

# NASIG Newsletter

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## Executive Board Minutes

### NASIG Board Meeting January 15, 2013

**Place:** Patrick Henry Commons, Department of Justice  
601 D Street NW (corner of 6th and D)  
Washington, DC

#### Attending

##### Executive Board:

Bob Boissy, President

Steve Shadle, Past-President

Joyce Tenney, Vice President/President-Elect

Shana McDanold, Secretary

Jennifer Arnold, Treasurer

##### Members at Large:

Chris Brady

Patrick Carr

Stephen Clark

Tim Hagan

Selden Lamoureux

Allyson Zellner

##### Ex Officio:

Angela Dresselhaus

##### Guests (via phone conference):

Karen Davidson and Kelli Getz, PPC co-chairs

Susan Davis Bartl and Cindy Hepfer, CPC co-chairs

Anne McKee, Conference Coordinator

### 1.0 Welcome (from our Hosts and from Boissy)

Boissy called the meeting to order at 8:31am.

Dennis Feldt, Director of the United States Department of Justice (DOJ) Libraries, welcomed us to the library.

### 2.0 Secretary's Report (McDanold)

#### 2.1 Approval of October Buffalo Meeting and December Phone Call minutes

The minutes are in process.

#### 2.2 Action Item Updates

The list of action items will be sent to the Board via email for review and notes.

One action item was raised by Shadle. It is unclear what additional charges the Convention Center may bill us for the Vendor Expo for the electrical access, Wi-Fi access, and the pipe and draping for the tables.

**ACTION ITEM:** Shadle will follow up with CPC on additional charges from the Convention Center for electrical for Vendor Expo; clarify costs aren't prohibitive.

Boissy put out the general reminder for everyone on the Board to publicize the NASIG Conference at every opportunity.

### 3.0 Treasurer's Report (Arnold)

The checking account has a high balance due to several deposit checks for the Conference Planning Committee that haven't been cashed yet by the vendors.

The Board reviewed the 2013 proposed budget. Arnold noted that the Sponsorships have been placed on a separate line in the 2013 budget sheets.

**VOTE:** Boissy made a motion to approve the proposed budget, seconded by Clark. All voted in favor.

Arnold brought to the Board's attention the last page of the report, which detailed webinar revenue statistics. The webinars have been a significant source of revenue thus far.

Arnold participated in a conference call with Katy Ginanni and Michael Arthur to discuss ArcStone registrar issues and was able to clarify most issues and answer most questions. Ginanni and Arthur have started entering program info. Arnold requested that a change be made to the refund policy to make it clear that emergencies will be evaluated on a case by case basis and to remove the statement about "family" in the policy.

Arnold will work to ensure that training from one registrar to the next continues consistently.

### 4.0 Consent Agenda (All)

Archives

Awards & Recognitions

Bylaws

Database & *Directory* – examining RegOnline

Evaluation & Assessment

Financial Development

Mentoring

Nominations & Elections

Publications & Public Relations –

Student Outreach

The following items are to be discussed elsewhere in the agenda: CPC, CEC, ECC, MDC, *Newsletter*, *Proceedings*, and PPC.

Several reports had questions for the Board.

Publications and Public Relations is currently working on listservs. Eleanor Cook is collecting state library groups that are interested in receiving flyers. They are also currently undergoing a review of their webpages, updating as needed. They will reorganize the publication content to reflect the structure of the Core Competencies.

**ACTION ITEM:** PubPR needs to do some website clean-up, including updating contact info (Boissy)

It was noted that the Website liaison is no longer in existence.

The Archivist report discussed how they are addressing photo archiving. The Board is unsure about what they mean in the report by Yahoo and wondered if they mean to use Flickr. The Archivist asked the Board if they can move the photos currently in ArcStone to Flickr, and maintain a Flickr Pro account, which has an annual fee. The Board approved moving everything from ArcStone to Flickr, and will discuss weeding of the photos at a later date. They also requested that more links need to be made from the website directly to Flickr. Also that the photo historian needs to be added to the Flickr page, moving the responsibility for the Flickr account from the ECC to the photo historian.

