Clark
Buddy Pennington
Jenni Wilson
Allyson Zellner

Angela Dresselhaus, *ex officio*

Guests:

Michael Hanson and Karen Davidson, *PPC co-chairs*
Ann Ercelawn and Beverly Geckle, *CPC co-chairs*
Joyce Tenney, *Site Selection*

1.0 Welcome (Shadle)

1.1 Etiquette for Guests

Meeting called to order at 8:34 a.m. Shadle covered etiquette basics for the meeting.

2.0 CPC (Arnold, Ercelawn, Geckle)

CPC chairs provided overview of conference events. The vendor expo will be 1:00-7:00 p.m. with the opening session dinner coinciding with part of that. There will be an evening event at the Country Music Hall of Fame museum. The honky-tonk area is within a few blocks of the museum. Attendees need to book flights EARLY; the Country Music Festival and Bonaroo are happening around the same time. Airports and downtown will be extremely busy, so if people can drive, that would be wise. NASIG had booked these dates before the festival dates were set. The Huntsville, AL airport is 2 hours away, and Chattanooga is just over 2 hours. Vanderbilt and Belmont University both have neighborhood restaurants for those who want to escape the crowds. The airport lists approximate taxi costs from hotel to downtown. Cab fares will range from \$20 to \$25 from the hotel to downtown for four people. Another option is to take the shuttle to the airport and then a bus to downtown, and taxi back to the hotel. CPC will post this information on the website. Parking at the hotel is free.

Reminiscent of the college campus days, the conference registration rate this year will include 2 dinners (Thursday and Friday), 3 breakfasts (Friday, Saturday and Sunday) and 2 lunches (Friday and Saturday). This will address the issue of limited lunch options at the hotel. It was agreed when the site was booked that additional meals would need to be supplied in the conference rate. There will need to be vegetarian options for the night that we have the barbecue dinner. CPC can market the fact that this conference includes most if not all meals. Decisions on conference rates will be made in January.

NASIG needs to pay for tickets to the museum. The Country Music Hall of Fame event is NOT included in single day registration for Saturday. Single day registrations will need a separate type of badge.

The vendor expo configuration will be more square this year, so it will be a better flow. CPC needs feedback on the publicity issues.

3.0 Conference communication/marketing (Shadle)

Previously there was some confusion about who was responsible for which part of conference publicity. There had been some miscommunication with the Publicist and the tools available, but that has been straightened out. The Publicist also needs better communication about what needs to be sent out. The current address for the Publicist only goes to Publicist with no backup. This needs to be rectified. Shadle suggested announcements that are to go to Publicist from NASIG committees go to the PPR email address so that more than one person receives the message in case of vacations, etc. Someone from CPC is also on the PPR list, so they can monitor how fast material is being or needs to be distributed. Publicist email will be outgoing only, since there are so many out of office messages that bounce back to that list. There has been some confusion about the purpose of the email blasts now that NASIG-L has been reinstated. NASIG-L has an opt-out option, so it might not reach all NASIG members the way a blast will.

Action Item: Pennington will ask someone from ECC to write a *NASIG Newsletter* article explaining the different NASIG communication and social media options.

Call for conference proposals might be an excellent time to broaden our membership by reaching some new people. There was a question about whether SOC or the Publicist should contact library schools. Publicist will make initial

contact, and SOC can follow up. ECC is still working on making CPC, PPC, and Publicist manuals visible to the chairs of all three committees.

4.0 PPC (Carr, Hanson, Davidson)

PPC has 28 proposals and a lot of them are very strong ones. They are in the midst of the second call for proposals. PPC is ahead of schedule on pre-conferences. Two will be half-day pre-conferences, one based on Amanda Yesilbas' Drupal session from last year, and another on cataloging e-books. The third one will be a full day RDA workshop with a focus on serials.

The structure of the programs will be slightly different. The full-day preconference will likely be broken up as Wednesday afternoon and Thursday morning. PPC is considering whether to have a fourth preconference. They might do the e-books cataloging on Wednesday morning so it does not conflict.

PPC is still working on vision speakers. There was a question regarding who is setting up between-conference programming: CEC or PPC? CEC would pursue opportunities, but will need feedback from PPC on why some proposals were not included in the conference.

There was a question about poster sessions and whether we were continuing them this year. Since they were so successful last year, the Board has decided to continue for another year and see what happens.

