

# NASIG Newsletter

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## Executive Board Minutes

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Meeting: January 19, 2012

Universities Community Center, Room 419

1901 Main St., Dallas, TX

### **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 (via phone) and Beverly Geckle, *CPC co-chairs*

Anne McKee, *Conference Coordinator in Training*

Stacy Stanislaw, *Associate Editor, Taylor & Francis*

### **1.0 Welcome (Shadle)**

The meeting was called to order at 8:38 a.m. CST.

## 2.0 Secretary's Report (Borchert)

### 2.1 Approval of October 17 and December 8 minutes

Ginanni made a motion to approve the October 17 and December 8 [executive session] minutes with no changes, seconded by Clark. All voted in favor.

### 2.2 Action item updates

Board members provided updates to action items as follows:

#### Not done/in progress:

1. **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
2. **Action Item:** Blackwell will ask the Website Liaison to work with ArcStone on getting organizational dues added to the invoice form.
3. **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.
4. **Action Item:** Blackwell will ask the Website Liaison to obtain a list of current customers using the new ArcStone platform.
5. **Action Item:** Blackwell will ask the Website Liaison work with ArcStone to schedule a demonstration for NASIG regarding the new functionality.
6. **Action Item:** Boissy will ask MDC to print copies of an updated membership flyer and have copies sent to Borchert. 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. IN PROCESS
16. **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.
17. **Action Item:** Pennington will ask someone from ECC to write a *NASIG Newsletter* article explaining the different NASIG communication and social media options.
18. **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
19. **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?
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.
21. **Action Item:** Shadle will move forward with appointing a Mission/Vision Task Force. IN PROCESS
22. **Action Item:** Shadle will contact UKSG regarding reformatting of Serials e-News and organizational membership. IN PROCESS

### Completed Items:

- All Board members will discuss how to turn the contingency planning documentation into a public document for distribution and discussion among the NASIG membership.
- Boissy will ask MDC for ideas for increasing membership by fall Board meeting.
- Boissy will take the idea of thank you letters to new members back to MDC for consideration.
- 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.
- 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.
- 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.
- Boissy will follow up with MDC regarding marketing organizational membership.
- Boissy will follow up with MDC regarding membership flyer/brochure and whether printing costs are in MDC's budget for this year.
- Borchert will add language to specifically invite declined proposals that might be ready for the 2013 conference to apply again once their projects have more data or to submit as a web session via CEC.
- 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.
- Carr will let SOC know that they could use the NASIG table at the vendor exposition for their material and help with staffing.
- Chamberlain will check with Core Competencies TF chair to find out whether they will be ready to present results by June.
- Ginanni will send a copy of the current Taylor & Francis contract to Borchert to upload on the website.
- Ginanni will consult with Taylor & Francis regarding how to handle author-owned copyright for papers.
- Shadle will forward graphic of 2-word exercise to ECC to load on website and distribute for discussion.
- Shadle will discuss program options with Rick Anderson.
- Zellner and Borchert will help to find possible names of speakers on discovery services from other vendor sources.