**ACTION ITEM:** McDanold will follow up with the Archivist regarding the photo move from ArcStone to Flickr and the necessary edits to the webpage and Flickr page.

**VOTE:** Boissy made a motion to consent the remaining agenda, seconded by Lamoureux. All voted in favor.

## 5.0 Sponsorship Update (Shadle)

Shadle currently is behind schedule, and has nothing new to report. EBSCO interested in sponsoring the Horizon Award again.

Shadle will put together a Buffalo Conference Center fact sheet regarding the vendor expo to be sent to exhibitors. Each exhibitor will have a 10x10 booth, and the Expo will be co-located with the opening session and a dedicated reception.

Shadle asked the board to send him any "new" markets for vendors such as ILSs or ERMs that have not exhibited in the past. He will also look at finding some regional vendors.

## 6.0 Core Competencies Final (Lamoureux)

Lamoureux communicated to the board that the group is struggling with the issue of structure, as in how to set up levels/organize the competencies. The Core Competencies group has explored a variation on the MAGERT approach, looking at entry level core versus specialist skills, but the issue remains that the levels and the established "core" do not relate directly. There are also issues regarding the uniqueness of a library environment and needs and the impact on what may be core for that individual institution. There are "zones of expertise" within the core competencies depending on the responsibilities of the specific positions and people.

Lamoureux suggested that they clarify with introductory statement instead of using levels, but will in addition try to tag entry level competencies at the minimum. The Core Competencies are mainly for an outside of NASIG audience and what they need is a solid introduction explaining the competencies as well as a clear statement about entry level requirements.

The group reviewed ALA's core competencies page, and found the long list confusing.

The Board discussed a timeline for finishing up the work on the Competencies. A postable version/draft by June

Board meeting was requested, with the idea of completing one piece by the Conference for discussion/presentation. The preferred piece is the intro with spheres of competencies. The Board has a goal to post the documentation on ALA website with NASIG branding.

The Board agreed that a functional structure makes sense but "levels" of competencies (MAGERT model) do not. It was acknowledged that the competencies are a work in progress, and other things are dependent on having a postable version so it is critical to include a date/version number.

**ACTION ITEM:** Lamoureux will take back to Core Competencies group a request for and introduction that identifies spheres of competencies and also identify entry level competencies with the goal of having a draft to be posted to the website by the June 2013 Conference.

## 7.0 Adding Nonmembers to Listserv (All)

The CPC sent a request to add a non-NASIG member to their committee. After discussion, the Board agreed that to be a committee member, you must be a NASIG member.

The next question was whether to add volunteers to committee listservs since committee lists are closed lists and may include sensitive information. Normally non-members are not added to committee listservs, but they can be added at the discretion of committee chair in conjunction with their Board liaison if the person will be a resource for the committee. All committee lists will be purged/cleaned on annual basis.

It was agreed that an individual must be a NASIG member to get the same benefits afforded to the committee members. Volunteers will not receive the benefits and rights as the committee members. Additionally, non-members (volunteers) will not be given website permissions.

**ACTION ITEM:** McDanold will draft formal statement regarding adding volunteers to committee listservs (but not as full committee members) for distribution to committees to be voted on by Board

### **8.0 CEC Webinars and Rates: Free, \$10, \$25, \$75. CEC Status (Clark)**

The Board discussed the rates for the webinars. It was noted that the lower rates were for the testing of the RegOnline system. The Board agreed to revert to the rates from the first webinar, and noted that CEC members do attend for free.

Clark provided us an update on the next webinar. It will be held Feb. 23, 2012, from 3-4pm Eastern Time. The topic will be KualioLE and the presenters are Bob Persing from the University of Pennsylvania and Kristin Wilson from NCState.

