Committee Reports

Awards and Recognition Committee

Submitted by Jamie Carlstone

Members

Jamie Carlstone, chair (Northwestern University)
Vanessa Mitchell, vice-chair (Library of Congress)
Jennifer Leffler, member (University of Northern Colorado)
Barbara Ballew, member (Texas Tech University Health Sciences Center Libraries)
Tessa Minchew, member (North Carolina State University)
Dejah Rubel, member (Ferris State University)
Susan Elkins, member (Sam Houston State University)
Smita Joshipura, member (Arizona State University)
Kate Moore, member (Indiana University Southeast)
Susan Davis, member (University at Buffalo)
Joe Hinger, member (St. John's University)
Shannon Regan, board liaison (New York Public Library)

Continuing Activities

The committee is working on updating applications for the upcoming cycle. The committee approved the use of Google Forms for awards applications. In the past we asked applicants to email documents. Google Forms will make applying to awards more accessible for applicants and easier to organize for the committee.

Application requirements and webpages are being updated. In previous years, the same prompt was used for Birdie, Diversity, and Horizon, while there were separate prompts for First-timer and Merriman. The committee decided to create 1 prompt that can be used for all the awards that require essays. We think this could encourage more applications (candidate can apply to multiple awards) and help diversify the pool. The prompt for this year is tied to the conference theme, which is what was done in the past for the Birdie, Diversity, and Horizon Awards:

This year is NASIG's 35th anniversary conference and much has changed in our profession and organization since 1986. Looking forward, what changes do you see in information management for the next 35 years, and how can organizations like NASIG play a leadership role?

Completed Activities

- The AR committee met at the 2019 conference
- Award winners attended the 2019 conference and received their awards
- Award winners from the 2019 cycle were surveyed for feedback on their experiences
- The AR committee updates were included in the September newsletter
- Committee information was updated with new members

Actions Required by the Board

With the Board's approval we would like to offer the same NASIG conference awards as 2019:

- Birdie MacLennan Award
- Capstone Award
- Diversity and Inclusion Award

- First-Timer Award
- Horizon Award
- John Merriman Joint NASIG/UKSG Award
- Marcia Tuttle International Grant
- Paraprofessional Specialist Award
- Rose Robischon Scholarship
- John Riddick Student Grant
- Fritz Schwartz Education Scholarship
- Mexican Student Grant

If there are awards without winners as there have been in the past, AR would like to ask the Board to have multiple winners for certain awards. This makes it possible to have multiple winners for the Diversity Award and the First-Timer award. The committee will bring this question to the Board before proceeding with handing out multiple awards.

Submitted on September 30, 2019

Bylaws Committee
Submitted by Laurie Kaplan

Members

Laurie Kaplan, chair (ProQuest)
Maria Aghazarian, member (Swarthmore College)
Christina Geuther, member (Kansas State University)
Derrik Hiatt, member (Texas A&M University-Corpus Christi)
Stephen Sweeney, member (St. John Vianney Theological Seminary)
Keondra Bailey, board liaison (Duke University)

Continuing Activities

The Bylaws committee is reviewing our Bylaws Manual and calendar against the latest version of the Bylaws. Some references may need to be updated.

Completed Activities

Responded to a request from the board for input

regarding the tiered membership option and voting process.

Submitted on October 3, 2019

Communications Committee
Submitted by Matt Jabaily and Alexis Linoski

Members

Matthew Jabaily, co-chair/webspinner (University of Colorado, Colorado Springs)
Alexis Linoski, co-chair/list manager (Georgia Institute of Technology)
Rebecca Tatterson, vice co-chair/webspinner (East Carolina University)
Melissa Randall, SERIALST moderator, (Clemson University)
Stephanie Adams, member (Tennessee Tech)
Treasa Bane, member (University of Wisconsin-Madison)
Rachel Blume, member (University of Utah)
Rachel Miles, member (Virginia Tech)
Sofia Slutskaya, member (Georgia Tech)
Heidi Zuniga, member (Colorado State University)
Peter Whiting, archivist (University of Southern Indiana)
Eugenia Beh, marketing & social media coordinator (MIT)
Chris Bulock, marketing & social media coordinator in training (California State University Northridge)
Michael Fernandez, board liaison (Yale University)

Continuing Activities

- Members of the committee are assisting with the WEBTF for the migration of the website to the Wild Apricot Platform.
- With the migration of the website, there will be a need to update CC documentation. The committee plans to work on this in the first half of 2020.