### **2.3 Approval of Board Activity Report since October meeting**

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

- 10/11 The Board agreed to have the list of conference attendee names and institutions loaded on the NASIG member website behind the login, rather than print copies for each conference packet. This will save on printing costs. A few copies will be available at the registration desk.
- 10/11 The Board provided input on updating information for the recently renamed John Riddick Student Grant Awards.
- 10/11 Because there is nothing disallowing someone from holding an appointment within NASIG and being a Member at Large on the Executive Board simultaneously, though it has been common practice to do so, the Board agreed to consider such cases individually.
- 10/11 The Board agreed that NASIG should cover the expense of electricity for the vendor expo, rather than passing that cost along to vendors.
- 11/11 The Board approved A&R's suggestions to reword the eligibility requirements for the John Merriman award, and to reduce the length of the essay and the number of references required.
- 11/11 The Board provided feedback to PPC regarding potential Vision Speakers.
- 11/11 **VOTE:** Shadle made a motion to eliminate the highest-cost sponsorship tier and adjust other tiers accordingly for the 2012 conference, seconded by Ginanni. All voted in favor.
- 11/11 **VOTE:** Boissy made a motion to provide a single registration at the rate of \$200 for an individual from a Tier 1-3 sponsoring organization, seconded by Shadle. Eleven members voted in favor, with one abstention.
- 11/11 The Board agreed that ECC would be responsible for updating the history section of the NASIG website, in consultation with the Archivist and the Board, with the Board approving final wording.
- 12/11 The Board approved PPC's proposed list of preconferences.
- 12/11 The Board held an executive session meeting on December 14 to discuss questions from PPC.
- 12/11 **VOTE:** Clark made a motion that NASIG sponsor the Ohio Valley Group of Technical Services Librarians 2012 Conference at \$1,000 (Gold level), seconded by Carr. Ten members voted in favor, with two abstaining. The sponsorship money will go towards supporting scholarships.
- 12/11 **VOTE:** Blackwell made a motion to sponsor Electronic Resources & Libraries at the Bronze level (\$950) for 2012, seconded by Arnold. Ten voted in favor with two abstaining.
- 1/12 **VOTE:** Pennington made a motion to accept the 2012 budget presented by the Treasurer, seconded by Clark. Nine members voted in favor, with two abstaining.
- 1/12 The Board discussed the most recent conference schedule from PPC and made suggestions.
- 1/12 The Board agreed that the Archivist could start working on digital deposits with UIUC rather than print.
- 1/12 **VOTE:** Pennington made a motion to hold conference registration rates at the 2011 rates and to raise the preconference rates by \$30 for a full-day workshop and \$15 for a half-day workshop, seconded by Clark. Eleven members voted in favor with one abstaining.
- 1/12 The Board agreed in principle to use some of the 2011 conference overage as contingency money for the 2012 conference, given that we are paying for additional meals in Nashville.

### 3.0 Treasurer's Report (Blackwell)

The Treasurer submitted a corrected report from the 2011 conference, which now shows we did a bit better than originally thought, with the conference being \$83,333.19 in the black. NASIG is in good shape financially, with \$403,561.13 in assets for January 2012 versus \$348,643.40 in January 2011.

#### 4.0 Consent Agenda (All)

Boissy made a motion to approve the following committee reports with no further discussion, seconded by Chamberlain. All voted in favor.

Bylaws

Database & Directory

Evaluation & Assessment

Mentoring

Newsletter

Nominations & Elections

Publications & Public Relations

A question arose about Financial Development, which did not submit a report. The Board discussed whether we might want to alter our investment mix. This discussion was moved to the end of the agenda.

#### 5.0 Sponsorship Update (Ginanni)

Currently sponsorships are close to \$25,000, with 21 sponsors and two organizational members who will have tables at the vendor expo. Ginanni sent initial and follow-up letters to 70 vendors; she will send another follow-up in the next month. There are a few former sponsors that she has not heard from yet. The Board suggested a few additional organizations to contact.

#### 6.0 Merriman Award eligibility requirements (Wilson)

No further items beyond what was discussed via email.

#### 7.0 Photo Historian Budget request (Borchert)

The Board discussed budget questions from the Photo Historian regarding a for-fee photo site and a scanner. One suggestion regarding archive sites for photos is to look at UIUC's digital photo options. In terms of a scanner, the Board needs an estimate of the volume of photos involved, given what is already in the Archives. The Board suggested putting out a call on NASIG-L first to get a feel for volume. If there are photos out there from individuals who do not have access to scanner, the local arrangements folks might be able to arrange for access to a scanner at the conference.

**Action Item:** Borchert will ask Photo Historian to work with the Archivist to find out options regarding archiving and organizing photos on UIUC's site.

#### 8.0 MDC stuff (Boissy)

MDC has been following up on lapsed members and those encountering technical issues during the membership renewal process. MDC has been working on the new membership flyer. They also have a workflow in place for ideas to increase membership and create a year-round mentor program in conjunction with Mentoring Committee. MDC is also

working with D&D to welcome new members and create a method of offering a conference prize to first-time members. They are working on recruiting organizational members, particularly as that increases vendor expo participation. The Board had a conversation about the membership drive idea and what that might entail beyond contacting lapsed members. One idea was to contact universities that have sent 3 or more members to NASIG historically. They might be good candidates for organizational membership.

