Committee Reports

Bylaws Committee
Submitted by Laurie Kaplan

Members

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

Continuing Activities

Respond to any questions from the board.

Completed Activities

- Reviewed the Bylaws calendar and the Bylaws Manual.
- Made changes to align with current Bylaws document.

Submitted on February 11, 2020

Communications Committee
Submitted by Matt Jabaily

Members

Matthew Jabaily, co-chair (University of Colorado Colorado Springs)
Alexis Linoski, co-chair (Georgia Institute of Technology)

Rebecca Tatterson, vice-co-chair (East Carolina University)
Stephanie Adams (Tennessee Tech)
Treasa Bane (University of Wisconsin-Madison)
Rachel Blume (University of Utah)
Rachel Miles (Virginia Tech)
Melissa Randall, SERIALST Moderator (Clemson University)
Sofia Slutskaya (Georgia Tech)
Heidi Zuniga (Colorado State University)
Peter Whiting, archivist (University of Southern Indiana)
Eugenia Beh, marking and social media coordinator, (MIT)
Chris Bulock, marking and social media coordinator in Training (California State University Northridge)
Michael Fernandez, board liaison (Yale University)

Continuing Activities

- Working on supporting other committees in learning the Wild Apricot Platform
- Migrating lists from bee.net to SimpleLists
- Investigating an alternative to SlideShare for archiving presentations

Completed Activities

- Worked with WebTF to migrate website to Wild Apricot platform
- Added captioning, created by CEC, to webinar videos on YouTube
- Updated NASIG-l membership to include new members

- Collaborated with membership committee to implement tiered membership in Wild Apricot

Action(s) Required by Board

As mentioned previously, we have been unable to recruit someone to be list manager co-chair for next year. We are hoping that we can get a new member willing to come in as co-chair next year.

We've been working closely with the board via our liaison, Michael Fernandez, to make rapid additions and changes to the new site. We appreciate their fast responses in allowing us to be agile in the process.

Submitted on February 15, 2020

Conference Planning Committee
Submitted by Sion Romaine and Lisa Barricella

Members

Lisa Barricella, co-chair (East Carolina University)
Sion Romaine, co-chair (University of Washington)
Crystal Aberthal (University of Washington School of Law)
Barbara Albee (EBSCO)
Erica England (Washington State University)
Lorelle Gianelli (University of Colorado- Denver, Auraria Library)
Martha Hood (University of Houston at Clear Lake)
Pam King (The Citadel)
Rose Kraus (Eastern Washington University)
Erika Ripley (University of North Carolina-Chapel Hill)
Karen Spence (University of Washington)
Maria Stanton (Atla)
Anna Creech, ex officio (University of Richmond)
Mary Ann Jones, registrar, ex officio (Mississippi State University)
Steve Shadle, board liaison (University of Washington)
Anna Creech, conference coordinator (University of Richmond)

Continuing Activities

- Committee is meeting monthly via Zoom.
- Local planning activity has begun.
- The committee proposes the following opening speakers: Jack Nisbet, a teacher and writer who lives in Spokane (http://www.jacknisbet.com) and Warren Seyler, a member of the Spokane Tribe (https://www.linkedin.com/in/warren-seyler-a0a13248). Jack and Warren have presented together before and have an established rapport and go back-and-forth during the presentation.

Completed Activities

- Conference logo commissioned.
- Conference web page completed.
- Registration opened January 30, 2020 and as of 2/10 there are 51 registrants.
- Fun Run route finalized and published on the conference website.
- Sion Romaine submitted the CPC Update/Fun Facts on Spokane for the *NASIG Newsletter*'s March issue.

Recommendations to Board

For next year's conference, Board should communicate to the Committee any guidelines or preferences for selecting opening session speaker/speakers in July/August.

Submitted on February 13, 2020

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 (University of Hawaii at Manoa)
Melanie Church (Rockhurst University)

Kate Hill (University of North Carolina at Greensboro)
Gerardo Andres Aguilar Juarez (Student, Mexico)
Julia Palos (Ball State University)
Julia Proctor (Pennsylvania State University)
Kayla Whitehead (Appalachian State University)
Tony Zanders (Boston University)
Lisa Martincik, board liaison (University of Iowa)

Continuing Activities

CEC Subgroup Reports:

1. Webinar task force group (cec-webinars): The October 24, 2019 webinar titled *Designing for Accessibility* presented by Mellissa Green was very well-received, and three more webinars are lined up for the coming months. The February webinar titled *What makes a good Mentor?* is being rescheduled for early March. Rescheduling was necessary due to the extra time needed to learn and document the webinar setup process for the new software platform, Wild Apricot. The March webinar titled *Upcycling a Schol Comm Unit* is scheduled for March 30. The April webinar titled *Unpaywall/Net Cost Per Paid Use* schedule date is pending.