Completed Activities

- Members of the team assisted with the transition of SERALST to the SimpleList platform.
- Several new listservs and web pages were created for new or combined committees (Vendor & Publisher Engagement Task Force, Mentoring (and Student Outreach)).
- Regular annual updates to the listservs, committee web pages, website permissions, video postings, and conference slideshare have been completed.
- Created a feedback form for Diversity and Inclusion feedback.
- Provided feedback to Beth Ashmore about tools committees are using for internal communication.

Actions Required by the Board

- At the request of the board, members of the team investigated options for providing stable access (preferably with DOIs) for core competencies and other regularly cited documents.
- The board asked the committee to investigate migrating all of NASIG's listservs to SimpleLists. Volunteers have begun this process.
- The board asked the committee to explore alternative options to slideshare for the preservation and sharing of conference presentation slides.

Submitted on September 30, 2019

Conference Planning Committee
Submitted by Sion Romaine & Lisa Barricella

Members

Sion Romaine, co-chair (University of Washington)
Lisa Barricella, co-chair (East Carolina University)
Crystal Aberthal, member (University of Washington School of Law)
Barbara Albee, member (EBSCO)
Erica England, member (Washington State University)
Lorelle Gianelli, member (University of Colorado-

Denver, Auraria Library)
Martha Hood, member (University of Houston at Clear Lake)
Pamela King, member (The Citadel)
Rose Kraus, member (Eastern Washington University)
Erika Ripley, member (University of North Carolina-Chapel Hill)
Karen Spence, member (WSU Vancouver)
Maria Stanton, member (ATLA)
Anna Creech, conference coordinator (University of Richmond)
Mary Ann Jones, registrar (Mississippi State University)
Steve Shadle, board liaison (University of Washington)

Continuing Activities

- Logo design is underway and local artist Chris Bovey sent a preliminary sketch of the logo for review. Members gave their feedback and Sion is in contact to let him know he can proceed. The deadline for him to provide the logo is November 1.
- Anna is working with the hotel to get a quote for AV service.
- We developed a short list of open session speakers/topics and committee member Rose Kraus, who is local to the area, is looking into availability (due to health issues) of the first choice speaker. There's good consensus from committee members about the type of speaker and topics (saving a local language; a local author, a member of the Spokane Tribe).

Completed Activities

- All sub-committees have had volunteers assigned to them.
- Monthly meetings held on August 12, 2019 and September 18, 2019.
- CPC and PPC co-chairs, board liaisons and conference coordinator held a meeting on August 23, 2019 to discuss the 2020 conference schedule.
- Conference theme discussed among CPC members, and a recommendation of having no particular theme or catchy tagline was approved by the board.

- Conference logo discussed among CPC members, and consensus to use a local artist, Chris Bovey, was reached. Sion Romaine contacted Chris to agree on terms, price and timing. The design is underway and progress is addressed in Continuing Activities.
- Sion Romaine submitted the CPC Update/Fun Facts on Spokane for the *NASIG Newsletter*'s September issue.

Questions for the Board

The conference CafePress souvenir site has had very little activity these last couple of years. One t-shirt was sold last year. CPC members wonder if perhaps it's time to give up this effort. Would promoting a local shop with Spokane or NW merchandise better fit the need for attendees who wish to purchase a conference souvenir? Is there a possibility we could offer a local shop (local/small business) the opportunity to have a table at the vendor expo or at some other suitable time?

Submitted on October 9, 2019

Conference Proceedings
Submitted by Paul Moeller

Members

Paul Moeller, production editor (University of Colorado Boulder)
Cecilia Genereux, production assistant, (University of Minnesota Twin Cities)
Courtney McAllister, editor (Yale Lillian Goldman Law Library)
Sara Bahnmaier, editor (University of Michigan)
Betsy Appleton, board liaison (Tarlton Law Library, University of Texas at Austin)

Continuing Activities

2019 Proceedings:
- Editing of submitted papers
- Working with authors to improve quality of papers

- Compiling front and back matter
- Training of new editor

Completed Activities

2019 Proceedings:
- New editor received training
- A Trello board was set up for workflow management
- A Zoom meeting was held to discuss workflow
- Editors and editing deadlines have been assigned to submitted papers

Budget

No budget requests for this fiscal year.