**Action Item:** Wilson will forward an editable version of current membership brochure to Borchert.

### **9.0 CEC Proposal (Clark)**

The Board approves the proposal from CEC for webinar software but needs clarification regarding which is the cheaper option. We need to know what constitutes us remaining a customer between webinars, if we need to pay a monthly fee, and whether the recordings are in a proprietary format. If recordings are not in a proprietary format, we'd just be able to download and access recordings. The Board discussed the logistics of registration, how to manage that, and how much to charge per webinar. We will likely use Webex for webinars, and the Board would like CEC to work on a slate of webinars to offer. The Board needs to know if Webex can handle paid registrations, what the cost of remote storage is, and whether playback is proprietary. Boissy made a motion to approve a 3 month subscription to offer the first webinar being before the 2012 conference, aiming for March/early April, seconded by Zellner. All voted in favor.

### **10.0 Vision/Mission Task Force (Shadle)**

Shadle will review the charge for the Vision/Mission Task Force and send it to the Board for approval. Appointment of the task force is still in process.

### **11.0 ECC website review questions (Pennington)**

Pennington asked if we need to archive the NASIG e-forums. Shadle made a motion seconded by Clark to not archive forum content. All members voted in favor.

ECC had questions about the strategic plan web page. The Board approves archiving the 2000 and 2003 strategic plans, and the 2007 action items. We would like to add information about the contingency planning outcomes instead.

**Action Item:** Borchert, Pennington, and Dresselhaus will discuss contingency planning documentation and forward any documents to Board that might be appropriate for making public on strategic planning page.

**Action Item:** Borchert will ask Archivist to make sure 2000, 2003 Strategic Plan and 2007 Action Plan are in archives.

ECC can remove boxes that refer to non-existent .jpg files on the NASIG logos page.

The Board discussed whether we want a 2012 mobile conference site. This would be an ArcStone question. If we are creating a mobile conference site, why not the entire website? Several Board members checked on their phones and it appears the website optimizes okay for mobile devices.

### **12.0 SOC Library School Ambassadors flyer (Carr)**

SOC is interested in a table at the vendor expo with a flyer to hand out. They will be staffing the membership table at the conference and will draft a flyer to run by the Board. Because first-timers are often recent grads, they might be good resources for library school ambassadors. Someone can make an announcement at the first-timers reception, which will end before vendor expo finishes so they can go visit the table.

### **13.0 Update on Proceedings Editor search (Zellner)**

So far there are no applications, but there was a good candidate last year that we could contact. The Board discussed whether the call is currently worded in such a way that it's scaring candidates away. Zellner will send out a final call.

### **14.0 Site Selection (Boissy, Shadle, McKee)**

The Board discussed ideas for 2015 locations, with a possible focus on the mid-Atlantic region. One idea was a national summit on e-resources involving one or more other national organizations. One thing to keep in mind is that we are non-profit and we would like the corresponding organizations to have the same philosophy.

### **15.0 CPC (Arnold, Ercelawn, Geckle)**

#### **15.1 Using 2011 conference overage as 2012 contingency funding**

CPC is currently budgeting for \$40,000 in sponsorships, but if they could budget \$30,000, they would still expect to break even. There is a bit more overage from the 2011 conference than originally thought, totaling \$83,333.19. Shadle made a motion to lower expected sponsorships by \$10,000 and add \$20,000 contingency from last year's conference overage, seconded by Boissy. All members voted in favor.

The Board approved a \$500 payment for conference logo design. Registration should be up by the first of February. The Board will be sure to test registration again this year before it goes live to test different scenarios for possible glitches. Ann Ercelawn has been working on issues with hotel reservations; some folks have been having trouble getting reservations set up for the hotel. CPC wants to do an open mike night during the conference.

EDItEUR is planning to hold their North American meeting at the same time as ours; Joyce has arranged for them to have space on Thursday.

Hotel room blocks were changed to increase the pre-conference room block since some people wanted to get there ahead of time to sightsee in Nashville. There has been discussion about having the Board members stay at the nearby Holiday Inn before the conference. The Treasurer and Treasurer-Elect will be arriving Monday night to transition duties. When the registration announcement comes out, we will remind people to make travel arrangements early since there are other events in Nashville that weekend.

