

NASIG Fall Board Meeting 2023 Minutes

<https://us02web.zoom.us/j/87811937763?pwd=bllTOFhQanFJYnVTZ0luZDk2ODZxQT09>

[Shared drive - NASIG Board 2023-2024](#)

[Action items](#)

[Information for Committee Chairs](#)

Executive Board:

President: Courtney McAllister, 2023/24

Vice President/President-Elect: Paul Moeller, 2023/2024

Past President: Dana Sinclair, 2023/24

Secretary: Willa Tavernier, 2021/24

Treasurer: Shannon Keller, 2022/24

Members at Large:

Moon Kim, 2021/24

Treasa Bane, 2021/24

Ilda Cardenas, 2022/25

Xiaoyan Song, 2022/25

Heather Staines, 2023/2025

Chris Burris, 2023/2025

Ex Officio

Steve Oberg (*Social Media & Marketing Coordinator*)


Matthew Ragucci (*Social Media & Marketing Coordinator in training*)

Nicole Ameduri (*Treasurer in training*)

Vacant (*Newsletter Editor*)

Apologies

Agenda

 **2023 Fall Board Meeting Agenda**

Nov 13, 2023

1. NASIG Annual 2024 Spokane
 - Sponsorship updates
 - Awards Updates
 - Registration Fees

Jennifer Zuccaro - Vision Speakers and PPC update

Francesca Tripodi selected as Vision Speaker and waiting to hear back. More than 7 days between follow up.

AJ Boston is the second round individual.

Cris Feerguson tentative on writing policies for libraries that protect libraries against catalogings. 2 tentative on LCSH and Collections Assessment Manual.

Proposal space has been open - 3 proposals and 6 pending. Reminder will be sent this week. Deadline is December 1.

6 workshop slots 3 confirmed - 2 for serials cataloging and one for data driven acquisitions EBA

Christian Burris

No updates from CPC related to Spokane 2024 and no questions from the Board at this time.

Shannon Keller - Treasurer's update

Jacque, Nicole and Shannon met about NASIG Finances for Spokane during the week of November 6.

- A. There are some unique charges - room setup fees based on the hotel room coverage amount. All line items include tax as they do not honor our non-profit tax status.
- B. We've made assumptions on hotel room uptake, and registrations, and at this time it is not expected that the conference will break even.
- C. \$50k registration assumes 110 registrants. The contract was written with the idea that 300 people would attend and register. If we have more people attending it lowers the cost of room attrition, room setup etc. 250 paid registrations would bring us very close to break even.
- D. Upcoming expenses accountants (possibly a penalty), and payment to Michigan Publishing.

- 2. NASIG 2025 (*Site Selection Committee*) [w Site Selection mid-year report 2023.docx](#)
 - o RFP written for a smaller number of attendees and shorter number of days
 - o Sent RFPs to 24 cities. 20 United States cities varying from east to west coast, 4 to Canada. 19 cities responded. Hotel responses per city ranged from 1 to 14 hotels per city.
 - o Most expensive cities included: Denver, Sacramento, Detroit, Vancouver. Cost to hold a conference in these hotels:
 - i. Room costs: \$260-309 per night
 - ii. Food and Beverage minimum: \$65-99K
 - o Mid range cities include places like: Portland, Reno, Las Vegas, Milwaukee, Lincoln, Winnipeg. Cost to hold a conference in these hotels:
 - i. Room costs: \$180-210 per night
 - ii. Food and Beverage Minimum: \$55-65k

- Lowest costs tended to be mid-range cities, but less desirable locations for hotels (i.e. not in town, near airports, in suburbs, etc.). Cost to hold a conference in these hotels:
 - i. Room costs: \$150-200 per night
 - ii. Food and Beverage Minimum: \$45-55k
- Cost to hold conference: Lowest to highest = \$120,000-\$250,000 assuming no room attrition. Tax exempt status can reduce these costs by \$20-40k depending on other costs.
- However, other costs (site visit, stipends, speaker travel/honorariums) tend to add about \$20-30K to the cost of the conference. Awards, if given, also add \$20k if not sponsored/funded.
- Estimated Income: \$80k total from registrations and sponsors.