Submitted on October 1, 2019

Continuing Education Committee
Submitted by Jennifer Pate and Adele Fitzgerald

Members

Jennifer Pate, Co-Chair, Webinar Coordinator, (University of North Alabama)
Adele Fitzgerald, Co-Chair, Committee Coordinator, (St. Joseph's College New York)
Amy Carlson, member (University of Hawaii at Manoa)
Melanie Church, member (Rockhurst University)
Kate Hill, member (University of North Carolina at Greensboro)
Gerardo Andres Aguilar Juarez, member (Student, Mexico)
Julia Palos, member (Ball State University)
Julia Proctor, member (Pennsylvania State University)
Tony Zanders, member (Boston University)
Lisa Martincik, board liaison (University of Iowa)

Two members, Stephanie Bandel-Koroll and Rachel Becker, have resigned. Chairs will work with Betsy to fill one seat, which is all that is needed.

Continuing Activities

The CEC committee defined seven areas of focus, and asked for volunteers to serve in these areas. We opened a NASIG.Slack.com workspace, and created seven channels for the subcommittees to use for their work, although each group is free to use any communication method(s) that they are comfortable with. The seven subcommittees and status of each are as follows:

1. cec-webinars, Webinar task force group
   Group has selected several webinar topics and is currently contacting potential speakers. The goal is to schedule the first webinar sometime in October on the topic of accessibility. Group is also considering switching to Zoom for the webinars, and is scheduling a meeting with vendor to discuss the notion and any possible implications.

2. cec-captions, Group to coordinate/maintain captioning
   Nothing to report

3. cec-core-comp, Group that updates core competencies
   Nothing to report

4. cec-guides, Group to add ccbysa disclaimer on applicable NASIGuides
   Nothing to report

5. cec-web-liaison, Area to handle CEC webpage updates
   Updates were made to the webinars page.

6. cec-docs, Area to identify and rectify CEC document revision issues
   Nothing to report

7. cec-twitter-chat, Group to pilot Twitter chat
   Nothing to report

Completed Activities

Amazon Gift cards were given as a "thank you" to the three speakers (Carla Clark, Xiaoyan Song, and Heather Wilson) who re-recorded the "CORAL: One System, Three Perspectives" last Spring. The original webinar recording was lost due to WebEx subscription lapse.

Statistical Information

None to report

Action(s) Required by Board

None to report

Questions for Board

None to report

Recommendations to Board

None to report

Submitted on October 1, 2019

Digital Preservation Committee
Submitted by Ted Westervelt

Members

Ted Westervelt, chair (Library of Congress)
Narine Bournoutian, member (Columbia University)
Danielle Bromelia, member (OCLC)
James Phillpotts, member (Oxford University Press)
Michelle Polchow, member (University of California, Davis)
Wendy Robertson, member (University of Iowa)
Heather Staines, member (MIT Knowledge Futures Group)
Willa Tavernier, member (Indiana University)
Shannon Keller, board liaison (New York Public Library)

Continuing Activities

- Review and updating of NASIGuides for digital preservation (Strategic Direction #4)
- Reaching out to potential partners, such as UKSG and LPC, in developing a Model Preservation Policy (Strategic Direction #4)
- The Committee has contacted both Portico and CLOCKSS about working on outreach and education via something along the lines of a presentation, workshop, webinar series, etc., for practitioners of digital preservation (Strategic Direction #4)

Completed Activities

- As the committee is newly formed, we have no completed activities to report at this time.

Questions for Board

- Has a contact at UKSG been identified for discussing their work with us on a Model Digital Preservation Policy?

Submitted on September 27, 2019

Equity and Inclusion
Submitted by Treasa Bane and Kristen Twardowski

Members

Treasa Bane (University of Wisconsin-Madison)
Rachel Becker (Madison Area Technical College Libraries)
Heidy Berthoud (Smithsonian Libraries)
Amber Billey (Bard College)
Mandy Hurt (Duke University)
Moon Kim (Ohio State University)
Linta Kunnathuparambil (Loyola Marymount University)
Raquel Lynn (Stony Brook University)
Karen Rogers-Collins (Eastern Michigan University)
Kristen Twardowski (Duke University Press)
Danielle Williams (University of Evansville)

Continuing Activities

The E&I committee has several ongoing activities, which include the following.