### **16.0 PPC (Carr, Hanson, Davidson)**

The conference vision speakers are set now, as are four preconferences. Most of the general conference programs are in place; only one has not yet confirmed acceptance. All program decision notifications have been sent. Poster sessions and informal discussion groups are next for scheduling. PPC might do that earlier than normal given the travel considerations for that weekend. Several proposals were forwarded to CEC for consideration as alternate delivery

platforms. PPC has ideas for creating a web page for submitting conference proposals. They are very much ahead of where they were last year. Speakers have been notified that they are expected to submit a paper for the conference proceedings unless they request a recorder; two have requested recorders so far. Editors need a copy of the program slate with speaker contact information, so that they can contact speakers to remind them of the need for a paper or recorder request.

## **17.0 Core Competencies Task Force (Chamberlain)**

### **17.1 E-resources vs. serials competencies**

The Core Competencies Task Force wondered if they should create one list of competencies or two separate lists of competencies for print and online responsibilities. The Board suggested it should be two lists, though the jobs are often combined.

**Action Item:** Chamberlain will email the draft of competencies to the Board for feedback.

## **18.0 Other Items (All)**

### **18.1 Approve 2012 budget (Blackwell)**

Clark made a motion to approve the 2012 final budget with the addition of \$500 for MDC to print membership brochures and \$50 to Archives for the Photo Historian to use a fee based photo site, seconded by Boissy. All voted in favor.

### **18.2 UKSG organizational membership and Serials E-News (Shadle)**

Organizational members receive *Serials E-News* for free, but NASIG is paying a substantial amount for this. Originally UKSG was editing *Serials E-News* before sending it to us. UKSG defines 'organization' as one that has paid staff and not a membership organization. Because NASIG is a special case and does not fall under this definition of 'organization,' we will continue paying the fee.

### **18.3 FDC ideas**

Given that interest rates are so low, we are losing money over time due to inflation by not having it invested in the market. The Board would like to examine a less conservative mix with more stock.

**Action Item:** Blackwell will discuss investment scenarios with our investment banker.

The Board discussed the financial plan that was on the Strategic planning website. The Newsletter has been contacted by a potential advertiser; at what point should this go to FDC? One of the things FDC could be doing is seeking out advertisers. Contact information for the interested party should be passed on to FDC.

### **18.4 Registrar appointment**

The Board discussed the idea of selecting a registrar after a call for registrars, as we do for proceedings editors, rather than having the incoming president appoint the position with no volunteers.

## **19.0 NASIG contract, author rights, and Taylor & Francis (Ginanni, Stanislaw)**

### **19.1 Complimentary copies for authors**

Stacy Stanislaw from Taylor & Francis presented information to the Board regarding T&F and NASIG author rights. Beginning November 2011, there is no embargo on post-prints, authors can post pre- or post-prints in institutional repositories for library & information science journals, and authors retain copyright.

The current NASIG-T&F contract runs through 2012 and we receive 275 gratis copies of the proceedings. We might want to reduce the number of copies being sent out in future. T&F provides a \$12,000 editorial honorarium per year to NASIG, and NASIG members can purchase an individual subscription to *Serials Librarian* for \$25 per year, but receive online access to proceedings for free.

T&F no longer wants the copyright forms from us. For the proceedings, NASIG retains copyright. If the author wants to retain copyright, they can use the T&F form. We need to revise the NASIG copyright form to match the new T&F LIS form except that NASIG retains copyright.

**Action Item:** Shadle will forward T&F LIS and NASIG copyright forms to Board for discussion.

The Board asked for more information on the T&F site regarding how to get the personal NASIG subscription rate. Members need to call and go through a separate process, but there is no contact information on the page.

Conference Proceedings content was still being sent to NASIG for posting. It could be that having it on the T&F site for members to access is now enough once they are authenticated as NASIG members via the NASIG site. We do not have access to digital versions of the first 6 conferences via the NASIG site, so we will need to obtain those or link to them. T&F would like to do negotiations for the next contract by March.

**Action Item:** Shadle will work with Stacy Stanislaw on the Taylor & Francis contract.

Ginanni made a motion to adjourn, seconded by Clark. All members voted in favor.

The meeting adjourned at 4:30 p.m. CST.

Minutes submitted by:

Carol Ann Borchert

Secretary, NASIG Executive Board

January 24, 2012

Revised: March 19, 2012

*Minutes approved by the NASIG Executive Board on March 21, 2012.*