There are two other webinars being planned: one for May, and a second for the Fall which will be the responsibility of the next CEC.

### **9.0 CPC and PPC Phone-In (Susan Davis Bartl, Cindy Hepfer, Zellner, Karen Davidson, Kelli Getz)**

The CPC presented the Board with an update first. They are having some issues with getting the contract signed for the Statler Museum. They are currently waiting for the catering services to review with their lawyers if the requested changes to the contract are acceptable. Tenney will contact McKee regarding the contract. For the other event venue (the Transportation Museum), the CPC is waiting for the official invoice. The deposit check has been sent, there is no contract for the venue.

The CPC is waiting for the new menus from the hotel and convention center before finalizing them.

Shadle asked if the vendor expo at the convention center will incur additional costs. Bartl has no additional information from the Convention Center.

**ACTION ITEM:** Shadle will follow up with CPC on additional charges from the Convention Center for electrical for Vendor Expo; clarify costs aren't prohibitive.

The CPC continued with the following updates for the Board:

- They are currently looking for a speaker on Buffalo related topics for the opening session.
- They have a possible swing band (committee member's brother has one) for the dessert reception musical act.
- The Committee is generally going well; they have a conference call scheduled for later in the week.
- They are waiting on the registration rate information to update the website and they will be adding local information before registration opens on Feb. 8, 2013.
- Baseball tickets will be available for purchase via the registration website; tickets will be \$11 each. It was agreed that rounding the \$10.50 up to \$11 is preferred than dealing with change.

Attendees for the pre-conference site visit in May will include the PPC co-chair, the CPC co-chairs, the designated A/V coordinator, and either Anne McKee or Board liaison (Tenney will replace Zellner as the CPC Board liaison).

Boissy confirmed that he has issued the invitation to UKSG to send a representative from their organization to the conference.

Finally, the Board confirmed that yes, the CPC can add volunteers to email listserv for planning purposes, but that the volunteers will receive no additional permissions or benefits.

**VOTE:** Boissy made a motion approve everything except the box handling fee (there will be a contingency vote when this information from Convention Center is known), including the factored in \$20,000 contingency budget. Lamoureux seconded. All voted in favor with

the one contingency vote to be held when the cost for the box handling fee is known.

The PPC provided the Board their update.

- The Vision speakers have all been confirmed. They are currently gathering the titles and abstracts from the vision speakers.
- All presenters have been confirmed.
- They are still waiting on a few memorandums of understanding (MOUs) from pre-conference presenters.
- The Conference schedule has been posted to the NASIG website with assistance from Anna Creech.
- Solicitations for the Great Ideas Showcase will be sent out the end of February. Bartl and Hepfer will confirm for PPC what options can be offered to participants (e.g. will there be free standing poster boards, table top presentation options, can laptops be included, etc.)
- The informal discussion groups' information will be sent out closer to the conference. Anyone can lead a discussion group, including Board members, as they are listed as optional and there are no restrictions on who can list a discussion topic.

The Board discussed pre-conference presenter benefits and exceptions to be evaluated on a case by case basis.

**VOTE:** Clark made a motion to approve to extend the pre-conference presenter benefits to the third presenter for the RDA cataloging preconference. Shadle seconded. All voted in favor.

The PPC is hoping to pull in some of our Canadian members due to proximity to Canada. Carr is speaking at end of January in Canada and agreed to plug the NASIG conference at his talk.

There was a procedural question related to the Program slate for the Board. It was explained that last year the Board provided comments on each program, using SurveyMonkey internally for discussion among Board members. The SurveyMonkey feedback was compiled

and sent to the PPC for consideration. This year the Board did review and approve the slate this year, but did not provide the same level of feedback. In the future, the Board should consider using SurveyMonkey in our piece of the review process to provide more feedback to the PPC.