- In partnership with the Program Planning Committee, the E&I committee is working to create a program for the 2020 conference that marries the themes of diversity, equity, and inclusion with open access. This is still in the early stages, but judging from the feedback from the 2019 conference, NASIG members are hungry to explore these topics in more depth.
- A subcommittee, composed of Karen Rogers-Collins, Mandy Hurt, and Danielle Williams, also continues its work developing a survey aimed at gathering more demographic information about NASIG members. The group also hopes that this survey will provide guidance about how the E&I committee can best serve the membership.
- In order to keep members apprised of the E&I committee's activities, the group is in the process of drafting a blog post to share. It may be interesting for the group to commit to semi-annual posts, but a discussion on that is still outstanding.
- Representatives from the E&I committee also serve on the Coalition for Diversity and Inclusion in Scholarly Communications (C4DISC) with other scholarly communications and publishing stakeholders and members.
- The committee continues to monitor the anonymous feedback form specific to committee. (Found at https://www.nasig.org/site_page.cfm?pk_association_webpage_menu=708&pk_association_webpage=16254) It could be valuable to coordinate with the Communications Committee about periodically sharing this form via Twitter.

Completed Activities

The E&I committee completed several major activities over the past few months. Some of these are as follows.

- A subcommittee of the group, featuring Moon Kim, Del Williams, Rachel Becker, and Treasa Bane, developed the Diversity and Inclusion Award for the 2019 NASIG Annual Conference. The 2019 award was sponsored by Harrassowitz and the goal of furthering the NASIG mission to increase the diversity of its membership and provide financial support to attend the NASIG annual conference. Applicants had to be a member of an underrepresented group in the NASIG community. Natalia Juarez, of Tarleton State University was granted the award for the first year, and along with it, she received:
  - o Paid conference registration and three nights lodging in addition to funds for travel expenses and meals not covered by conference registration
  - o One year's free membership in NASIG
  - o Invitation to serve on a NASIG committee the year following the award
- The committee also contributed language to be added to email blasts for Call for Nominations in order to foster a more welcoming and inclusive environment.
- For the 2019 NASIG Annual Conference, the committee organized and facilitated Town Hall. Over 200 conference attendees attended the Town Hall. Since it was the first conference after the full formation of the E&I committee, the group introduced the goals of the committee as well as held a dialogue about what types of diversity, equity, and inclusion activities NASIG members hoped to see from the committee.
  - o The committee subsequently analyzed feedback solicited at the event in order to help guide the group's future activities
- The committee established an anonymous feedback form (https://www.nasig.org/site_page.cfm?pk_associati on_webpage_menu=708&pk_association_webpage =16254) in order to allow individuals an avenue to send in additional thoughts about NASIG's approach to equity and inclusion.

Questions for Board

- Does NASIG have a particular survey methodology or approach that they prefer? Should the E&I group be partnering with another committee to produce this?
- There has been some concern about the lack of racial diversity in upcoming conference cities. What can the E&I committee do to assist in the conference location selection process?

Submitted on October 4, 2019

Marketing and Social Media Coordinator
Submitted by Eugenia Beh

Members

Eugenia Beh, current Marketing and Social Media Coordinator (MIT Libraries)
Chris Bulock, Marketing and Social Media Coordinator-in-training (California State University, Northridge)

Continuing Activities

- Promote 2019 Annual Conference through blog, listservs and social media.
- Continue to develop presence on social media by posting, liking and retweeting content.

Completed Activities

- Created posts and shared on social media (blog, Facebook, Twitter, LinkedIn):
  - o NASIG Executive Board: Call for Nominations
  - o Vision III: Philip Schreur – Bridging the Worlds of MARC and Linked Data
  - o Vision I: DeEtta Jones – Courageous Leadership: Walking Your Talk from Wherever You Are
  - o Save the date and rates for NASIG 2020!
  - o NASIG Newsletter Incoming Editor-in-Chief Position
  - o Volunteer to be a NASIG Ambassador

- o [NASIG webinar: CORAL: One System, Three Perspectives](#)
- o [NASIG 2020: Call for Vision Speaker and Pre-conference Ideas](#)
- o [NASIG Membership Dues Increase Passes](#)
- o [NASIG on Demand Now Open Access](#)
- o [NASIG 2019 Conference Evaluation Survey](#)

Questions for Board

- Does our hotel contract include AV support for recording and/or livestreaming sessions?