Discussion

- California travel ban removed, but all those states were excluded. That was almost half of the United States. It is still important to hold our conferences in places that are welcoming and inclusive. Although some states were not on the travel ban list the cities may still be problematic e.g. Spokane.
- Virtual conference revenue not sufficient to offset losses.
- How would Spokane revenue affect our decision on whether to hold a 2026 in person conference. When would we need to know? (Spring 2025)
- There are other conferences that are in person every 2 years (AUP, ACRL and the smaller Library Publishing Forum)
- Can we do a marketing or membership push?
- If you fall off of a sponsorship cycle it's not easy to get back on.
- Bandwidth is also an issue.
- We should look at other ways for in person association for NASIG members

Decision

Voting on an in-person 2024 will take place at Session 2 of the Fall Board Meeting.

3. Virtual Conference Recap - [VCC Report: NASIG Autumn 2023](#)
 - Net profit \$13,600 total registrations minus expense of \$299 for Sched
 - Cost and scheduling went well, but timing (in October) could be improved given the proximity to OA Week.
 - Recommended timeline prepared

Discussion

- a) NASIG Autumn can serve as a great model for a virtual conference

- b) Members appreciated the thorough report. The committee should be formed earlier so that we can promote NASIG Autumn better and grow the size of the virtual conference.
- c) Information needed on committee appointment and when the term will end to determine recruitment logistics for the next round of NASIG Autumn.
- d) Recordings have been made available to registrants less than one month after the conference but remain unlisted (not publicly available) on YouTube. The Board needs to decide on whether there should be an embargo period and for how long.

4. Vision Speaker/Opening Speaker experience

- o Vision Speaker Process Improvement
- o Xiaoyan E&I vision speaker template
- o Standardized invitation letters (*Christian*)
- o Proceedings articles (*Moon*)

Discussion

- a) CPC can use Xioyan's template as a starting point and modify it accordingly.
- b) The issue with the Vision Speaker proceedings article stemmed, in part, from recorders not providing drafts in a timely manner. For the vision panel there is only one contact - Proceedings/recorder does not contact everyone on the panel. Typically, the presenters do not see the final proofs.
- c) Perhaps the MoU for presenters can be updated to specify that only 1 person can be the point of contact in the publishing system
- d) Perhaps we can consider updating the MoU to specify that presenters can have their presentation represented in the proceedings if they submit a paper by a specified date. This would move away from the Proceedings being a record of the conference - we previously moved away from representing the workshops in the proceedings and this would be a further step away. However it is noted that for Charleston it is voluntary.
- e) We may want to continue to provide reporting support for the vision speakers. We make a recording of the vision speakers to provide to the recorder so this can be a backup if the reporter does not submit on time.
- f) Previously it was strongly suggested that self-submission be the primary option, and offer reporters only for the Vision Speakers and relook the MoU. We will vote on this in the second session of the Fall Board Meeting.

- 5. IFLA Survey - You can access the survey at the following link, and have until 23 November 2023 to complete it:

<https://survey.alchemer.com/s3/7608382/IFLA-Strategy-2024-2029-Survey-3-Looking-back-at-the-Opportunities-from-the-Global-Vision>. For reference, you can already access the results of the first survey on our [Repository](#).

Discussion

We submitted this survey as a North America based organization. We opted out of the question on whether IFLA has made significant progress in the areas covered by the

Opportunities identified through the Global Vision Process. For the remaining questions we opted out of those items that seemed unclear and agreed that the others were relevant today and should form part of IFLA's new strategic plan.

Nov 20, 2023

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Apologies

Dana Sinclair
Tresa Bane

1. NASIG Annual 2024 Registration Fees

- Members
- Non-Members
- Support, Furloughed, Retired
- Students
- One-Day - Members + Non-Members
- One-Day - Support + Students
 - 2023 rates were:
 - Members: \$445.00
 - Non-Members: \$560.00
 - Support...: \$225.00
 - Students: \$100.00

Concurrent session speakers and CEC speakers (\$100 discount)

Concurrent session student speakers (\$25 discount)

NASIG Staff (50% discount) - CPC members, PPC members, Conference Coordinator, select Proceedings staff

- Should the following roles qualify for staff rate? (50% discount)
 - Board liaison to CPC (discount extended in the past)

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 - Treasurer (CPC ex-officio)
 - Social Media Coordinator (CPC ex-officio)
 - Should Proceedings Editors who serve a second term be eligible for the staff rate again as a “first-year proceedings editor”?
- Any changes to no-cost registration terms for sponsors?
 - Tier 1: 2 free registrations, Tier 2: 1 free registration, Awards: 1 free registration.
 - Any changes to the guest costs?
 - \$100 for access to the opening session, opening reception, and dinner
 - Any updates to the COVID Waiver? **This page needs to be made live with registration.**
 - <https://www.nasig.org/sys/website/?pageId=18315>

Shannon suggested that we increase the rate by \$10 to cover the additional 2 workshops agreed to in the last meeting.