**ACTION ITEM:** Add to the NASIG working calendar for the Board to have the PPC Board liaison to suggest an internal survey (SurveyMonkey) to review the PPC slate for approval or at the very least suggest an agenda item for a phone call in November to review.

The Registration rates were determined as follows:

- Early bird registration for pre-conferences will also be bumped up to full rate at same time as regular registration.
- All discounted rates (paraprofessional; half-price; CPC members, etc.) are to be consolidated into one category/rate of \$200
- Early bird: \$375 for members ; \$200 discount
- Non-members: \$500
- Pre-conference early bird: ½ day \$90 ; full day \$180
- Non-early bird preconference: ½ day \$115 ; full day \$230
- Non-early bird registration: \$425; \$200 discount (doesn't change)
- The Early bird cut off will be one week before the pre-conference on-site meeting with the hotel and final walk-through (May 3)

**VOTE:** Boissy made a motion to approve the registration rates listed above. Clark seconded. All voted in favor.

The Board and PPC discussed publicity options for the conference. The following ideas were suggested:

- For the vision speakers: post the PPC slate on website; provide links to vision speaker past presentations if possible
- Include the conference logo when possible
- Facebook
- Listserv blast messages: PubPR distributes these

- Encourage members (especially Board and CPC and PPC members) to plug the NASIG Conference at other conferences/talks and at the end/beginning of the webinars
- UKSG: Boissy sends information to the contact there (Bartl agreed to send to publicity announcements to Boissy with note to please submit to UKSG)
- *NISO Newslines*
- Twitter
- Brochures/flyers will be discussed with PubPR
- Sign-on services popups: Brady will research OCLC Message of the Day options to submit/include NASIG Conference information
- The CPC will ask vision speakers to publicize their own talk on their own blogs.

**ACTION ITEM:** PPC will encourage speakers/presenters to advertise their NASIG session on their personal blogs/accounts; a standard message from PPC to speakers/presenters asking them to post info about their upcoming NASIG session to your blog/website/etc. will be crafted for future use and added to the PPC manual. (Carr)

It was clarified that PubPR is responsible for sending out all external communications to listservs, and that CPC and PPC prepare the messages for PubPR to disseminate.

### **10.0 NASIG Newsletter (Dresselhaus)**

There is a new type of profile (nonNASIG) for internal and external positions.

There will be an editor-in-training starting this spring.

Dresselhaus also noted that the *Newsletter* editor, as an ex-officio of the Board, can pull reports from the Board space.

### **11.0 NASIG Proceedings (Zellner, Boissy)**

The call for a new editor has been put out. The second call has an extended deadline.

There were no additional questions, and everything has been submitted to Taylor and Francis for publication. Zellner is working on compiling the list of who receives the complementary copies.

There was discussion of using a repository to gather presentations (eprints or elists). If allowable, presenters can deposit the slides and handouts from their presentations. NASIG would need to create guidelines for repository submissions. At this point, NASIG is not prepared to take on supporting a repository for non-NASIG created/affiliated work. NASIG work such as webinars, conference proceedings, and publications is currently archived and would not be included in the presentation repository.

### **12.0 Site Selection (Tenney, Boissy)**

The Board reviewed the current site selection status for the 2015 conference.

### **13.0 Technology Needs, in General. (Shadle, Hagan, All)**

Shadle and Hagan reported on the technology needs identified from the survey. Most of the automation needs have their functionality driven off of membership database. These include: conference registration, membership registration, a historical record, the directory function, blast email message to all members email if needed, the financial/invoice management (Arnold noted that our credit card system is Authorized and can work with any system)). It would be nice for outside services to be able to “ping” membership database for validation purposes as needed, but that is not currently possible.

Database and *Directory* is exploring RegOnline. The membership database keeps committee status/membership as well as active/inactive/contact info for each member. The question is what other options are out there for a membership database that will fulfill our needs and allow services to ping the database as needed.