5.0 Site Selection (Shadle, Boissy, Tenney)

Shadle discussed potential sites for the 2014 NASIG Annual Conference sites and the pros and cons of each. The Board made suggestions on which ones to pursue.

6.0 Conference Coordinator apprenticeship (Tenney, Ginanni)

The Board discussed the timeline for Anne McKee to take on duties from the current Conference Coordinator, Joyce Tenney. McKee will start shadowing Board and CPC list in January and attend the Midwinter Board meeting. Tenney will work with McKee through a full bidding cycle for a conference, then shadow for the next cycle. This will allow for a year for Tenney and McKee to work together. Tenney has been documenting the process for a manual and has been updating the Working Calendar.

7.0 Secretary's Report (Borchert)

7.1 Approval of September minutes

Shadle made a motion to approve the September 7, 2011 minutes, seconded by Boissy. All voted in favor.

7.2 Action item updates from September conference call

Board members provided updates on the following action items.

Not done/in progress:

1. **Action Item:** All Board members will discuss how to turn the contingency planning documentation into a public document for distribution and discussion among the NASIG membership.
2. **Action Item:** Blackwell will follow up and make sure that rates on Membership Benefits page are listed in U.S. dollars and that it includes the separate rate for Mexican members. IN PROCESS
3. **Action Item:** Boissy will ask MDC for ideas for increasing membership by fall Board meeting. IN PROCESS
4. **Action Item:** Boissy will take the idea of thank you letters to new members back to MDC for consideration. IN PROCESS
5. **Action Item:** Boissy will ask MDC to work with D&D to create a document outlining the idea of offering a conference prize to first-time members. IN PROCESS
6. **Action Item:** Boissy will ask MDC to work with the Mentoring Committee to explore implementation of a year-long mentoring program in addition to the conference mentoring program. IN PROCESS
7. **Action Item:** Borchert, Pennington, and Dresselhaus will draft a version of the contingency planning document for the membership in bullet list form. IN PROCESS
8. **Action Item:** Carr, Arnold, Shadle, and Ginanni will work on providing mutual access to manuals for CPC, PPC, PPR, and the Past President. IN PROCESS
9. **Action Item:** Chamberlain will ask E&A to poll vendors via email to see how NASIG could be more valuable to them/how the conference could be a more valuable experience. This should include sponsorship, the vendor expo, or other forms of participation. IN PROCESS
10. **Action Item:** Clark will ask CEC to investigate online learning tools for webinars. Asking other library organizations already using this might be a good place to start. IN PROCESS
11. **Action Item:** Clark will ask CEC to put out a call for volunteers to help set up webinars over the next year and to work with this year's PPC to get names and proposals. IN PROCESS
12. **Action Item:** Clark will ask CEC to work with PPC to identify content and use survey results to potential locations and organizers. IN PROCESS
13. **Action Item:** Clark will ask CEC to work with PPC to create something such as a podcast and/or website that explains the conference program proposal process. IN PROCESS
14. **Action Item:** Ginanni will investigate obtaining an Outsell report to see if there is an environmental scan already done.
15. **Action Item:** Ginanni will contact Oscar Saavedra regarding the possibility of setting up a continuing education event in Mexico.

16. **Action Item:** Pennington and Clark will talk to ECC & CEC about working together on the Archiving Information section of the CEC-PPR proposal. IN PROCESS
17. **Action Item:** Pennington will ask ECC and the Website Liaison to explore where we could add advertisements into the NASIG website without ArcStone intervention. IN PROCESS / ON HOLD UNTIL UPGRADE?
18. **Action Item:** Shadle will appoint or select members on FDC to work with advertisements.
19. **Action Item:** Shadle will forward graphic of 2-word exercise to ECC to load on website and distribute for discussion.
20. **Action Item:** Shadle will put together a group (Blackwell, Arnold, ECC folks, Pennington, Beth Ashmore, possibly Boissy) to determine what new features and cost thereof will be to make a recommendation to Board whether to upgrade or not, or to search for a different company.

Completed:

- Ginanni will clarify the item regarding a training program sponsorship with FDC next year to determine if they meant our current grants and awards, which are already opportunities for sponsorship.
- Shadle will discuss with Publicist whether a CPC liaison to PPR is needed.
- Stamison will draft new language in conjunction with Wilson for the sections of the NASIG website that refer to personal memberships, and will send this to Board for revision by end of December.
- Wilson will ask A&R to submit suggested rewording for 2012 student grant awards over the summer to better define the term “student”.
- Zellner will forward information to CEC regarding a previous analysis that she did for various webinar software options.