Submitted on October 9, 2019

Membership Services Committee
Submitted by Christine Radcliff

Members

Christine Radcliff, co-chair (Texas A&M University-Kingsville)
Mandi Smith, co-chair (University of Arkansas)
Heather Barrett (Southern Methodist University)
Nancy Bennett (Carroll University)
Bethany Nash (Georgia Gwinnette College)
Francene Lewis (Calvin College)
David Macaulay (University of Wyoming)
Cindy Shirkey (East Carolina University)
Suzy Kozaitis (Florida institute of Technology)

Continuing Activities

- Respond to member login problems and renewal and invoicing questions. Update member organizational affiliations when requested.
- Run new member, non-renewing, and deactivate reports monthly.
- Send new member reports monthly to Communications Committee and *Newsletter*. Send edited reports (names and emails only) of new members to NISO contacts.
- Send welcome letters to all new members.

- Send non-renewing members a reminder to renew their membership.
- Deactivate members who have not renewed two months past last expiration, and send those reports to Communications for removal from NASIG-L and to the NISO rep.
- Update lapsed member records to ensure they no longer receive broadcast messages.
- Work closely with the treasurer to ensure proper set up of organizational memberships.
- Revise the MSC Manual as needed.
- Christine also started working with the Wild Apricot implementation team to transition the member database.

Statistical Information

Member numbers as of September 27, 2019
Total – 526
Regular – 396
Organizational - 15
Lifetime – 8
Library school students – 102
Complimentary – 5

Mentoring Committee Report
Submitted by Danielle Williams and Xiaoyan Song

Members

Danielle Williams, co-chair (University of Evansville)
Xiaoyan Song, co-chair (North Carolina State University)
Todd Enoch (University of North Texas)
Sara Meidinger (North Dakota State University)
Caitlin Harrington (University of Memphis)
Chris Bulock (California State University Northridge)
Juliya Borie (University of Toronto)
Kate Seago (University of Kentucky)
Marsha Seamans (Board Liaison)

Continuing Activities

The committee is making preparations to work with the PPC and the board to share information about

scholarship opportunities for library students in the coming months. We are also looking forward to planning and preparing for the NASIG Conference Mentoring program for the conference next June. We continue to work closely with ambassadors to remind them to communicate with their assigned LIS schools. As always, we need additional ambassadors to take over outreach duties to LIS schools, but committee members have been generous with their time and have taken over those duties until a more permanent member of NASIG can be found for the orphaned schools. We finalized the matching of library students with NASIG professionals and continue to send out monthly discussion prompts.   We are exploring the idea of using Google docs to manage documentation for the committee and to keep the information in a central location for future committee chairs and members.

Completed Activities

The mentoring committee enjoyed a relatively quiet summer, though there has been a bit of maneuvering behind the scenes. The co-chairs and Board Liaison worked with the Board to finalize the name of the combined Student Outreach Committee and the Mentoring Committee, as well as the email address the newly formed committee will use. The committee's name is NASIG Mentoring Committee and our new email address is mentoring@nasig.org.

Questions for Board

- Will the first timers reception budget come from the CPC budget?
- When do we need to begin to coordinate with CPC regarding the timeline and set-up?
- Does the Board have any update on using Google Docs for documentation management?

Submitted October 10, 2019

Newsletter Committee
Submitted by Lori Duggan

Members

Lori Duggan, editor-in-chief (Indiana University)
Maria Aghazarian, advertising editor (Swarthmore College)
Kurt Blythe, columns editor (University of North Carolina - Chapel Hill)
Marsha Seamans, conference & submissions editor (University of Kentucky)
Stephanie Rosenblatt, copy editor (Cerritos College)
Jessica LaBrie, copy editor (Wellesley College)
Faye O'Reilly, layout editor (Wichita State)
Christian Burris, profiles editor (Wake Forest University)
Beth Ashmore, board liaison (Samford University)

Continuing Activities

The full PDF issue of September 2019 has been published.

Preparations for the December issue are underway. The deadline for the CPC Update, the PPC Update, and the President's Corner is November 1st. The deadline for columns, profiles, and other submissions is November 15th.

A call for Incoming Editor-in-Chief has gone out. The deadline for applications is September 30.

Gail Julian stepped down as submissions editor as of August 30. Marsha Seamans will serve as the submissions editor moving forward.