It was suggested to do a search for “Not for profit association management systems”. The first hit was: [http://www.idealware.org/articles/fgt\\_ams.php](http://www.idealware.org/articles/fgt_ams.php)

It was noted that committee work doesn't have to be tied to membership database system, but that it does need to be interactively connected to the membership database and the website permissions for the work.

We need to identify the functions that need interactive connection with membership database. If a function does not need that, explore distributing those aspects/services to other independent services/providers.

If we went with a different website service, it doesn't have to be dependent on membership database the way ArcStone is. Editing and access permissions can be managed independently. To an extent, website management will be independent and manual no matter what. The issue is rather the communication between groups/committees to update things accordingly so members can access and do what they need to do.

The Board concluded that the membership database is our core element, and the website, listservs, archives, etc. are all add-ons that utilize the information in that database as needed.

It was identified that the social networking pieces such as Flickr, Facebook, Twitter, LinkedIn, our blog, etc. need to be more widely utilized by committees. There was discussion about the need for a social networking policy, and how to encourage members to promote their own accomplishments on the NASIG pages. One option is to have Kurt Blythe post them as he receives them.

**ACTION ITEM:** We will wait for feedback from D&D, and ask D&D to start investigating alternatives with the understanding that nothing will migrate or begin migrating until after conference (Arnold)

**ACTION ITEM:** Ask ECC to investigate other listserv options and ask ECC to contact BeeNet for new quote/offer. (Hagan)

#### **14.0 Live Review and Critique of the NASIG Website (All)**

The following discussion referenced a document/report from ECC titled: Proposal for RESOURCES section of NASIG website.

##### **\*Menu bar:**

The Board preferred the first option listed for menu links:

Home  
About  
Membership  
Conference  
Publications  
Continuing Education

The Board agreed to leave Contact in the Navigation Bar, and made the suggestion to remove Home and just use the Logo as the home link instead.

The Board approved dropping NASIG from the "About" menu item and from the "Membership" link.

The Board approved removing “Annual” from the Conference menu link.

##### **\*Center column:**

The Board would like to see the following:

- Add a persistent link to upcoming current conference on top (preferably the conference logo to link to the conference webpage)
- Divide remaining portion of the column into two parts: top reserved for NASIG events (or NASIG sponsored events), and the bottom for other events of interest to our members
- Below conference link have the upcoming events list as it is currently

**\* “What’s New” time limit:**

The Board would prefer to make it a “widget” that’s fed from the blog. Can we replace “What’s New” with a RSS feed from the blog?

**ACTION ITEM:** Investigate changes to “What’s New” column and center column and report back to the Board (Hagan)

**\*The RESOURCES section will become Continuing Education.**

The Board agreed to rename menu bar item from Resources to Continuing Education.

Within the Continuing Education pages, maintain the following pages:

- Webinars
- Reference Resources (it was noted they need to be updated)
- UKSG (but keep link to UKSG homepage rather than an internal page)
- Core Competencies (link to webpage)

The Board suggested moving FORMS to the “quicklinks” under Jobs rather than deleting it.

The Board agreed to remove:

- Speakers & consultants
- Other organizations (not maintained)
- Shaping the serials (replace with core competencies)
- Resources for authors

**ACTION ITEM:** Ask PubPR to review Publications page (move NASIGuides to landing page so they’re more prominent). As part of this: Remove Bilingual Focus group, list *Conference Proceedings* first – then NASIGuides – then *Newsletter*. (Boissy)

**ACTION ITEM:** Ask ECC to investigate providing list of past *Conference Proceedings* to non-members (just a list of citations or a blurb on Publications page) (Hagan)

**ACTION ITEM:** Ask CEC to provide a proposal to Tenney for committee membership size to accommodate increased webinar and website duties (Clark)

The Board reviewed questions from the ECC.