Motion

Nicole Ameduri moved that Shannon’s suggestion that a rate increase across the board by \$10 to fund 2 additional workshops for NASIG 2024 be accepted. Heather Staines seconded the motion.

Further Discussion

- Willa queried whether all 6 were confirmed and Paul replied that 4 are confirmed and 2 being discussed, one of which is with an LoC employee. Shannon noted that LoC employees cannot receive honorariums.
- Xioyan asked whether there was an early registration rate and Courtney noted that there is just Standard and late
- Ciourtney called for any further discussion but there was none.

Decision

9 votes were in favor and 1 person abstained.

Discounts

Shannon noted that the discount for CEC webinar was not reflected in the current policy on compensation and reimbursement. Steve noted that it has been a longstanding policy. Members discussed the matter and there were no objections. Members by consensus agreed that discounts should not be cumulative, and that no new discounts will be extended at this time.

Sponsor free registrations

By consensus members agreed that there would be no changes, as these have already gone out in the Sponsor Package issued in August.

Guest registrations

After confirmation that this rate is tied to the food costs, members by consensus agreed to maintain the guest rate.

Covid Waiver

Members discussed the non-uniform use of Covid waivers across conferences and whether to retain the Covid waiver in its current form. Some members expressed that it could provide a signal boost to remind attendees that there is still a risk of contracting communicable diseases with any large in-person gathering.

Internal discounts

Given that the position on the history of these is unclear to the current board, this item was tabled so that Shannon Keller, Treasurer, can get more information from the Registrar and any committee documents about internal discounts. The decision that existing discounts will be honored and no new discounts will be extended will apply to this. Some documentation is available at <https://tigerprints.clemson.edu/cgi/viewcontent.cgi?article=1804&context=nasig>.

Proceedings Editor discounts

Shannon noted that the policy covers this regardless of term. The following applies

Conference Proceedings Editors: NASIG provides two \$600 travel stipends to reimburse expenses related to conference travel for the Production Editor and second year Proceedings Editor. The Incoming Proceedings Editor and Production Assistant receives a waiver for 1/2 of the basic conference registration.

2. Committees Updates *Liaisons*

Christian Burris

- Bylaws (no updates), [CPC Mid-Year Report](#)

Paul Moeller

- Proceedings: Proceedings is currently reviewing manuscripts and hope to get done this month. The publisher (Michigan Publishing) is responsible for sending proofs to the lead contact for each presenter. All but two manuscripts for 2023 Proceedings have been submitted. Editors on schedule to complete the first and second review of all manuscripts by the end of November. As Editors complete their review, authors are receiving their revised manuscripts with a request to accept track changes and address comments by Friday, December 15. On schedule to send manuscripts to MPS in late January 2024
- [PPC NASIG winter mid-year report November 2023.docx](#)

Ilda Cardenas

A&R

- 3 Committee members have not responded to any communications. Courtney noted that we need a policy on this as this has happened with a number of committees. Moon noted that this is a growing problem. Members do have

things that come up from time to time so we need to have some understanding but also some update to the webpage where persons are listed as serving, as it is demoralizing to the persons who are actually doing the work. Xioyan suggested that we check whether it is a lapsed member, and Courtney suggested that we check that the email is correct to make sure it is not accidental that they are not responding. A policy will also let us have some consistency with when a committee member is designated as non-participating. We would have to work out whether this is something just for the person who appointed them or it needs to come to the Board. Once a policy in place Board involvement on a case by case basis will probably not be necessary.