Completed Activities

Published issues
- May 2019
- September 2019

Budget

None requested

Statistical Information

127,402 Total full-text downloads from bepress site (May 2010 – August 2019)
6,081 Full-Text downloads since last report (January – August 2019)

Top 6 downloaded articles from the May 2018 issue (as of 9/30/19):

Article Title	Downloads
Standards Corner: COUNTER R% is Here, and NISO News	28
PPC Update	19
March 12, 2019 Conference Call	17
President's Corner	17
Committee Annual Reports & Updates	15
CPC Update	15

Top 5 downloaded articles from the September 2018 issue (as of 9/30/19):

Article Title	Downloads
CPC Update	19
Presidents Corner	16
Committee Reports/Updates	15
Spokane Fun Facts	11
Title Changes	10

Submitted on September 30, 2019

Nominations & Elections Committee
Submitted by Madeline Kelly

Members

Madeline Kelly, chair (Western Washington University)
Xiaoyan Song, vice-chair (North Carolina State University)
Kristin D'Amato, member (Central Connecticut State University)
Rowena Griem, member (Yale University)
Susan Vandale, member (Dickinson College)
Sharon Whitfield, member (Rider University)
Sue Wiegand, member (Saint Mary's College)
Steve Shadle, board liaison (University of Washington)

Continuing Activities

The Nominations & Elections Committee is in the process of preparing the call for nominations, which will go out to the membership on October 1st. This year the call will include a diversity statement developed by the Committee. We hope to work with the Equity & Inclusion Committee throughout the year to refine the statement for next year. This relates to NASIG Strategic Directions 1, 2, and 5, in that it has the potential to attract and retain new members, including students and vendors.

Other remaining 2019-20 goals for the committee include:
- Documenting procedures for the software replacing AMO. Since AMO is still in place as of the call for nominations, this goal remains TBD.
- Completing the transition to the election of two Member at Large positions per year. The Committee will work with newly elected MALs in spring 2020 to assign two 3-year terms and one 2-year term. Following the 2019-20 election cycle, two MALs will be elected each year for a 3-year term.

Completed Activities

The Committee has identified Xiaoyan Song as vice chair for 2019-20.

Additionally, the Committee has updated the election timeline for 2019-20 and worked with the Communications Committee to post it to the NASIG website. The timeline includes more time during the nominations stage of the election cycle, in case there

are insufficient nominees and the Committee needs to reopen the call (as happened in 2018-19).

The Committee has also revised the nominee reference requirements and language based on feedback from the 2018-19 election in order to increase flexibility for NASIG-related references. Nominees for Member at Large are now only required to submit one NASIG reference, and Board Members and Committee Chairs are no longer required to include the President under whom they served (instead, they may include any Executive Officer). These changes should make it easier for newer NASIG members to be nominated and reduce the burden on 'high-traffic' references (e.g. NASIG presidents). New language is featured in the election process overview document on the website and similar language will be included in the nominee profile form that is sent to each nominee. This work relates to NASIG Strategic Direction 2, in that it reduces barriers for early-career librarians (including students).

The Committee requested an analysis of NASIG membership by institution type, and may use the data provided by the Membership Services Committee to inform conversations about the balance of nominees and conduct additional nominee recruitment. The Committee wishes to ensure that the eventual slate is reasonably representative of the membership as a whole while still maintaining a diversity of voices on the NASIG Board.

Submitted on September 25, 2019

Program Planning Committee
Submitted by Wendy Robertson

Members

Wendy Robertson, chair (University of Iowa)
Megan Kilb, vice-chair (University of North Carolina-Chapel Hill)
Bethany Blankemeyer, member (University of North Carolina-Charlotte)
David Burke, member (Villanova University)
Chris Burris, member (Wake Forest University)

Heidi Card, member (Duquesne University)
Maria Collins, member (North Carolina State University)
Mandy Hurt, member (Duke University)
Steve Kelley, member (Wake Forest University)
Kathie Mason, member (Eastern Michigan University)
Mitchell Shores, member (University of North Carolina-Greensboro)
Maria Stanton, member (American Theological Library Association)
Jenn Zuccaro, member (Syracuse University)
Betsy Appleton, board liaison (The University of Texas at Austin)

Continuing Activities

- Finalizing conference schedule, with CPC. Note that there are several significant changes to the schedule based on feedback from conference attendees. These changes include getting rid of the speaker's breakfast, moving the committee meetings to lunch, having the vendors speak before their tables are up so that people have more time to talk to them about the new offerings, and shifting the timing of the posters and first timers so that they are both easier for people to attend.
- Finalizing call for proposals, to go out in the 1st half of October. Proposal Space needs to be set up and tested.
- Working on confirming a vision speaker. Sarah Houghton was not able to speak at our conference.
- Working on pre-conferences. The current list is:
  - Resource Management in an OA World (Jill Emery and Graham Stone)
  - Accessibility of E-Resources (Kate Deibels, possibly a co-presenter?)
  - BIBFRAME (Dennis Christman, possibly with a co-presenter from LC) - follow-up to last year's pre-conference
  - Licensing 101 - (Rachel Becker? still soliciting potential speaker ideas)
  - COUNTER and Data Visualization - still researching/ soliciting names for speakers
- Revising speaker resources (have asked CPC, CC, and Proceedings Editors for input)

- Beginning to organize a panel discussion on open access on the last day.
- We will be part of the call with CVent about possible services to run the conference more smoothly.
- We are still working on ways to involve more of the committee in more activities to better distribute the work.