The action item regarding advertisements (solicit newsletter/website ads) will be transferred to the FDC's responsibility (Shadle)

**ACTION ITEM:** Ask the FDC to review their charge and as a future agenda item to update the charge (Shadle)

In the ECC report, it was noted to change: There are 580 active subscribers to NASIG-L to There are 538 active subscribers to NASIG-L.

**\*NASIGuides:**

**ACTION ITEM:** Ask PubPR to review NASIGuides and update contact information (Boissy)

**ACTION ITEM:** All board liaisons need to ask their committees to review their public committee pages and suggest updates (or email ECC with changes, but the committee's Chair should be able to edit their own committee page).

[http://www.nasig.org/about\\_committees.cfm](http://www.nasig.org/about_committees.cfm)

**ACTION ITEM:** Ask the ECC to update the Financial Plan (Hagan). Tenney will check for a copy of the Financial Plan, and will ask the Archivist if needed.

**\*Annual Reports:**

Hagan will advise the ECC of situation regarding individual linking for individual reports pages, and to use the link to Annual Reports page. There is a link to a general page for each year, but not to individual committees directly. Dresselhaus noted that there is no single issue of the newsletter that publishes all the reports. Based on that information, they can’t change current practice of linking to a general page.



### **\*Conference Archives:**

The Board recommended to NOT edit past conference pages and to continue to archive the entire conference webpages. The current CPC and PPC frequently references and uses the previous conference webpages as templates and references for the current conference pages.

### **\*Proceedings**

The Board agreed that moving forward, we would like to digitize the entire content of each *Proceedings*, as per PIE-J recommendations.

**ACTION ITEM:** Zellner will ask *Proceedings* editor to discuss with T&F to digitize the entire content as per PIE-J going forward.

**ACTION ITEM:** Ask the ECC that for all *Proceedings* links, link to the publicly viewable *Proceedings* page under the Publications menu rather than the members-only access. (Hagan)

### **\*Newsletter**

**ACTION ITEM:** Wait to make any changes, as these will happen during *Newsletter* training in June (Dresselhaus)

### **\*Documents on the server**

**ACTION ITEM:** Ask the ECC to draft a message with instructions for the committees on the placement of new documents for all Board liaisons to remind their committees. (Hagan)

### **\*Brainstorming and Town Halls and Site Selection**

The Board wants ECC to confirm with Archives that they have the information; especially for 2004 documents, and provided Archives has the information, it can be retired from the website.

### **\*Membership Survey, Bilingual Focus Group report**

The Board agreed archive. The ECC should verify Archives has a copy then remove the reports from the website.

### **15.0 Review of Relationship with UKSG (All)**

NASIG has received one applicant for UKSG exchange. Applications are still open until Feb. 1, 2013.

Boissy noted that UKSG has extended the application period on their end of the exchange to encourage applicants.

UKSG does want content regarding NASIG activities. NASIG needs to send links with webinar information once it's public to encourage participation from our UKSG counterparts. Newsletter needs to send reports from the NASIG conference to UKSG.

**ACTION ITEM:** Ask PubPR to distribute content to UKSG (Boissy)

### **16.0 Membership Development (Brady, All)**

PubPR is sending brochures to conferences/state organizations to promote NASIG.

**ACTION ITEM:** MDC needs to become more active, working more closely with Student Outreach and PubPR for proactive promotion and brainstorming some active campaign ideas (Brady)

**ACTION ITEM:** MDC and Student Outreach to work with the three Texas library schools (and possibly Oklahoma) to specifically encourage attendance at the 2014 conference in Fort Worth (campaign starting in September 2013). They should emphasize Great Ideas showcase. (Brady)

**ACTION ITEM:** CPC 2014 will need to coordinate a possible job fair at the Fort Worth conference. Tenney will notify CPC and PPC co-chairs when appointed.

The meeting adjourned at 3:50pm.

Minutes submitted by:

Shana McDanold

Secretary, NASIG Executive Board