7.3 Approval of Board Activity Report since September conference call

Clark made a motion to approve the following Board Activity Report for addition to the minutes, seconded by Ginanni. All voted in favor.

9/11 The Board discussed ideas for vision session speakers for the 2012 Annual Conference.

9/11 **VOTE:** Ginanni made a motion to continue the Serials eNews service, seconded by Carr.

9/11 The Board agreed to hold off on the NASIG internship until next year when we have more time to implement.

9/11 **VOTE:** Clark made a motion to accept the recommendation of Anne McKee as the Conference Coordinator in Training, seconded by Borchert. All members voted in favor. The Board appreciates all of the amazing work that Joyce Tenney has done over the years to negotiate conference locations and amenities and we look forward to working with Ms. McKee!

9/11 The Board approved the preconference ideas forwarded from the Program Planning Committee.

10/11 The Board provided feedback on items to include on the vendor expo form as sponsorship opportunities.

10/11 The Board agreed on a reduced rate for library schools to encourage participation in the vendor expo.

10/11 The Board agreed to the new definition of “student” presented by A&R for the John Riddick Student Grants as being “enrolled in a Master’s, Doctorate, or Specialist degree program in Library and Information Studies.”

8.0 Treasurer's Report (Blackwell)

Blackwell distributed a draft budget for discussion. The Board discussed additional items that might need to be budgeted. NASIG currently has \$9,359.87 in checking and \$332,96.38 in savings, with \$51,537.68 in investments. This puts us with about \$52,000 more in assets than we had at the Board meeting in 2010.

9.0 Size of Bylaws Committee (Boissy)

It was suggested that the Bylaws committee could be reduced in size, since there has not been much activity on that committee lately. Maybe someone from that committee could be appointed as Parliamentarian each year to increase the Bylaws roll in NASIG.

10.0 Consent Agenda (All)

Ginanni made a motion to approve the following reports to the Board which did not require discussion, seconded by Boissy. All voted in favor.

| | |
|---|---------------------------------|
| Archivist | Financial Development |
| Awards & Recognition | Mentoring |
| Database & Directory | Newsletter |
| Evaluation & Assessment (2010 and fall) | Publications & Public Relations |

11.0 Student Outreach expo table (Carr)

Student outreach committee would like a table at the vendor exposition. Since NASIG already has a table at the expo, it makes sense for SOC to staff it and have their material there.

Action Item: Carr will let SOC know that they could use the NASIG table at the vendor exposition for their material and help with staffing.

12.0 Vendor expo/sponsorship update (Ginanni)

Ginanni has sent out sponsorship letters and 10 vendors responded immediately that they would like to sponsor. The list of contacts is now at 64 (up from 35 last year). One vendor declined but discussed their reasons why. The Board discussed whether or how to offer a discounted registration with a vendor exposition table.

13.0 Contingency Planning Report Task Force (Borchert, Pennington)

The Mission/Vision Task Force was put on hold until after the conference. It is now time to move forward on that.

Action Item: Shadle will move forward with appointing a Mission/Vision Task Force.

Board approved sending out mission/vision info to NASIG-L, Facebook, LinkedIn, Twitter, and the NASIG blog. Then send them out once per month from there. Move item about Keeping Conference Relevant to the end; keep the rest of the order the same.

13.1 Follow-up to Mark Lane materials?

The two-word cloud needs to be put up on the website. We need to start using our “two words” in marketing materials, taglines, etc. The Task Force will put together an initial list and narrow it down, then re-explain the tag cloud and provide graphic. The Task Force will send out one question at a time each Monday. Take out sample slogans when we send that part.

14.0 New AMO service/platform (Shadle, Blackwell)

Association Management Online (AMO) is the software used by the ArcStone Company. Looks like the interface might be easier, and document management, but for the most part, it would not be much of a change to upgrade to the new AMO. We now have a good sense of what features we need to see in a new system and can update the 2009 document from the previous Website Liaison. We need to hear from other customers for their feedback on the system.

15.0 Dues Structure/currency (Blackwell)

By making the Canadian dues equivalent to U.S. dues, it might be a dues change, depending on how the dues came through Chase Bank. It may require non-U.S. members to pay by credit card.