   Additionally, a three-part LOC series on Digital Preservation is tentatively scheduled for September/October/November, 2020, and will provide the 2020-2021 CEC team with their first events.

2. Group to coordinate/maintain captioning (cec-captions): Captioning remediation services were completed on all of our existing YouTube CEC webinars, and the team is in the process of transferring the remediated caption files to the NASIG Webmaster to replace the error-prone auto captioned files.

3. Group that updates core competencies (cec-core-comp): Team is in the process of incorporating Board-approved updates to the *Scholarly*

Communication Librarians core competencies document.

4. Group to add ccbysa disclaimer on applicable NASIGuides (cec-guides): Nothing to report

5. Area to handle CEC webpage updates (cec-web-liasion): Nothing to report

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

7. Group to pilot Twitter chat (cec-twitter-chat): Nothing to report

Completed Activities

Procedure for setting up Webinar registration in Wild Apricot completed.

Statistical Information

October webinar: 20 registrants

Submitted on February 14, 2020

Digital Preservation Committee
Submitted by Ted Westervelt

Members

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

Continuing Activities

- Review, updating and development of NASIGuides for digital preservation (Strategic Direction #4)

- Reaching out to potential partners, such as SSP and LPC, in developing a Model Preservation Policy (Strategic Direction #4)
- The Committee has identified a set of three webinars on digital preservation and has communicated with the Continuing Education Committee on times to hold them in the second half of the year (Strategic Direction #4)
- Two members of the committee will be presenting on the value of The Keepers Registry in digital preservation at the conference in Spokane (Strategic Direction #4)

Completed Activities

- Updated and revised NASIGuides on Digital Preservation 101 and Talking Points and Questions to Ask Publishers about Digital Preservation have been posted to the NASIG website (Strategic Direction #4)

Submitted on February 14, 2020

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, 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, *Newsletter, and* NISO contacts.
- 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.
- Update the Membership Services Committee manual to reflect Wild Apricot information
- Will be notifying members who were lapsed before Aug 2019 in AMO, and therefore not transferred over to WA to see if they are still interested in being NASIG members
- Will also be working with the Web Committee to clean up the listserv list

Completed Activities pertaining to Web-Based Infrastructure Implementation Task Force

- Loaded 538 members into the new database in late August/early September
- Created 6 membership levels, and figured out how to make the Organizational level work correctly. Each membership level has fees and renewal periods assigned.
- Implemented two tiered membership
  - This seems to be going very smoothly. We moved everyone to Tier 2, but in the renewal reminder emails there is a memo notifying members that another level is available. I have received a few requests to change tiers, so it seems everyone understands their options.
- 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 AMO

- 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)
- Loaded any new member records since our initial load in the Summer.
- Updated the text for all of the renewal reminders to be more in line with the phrasing that was being used in AMO
- Incorporated what used to be sent as a separate new member letter into the current member activation email for new applicants
- Sent reminder emails to all members who were transferred over to WA in late summer/fall, but who's memberships lapsed before WA went live in January

Mentoring and Student Outreach Committee
Submitted by Xiaoyan Song and Danielle Williams

Members

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

Continuing Activities

The committee will start to plan for the First-Timer reception and the year-long mentoring program in February/March. This supports Strategic goal #2.

Calls for Great Ideas and Student-Snap Shot Session will be sent out by the PPC soon. The Mentoring committee will be reviewing those proposals as they come in and will be coordinating with presenters leading up to the conference.

Calls for mentors will also be going out in March. Twenty mentors are needed to participate in the year-long mentoring program, which runs from July 1 to May 31.

The Library School Ambassador is still in need of ambassadors. Calls for ambassadors will go out in the months leading up to the conference. Reminders to contact Library Schools are sent to ambassadors throughout the year, but a bit more regularly in the months leading up to the conference.

Submitted on February 14, 2020

Newsletter
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 December 2019 has been published.

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

Completed Activities

Published issues

- December 2019

Personnel Updates:

The initial call for a new Editor-in-Chief yielded one application. The candidate was offered the position in January but was unable to accept. Another call for a new conference editor is being prepared and will be sent by the end of February.

Budget

None requested

Statistical Information

135,776 Total full-text downloads from bepress site (May 2010 – December 2019)

6,714 Full-Text downloads since last report (September – December 2019)

Top 6 downloaded articles from the December 2019 issue (as of 2/16/20):

Article Title	Downloads
Full Issue	312
Checking in	24
Title Changes	19
September 11, 2019 Conference Call	17
July 10, 2019 Conference Call	15
CPC Update	14
Spokane Fun Facts	12

Submitted on February 16, 2020

Nominations and Elections Committee
Submitted by Madeline Kelly

Members

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

Continuing Activities

- The Committee is in the process of vetting nominees for Vice-President/President-Elect (VP/PE) and Member-at-Large (MAL). This includes reviewing nominee CVs, position statements, and references, and will be completed by mid-February.
- The Committee still hopes to work with the Equity & Inclusion Committee to refine the diversity statement in the call for nominations 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:
- The Committee hopes to document procedures for the software replacing AMO. However, since AMO is still in place as of now, this goal remains TBD.
- The Committee will complete the transition to the election of two MAL 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 solicited nominations for VP/PE (9 nominees, including 3 solicited via a special re-opened call for nominations) and MAL (23 nominees).