Completed Activities

- Set up weekly calls for the chairs + liaison to improve communication, keep our progress moving forward, and ensure the incoming chair will be ready to lead PPC next year.
- Set-up monthly calls with the committee
- Asked NASIG membership for ideas regarding vision speakers and preconferences.
- Had a call with CPC and site selection lead to discuss the schedule
- Arranged for one vision speaker, Janetta Waterhouse.
- Note that Gail Julian has retired and has left PPC.

Questions for Board

- Who needs to review the MOU for speakers? There are some potential tweaks to the language
- Who does the MOU for Vision speakers? How about pre-conferences?

Submitted on October 1, 2019

Standards Committee
Submitted by Fiona McNabb

Members

Fiona McNabb, chair (Computercraft)
Matthew Ragucci, vice-chair (Wiley)
Beverly Geckle, member (Middle Tennessee State University)
Jennifer Combs, member (Kansas City Public Library)
Jessica Scott, member (Clemson University)

Mark Hemhauser, member (University of California at Berkeley)
Melissa Belvadi, member (University of Prince Edward Island)
Pat Kenney, member (Wheaton College)
Peter McCracken, member (Cornell University)
Rowena Griem, member (Yale Univ. Library)
Tessa Minchew, member (North Carolina State University)
Keondra Bailey, board liaison (Duke Medical Center Library & Archives)

Continuing Activities

The Standards Committee continues to cast the official NASIG vote on the monthly NISO ballots we receive as a benefit of our membership in NISO (http://www.niso.org/standards/ballots). NASIG is currently a member of the following NISO voting pools:

- ANSI/NISO Z39.78 (Library Binding)
- ANSI/NISO Z39.88 (OpenURL Framework)
- ANSI/NISO Z39.43 (Standard Address Number (SAN) for the Publishing Industry)
- ANSI/NISO Z39.84 (Syntax for the Digital Object Identifier)

The NISO voting workflow is being managed by Peter McCracken, who has taken point on developing a new workflow to better inform NASIG members about current ballots and increase member participation.

COUNTER representative Melissa Belvadi continues to monitor developments relevant to the COUNTER standard, and keep NASIG members apprised of important developments via the NASIG email lists.

The committee continues to edit and fill in various sections within our Committee Manual.

The committee will continue to submit "pop-up" columns to NASIG Newsletter, on an irregular basis, as a way of updating the membership about note-worthy

happenings and issues in the greater standards community.

The committee continues to seek avenues to bring standards to a wider audience within NASIG membership and draw out more participation in standards from the membership. Questions and comments are always welcome and can be directed to the committee at standards@nasig.org.

Completed Activities

In this quarter, we have refined our guidelines for default NISO votes to be used in the absence of further input, and have applied those guidelines to current ballots.

New members were welcomed during our July meeting, and we established a time for regular bi-monthly meetings.

Melissa Belvadi continues in the role of COUNTER liaison.

Peter McCracken has accepted the role of NISO Representative and has implemented a new process using a weekly digest email to inform NASIG members about new ballots and give the NASIG membership a chance to learn more or provide feedback and expertise to our committee.

Submitted on October 7, 2019

Web-Based Infrastructure Implementation Task Force
Submitted by David Macaulay

Members

David Macaulay, chair (University of Wyoming)

Membership Database Workgroup:
    Christine Radcliff, Leader (Texas A&M University)
    Char Simser (Kansas State University)

    Amanda Echterling (Virginia Commonwealth University)

Web Management Workgroup:
    Matt Jabaily, Leader (University of Colorado Colorado Springs)
    Melissa Cantrell (University of Colorado Boulder)
    David Macaulay (University of Wyoming)

E-Commerce Workgroup:
    Jessica Ireland, Leader (Radford University)

Event Management Workgroup:
    Mary Ann Jones, Leader (Mississippi State University)

Lisa Martincik, board liaison (University of Iowa)

Continuing Activities

The Task Force as a whole is making good progress and is on track for the projected January 1, 2020 launch.