Action Item: Boissy will draft text go out to membership with SurveyMonkey link to put change of regular Canadian dues to match U.S. dues to a vote.

We need to add organizational dues to invoice form. This will involve programming from ArcStone.

Action Item: Blackwell will ask the Website Liaison to work with ArcStone on getting organizational dues added to the invoice form.

16.0 Core Competencies Task Force update (Chamberlain)

Most of the gathering phase has been done and the committee is settling into the analysis of information on core competencies for electronic resources librarians.

17.0 Membership flyers or brochures (Borchert/Boissy)

Borchert is out of English-language brochures. MDC will update the brochure as a flyer and print copies.

Action Item: Boissy will ask MDC to print copies of an updated membership flyer and have copies sent to Borchert.

18.0 Conference Proceedings—complimentary copies and copyright questions (Zellner)

Now that we have changed the type of sessions, do we need to alter the contract with Taylor and Francis as it addresses how many copies to each type of presenter? Is it time for the contract to be renegotiated? What is on the Board space is not the final copy of the contract; our contract does go through 2012.

Action Item: Ginanni will send a copy of the current Taylor & Francis contract to Borchert to upload on the website.

Action Item: Ginanni will discuss complimentary copies of the Proceedings with Taylor & Francis, since questions arise about this issue each year about how many we have to distribute.

Each year, there are one or two authors who don't want to transfer copyright to Taylor & Francis. Can we negotiate that into the next contract? T&F does not have a good option for this at the present time. The current copyright form gives NASIG copyright, not Taylor & Francis, for the conference proceedings.

Action Item: Ginanni will consult with Taylor & Francis regarding how to handle author-owned copyright for papers.

Because papers were due in July, Zellner will have Proceedings editors proceed with the papers that they have.

19.0 E&A 2011 Conference feedback (Chamberlain)

The Board discussed the feedback from the 2011 conference. One idea that arose in discussions was to focus events on unique venues, not on stuff that every town has. It might help to have the demographic comparison to earlier conferences in future reports. The Board appreciates E&A's work in putting this report together!

20.0 UKSG Serials e-News newsletter costs (Pennington)

ECC had questions about the cost of the newsletter and when it will be distributed. Organizational membership in UKSG is \$150, but we are paying \$1,750. That includes reformatting of Serials e-News for emailing to our membership.

Action Item: Shadle will contact UKSG regarding reformatting of Serials e-News and organizational membership.

21.0 N&E nomination/log-in issue (Ginanni)

If members were logged in when submitting nominations forms, members could only submit one nomination form. If they weren't logged in, they could submit as many times as they liked. ArcStone needs to fix this so that members can submit multiple nominations.

Action Item: Blackwell will ask the Website Liaison to follow up with ArcStone regarding the issue of members not being able to submit more than one nomination form when they were logged in.

If this can be fixed without additional charge, then we will move forward. If there is a charge, we will need to send that information out as part of a blast during the nomination period. Ideally, that would be a feature available only to members, but we'd need to see if we could afford to have it set up that way.

22.0 Webinar charges (Clark)

Do we want to recover the cost of the webinar software or make additional profit? We could also keep a recording of the session. If we used EBSCO or Swets, we might not be able to maintain a recording of the webinar. Our conference calling software enables recording, and it has a webinar feature CEC might want to investigate.

23.0 Institutional repository for NASIG (Shadle, Clark)

The Board discussed the Archiving Information section of the CEC-PPR proposal mentioned in Action Item #16 above. One question was whether to move the NASIG archives into an institutional repository. We could then build from there once a structure is in place. Would University of Illinois-Urbana/Champaign be willing to host it?

Action Item: Borchert will ask the Archivist to investigate the possibility of using UIUC as a digital archive in future instead of printing material for them to archive. This would include former NASIG presentations currently residing on the NASIG website.

If we start trying to archive papers and presentations from other sources, someone needs to clear copyright for those materials.

24.0 Other items

Should NASIG sponsor Charleston? Charleston is now a for-profit conference, but this is worth consideration. It would be too late for 2011, but we might do this for 2012.

Borchert made a motion to adjourn, seconded by Boissy. All voted in favor except one Board member who just felt like being the opposing vote. The meeting adjourned at 4:30 p.m.

Minutes submitted by:
Carol Ann Borchert
Secretary, NASIG Executive Board
October 25, 2011

Minutes approved by the NASIG Executive Board on January 19, 2012.