- The Committee confirmed that 9 nominees for MAL and 2 for VP/PE were willing to be considered for the election slate. As part of this process, the Committee switched from cold-calling nominees (a strategy used in the past) to contacting them first via email and following up by phone if necessary.
- The Committee began the process of vetting nominees.

Submitted on February 14, 2020

Vendor and Publisher Engagement Task Force
Submitted by Beth Ashmore and Anu Moorthy

Members

Anu Moorthy, chair (Duke University Medical Center)
Nicole Ameduri (SpringerNature - NASIG Fundraising Coordinator)
Philip Faust (Gale, a Cengage Company)
Maria Hatfield (WTCox)
Gregory Malar (Rockefeller University Press)
Melanie Masserant (SpringerNature)
Ray Pun (Adler Graduate School of Education)
Emily Ray (University of North Florida)
Sarah Schulman (Ithaka)
Kristy White (Duquesne University)
Beth Ashmore, board liaison (North Carolina State University)

Continuing Activities

- In support of strategic direction #5, NASIG will work to enhance benefits for commercial vendors, in addition to benefits for our other members, the task force discussed ways to make NASIG membership and sponsorship more attractive to vendors and began a brainstorming document to collect task force feedback.
- Began a survey of the vendor and publisher community which currently has 24 responses. The survey collection is still ongoing.

Completed Activities

None. Survey collection and brainstorming are ongoing.

Submitted on March 12, 2020

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-Kingsville)
Char Simser
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

Since the migrated system (Wild Apricot) went live on January 21, 2020, the WBIITF's various workgroups continue to address specific issues and questions raised by its practical functioning to support NASIG activities, as they arise.

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:

Starting to update the Membership Services Committee manual to reflect information about the new system. Members who were lapsed before August 2019 in the previous system (AMO), and therefore not transferred over to the new system, will be notified to see if they are still interested in being NASIG members. Working with the Communications Committee to clean up the listserv list.

Event Management Workgroup:
Working through the Wild Apricot reporting functionality in order to perform the weekly registration reports. Questions about registration fee refunds are being addressed with the Treasurer. Working with Continuing Education Committee on questions about specific event registration needs.

E-Commerce Workgroup: Addressing issues as they arise.

Web Management Workgroup:
Addressing issues and suggestions as they are submitted. Implementation of member directory (with associated privacy controls) is close to complete.

Completed Activities

Migration of all essential functions of the previous system (AMO) to the new Wild Apricot platform is complete. The new system went live on January 21, 2020, preceded by a soft launch the previous week that allowed for initial feedback from committee chairs and the Executive Board. No significant operational issues with the new system were reported.

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:
Member database functionality has been fully migrated to the new Wild Apricot system. All renewal reminder texts have been updated. What used to be sent as a separate new member letter is now incorporated into the current member activation email for new applicants. Reminder emails have been sent to all members who were transferred over to the new system in late summer/fall, but whose memberships lapsed before the system went live in January.

Event Management Workgroup:
Event management functionality has been fully migrated to the new Wild Apricot system. Event migration is complete for the annual conference; there were no significant issues that came up during migration and registration has been live since January 25, 2020.

E-Commerce Workgroup: E-commerce functionality has been fully migrated to the new system.

Web Management Workgroup:
Design of the new site and migration of essential web pages and files from the old site is complete. In consultation with the Archivist, some pages and files were designated for archiving rather than migration. PDF archives were created for all pages on the old site. A list of the migrated pages and their archive status is here: https://drive.google.com/open?id=1XZGulmkrdswakT0nGcpAuENquW2X3tQZ. Access to the archived pages is here: https://drive.google.com/open?id=1iK2AKFDpDQgwg2nmkVlPxA00cSSW5hLM .

Pre-announcement of the new site to committee chairs and the Executive Board included a feedback link, which resulted in identification of a number of issues that were addressed prior to launch. Since the launch, the following issues have been addressed (with help from other teams/committees):
• Troubleshooting of conference registration
• Implementation of two-tiered membership
• Adjustment of email settings so admins won't see automatically generated emails
• Link fixes

- Addition of SERIALST, Past Conferences, and 2018 Proceedings pages.

Questions for Board

Is it the responsibility of the WBIITF to create training manuals for the various aspects of the new platform, or should this be taken care of by the various committees concerned (in consultation with the WBIITF as required)?

Submitted on February 14, 2020