All activities described below generally support Strategic direction #1 ("NASIG will revitalize its marketing approach to reflect its new mission and vision), Key Action 3 ("Work on improving the NASIG website to make it easier to use and find valuable content").

Membership Database Workgroup:
- Work continues on pulling some additional information into the current contact records
- Making sure to load any new member records since our initial load in the Summer.
- Working on reviewing the text for all of the renewal reminders to be more in line with the phrasing that is currently being used.

Event Managment Workgroup:
- Working on setting up event email templates.

E-Commerce Workgroup:
- Work is in the very initial stages.

Web Management Workgroup:

- Good progress is being made on migrating website pages: many pages have already been moved over and there is a plan for moving forward.

Completed Activities

All activities described below generally support Strategic direction #1 ("NASIG will revitalize its marketing approach to reflect its new mission and vision), Key Action 3 ("Work on improving the NASIG website to make it easier to use and find valuable content").

Membership Database Workgroup:

- Loaded 538 members into the new database.
- Created 6 membership levels, and figured out how to make the Organizational level work correctly. Each membership level has fees and renewal periods assigned.
- Created Groups for all of the committees which allows for easy searching to see who the current committee members are.
- Adjusted common fields in the contact records to more closely match the terms we had been using in the past.
- Added a section for Awards to be able to keep a better history of what members have received which awards (however the year they won will be kept in an internal note).

Event Management Workgroup:

- Parameters set up for the 2020 Conference.

E-Commerce Workgroup:

- [Work is continuing.]

Web Management Workgroup:

- [Work is continuing.]

Questions for Board

General:

Single "Reply-to" email address to be used for system emails: It appears that Wild Apricot can only handle a single email address to be used as the "reply to" address on email messages sent by the system. This means that any automatic emails sent with regard to events (unless associated with a specific organizer), e-commerce (i.e. payment receipts), and membership services will all have the same "reply to" address, so we will need to decide on which address -- an existing one or a new one -- to use, and how to manage the various "streams" of replies that come in so they go to the correct people. Question: Should we create a new "generic" email address that would forward to the groups potentially concerned, with basic sorting potentially implemented based on subject lines? Or use the current info@nasig.org address, which goes to the President, VP, Secretary, and Treasurer?

Event Management:
Do we want to allow participant cancellations for event registrations? It appears that the system will allow for participants to cancel their own registrations. It has been difficult with AMO to keep up with cancellations and refunds; Wild Apricot would allow us to better track this information.

Do we need an on-site registration fee for paraprofessionals and students? We have advertised on-site registration costs, but we do not have a separate fee for students and paraprofessionals. Should the board consider a lower rate for on-site registration for these two populations?

Web Management:
For the new site, we would like to declutter the navigation menu, allowing simple navigation and visibility for our important pages. We would also like the site to have a clear logical structure, which improves SEO, accessibility, and management of the site.

Unfortunately, Wild Apricot gives us very little flexibility in building our navigation menus. For our main navigation menu we only have two options: include all pages in menu or include top level pages only. This leaves us with the following design options; we would

like guidance from the Board regarding their preference:

1. Include all pages in the menu: This would allow us to maintain our hierarchies and make many pages visible from the main menu. Unfortunately, it will lead to very long, complex menus, leading to even more clutter than the old site.

2. Include only top level pages in the menu: This would make a very clean, simple menu and keep our hierarchies in place. Unfortunately, it would lead to much less visibility of our subpages. If we went with this option, we would probably want to change or add to the number of top level pages (which itself is problematic because there is only room for about 7 items in that menu before they get folded into a menu button).

3. Leave 3rd level pages outside the menu: We can put all the sub-pages in the "outside the menu" pages. This would allow us to have the navigation menu look how we want. But it would create some other problems. There would be no hierarchy for these pages, meaning that we could not automatically create navigation menus and they would not appear on the site map. This may limit the discoverability of the pages in search engines and make it more difficult for individuals with disabilities to navigate the pages. It would also make it harder to administer the pages.

4. Give pages with sub-pages top level status: If we gave pages like Awards and Committees space in the top level (perhaps all the way to the right in the folded menu) we could keep everything to two levels. There would still be a lot of entries in the navigation, but they'd be less in the way (especially on mobile).

Submitted on October 1, 2019