Treasa Bane

Communications, E&A

Communications updates:

- Continue to work on Proceedings design and copy (huge thanks to Wendy and Steve); not sure of ISSN status and when to make announcement
- Creating style guide for website
- Beth Ashmore migrating Wiki content
- Google Drive migration: moved only CC documents currently using or may use; will revisit next year
- Digital Preservation Committee subgroup (this might be redundant if Digital Preservation was going to summarize); we're drafting a critical preservation [list](#) and are hopeful we might have a home with some content via CDL and Zenodo (thanks to Michelle); Question for Board: thinking we don't need to retain committee reports (or edits/comments/versions of these) or board-only portions of minutes—opposition or other considerations?

Evaluation and Assessment updates: Completed 2023 NASIG Autumn Virtual Conference survey, deadline was Friday for gift card drawing

Xiaoyan Song

CEC

- CEC is actively working on webinar speakers. The upcoming webinar co-sponsored with Digital Preservation. Dec 13 *Use of AI by librarians in higher education*. CEC has also planned 2 more webinars for the Spring - 1 co-sponsored with the Standards Committee and another in February with the Mentoring Committee focusing on hiring.

CEC questions

- Guidance from the Board on making webinars free to committee members that sponsor webinars (preservation, standards)?

- Guidance from the Board if committee members are not participating and/or responding to emails?

Decision - A policy will be developed for inactive committee members. Willa proposed that NASIG sponsoring committee members be given free registration for webinars that they helped sponsor. Christian Burris seconded. There were 9 votes in favor, none opposed and none abstained.

Action item - Shannon will update the Compensation Policy.

- Heather Staines* Digital Preservation, Standards

Standards Committee:

- Planning to give a webinar in Spring: Automating COUNTER Reports with Python. (Ilda, who is the COUNTER liaison, will present. Jessica will likely intro/moderate). The committee is asking for clarity on the best date so they can begin planning and promoting (CEC is actively working on this)..
- The committee has considered various NISO ballot initiatives (more detail in their report)

Digital Preservation Committee:

- Created social media and a blog post for World Digital Preservation Day on November 2.
- Participated in two sessions at the Charleston Library Conference. (Details forthcoming in their report)
- Will host a webinar on November 28, Publishers Preserving Publishing

- Moon Kim* E&I, Mentoring & Student Outreach

- E&I is working on the vision panel. It is not clear whether a webinar series will be planned for this year.
- Mentoring & Student Outreach has been working very well this year. They already had their kickoff meeting, are planning a webinar on publishing, and are planning on collaborating with CEC on doing a video about conference proposals.

- Shannon Keller, Nicole Ameduri* Membership

- 497 active members, and 577 listed members.

- Willa Tavernier* Newsletter

Mary Ann has had to step down as newsletter editor.

Decisions - Willa will check in with the Committee as to whether they need new members and advise them that MaryAnn has stepped down and we would need to recruit a new Editor.

- Dana Sinclair* Nominations & Elections
Prior to the meeting Dana emailed the board to advise she would be absent as she was ill. She did not provide any updates.

Steve & Courtney noted that the nominations period closed on the 13th.

- Steve Oberg* Marketing Task Force

This report was presented by Matt Ragucci.  NASIG Marketing Plan.pptx

3. Treasurer's Report: Shannon informed the meeting that the information in the Treasurer's report had already been shared under various items on the previous Monday's agenda so no further presentation was needed.

4. Awards Update
No updates at this time.

5. Draft EDI Statement *Willa Tavernier* - this item was tabled.

6. Vote on self-submission for Proceedings -
Christian Burris moved that we accept the proposal for self-submission for NASIG Proceedings. The motion was seconded by Shannon Keller.

Further Discussion

Members discussed that these changes would be made in the MoU. A clarification was made that this would be voluntary and not mandatory. This might mean less submissions and therefore less cost, but this may also mean that we do not have sufficient submissions for the annual proceedings. Paul Moeller noted that it would be best to communicate with Proceedings and to see a mockup of the intended language and not the existing language. We would need to finalize this vote before communication with speakers for NASIG 2024.

In light of the discussion, Christian withdrew the motion.

7. NASIG 2025

Members discussed costs, historical income and registration, awards, attrition, and penalties, and whether we should have a virtual or in-person conference in 2025.

8. The following agenda items were tabled.

1. Virtual Conference Committee Term of Appointment Courtney McAllister
2. Vote on embargo for NASIG Autumn Recordings
3. Committees moving to NASIG internal Willa Tavernier Shannon Keller
 - Folder under Secretary Drive (this is the currently prevailing mode)
 - Shared Drive (currently used for Board and Secretary documents)
 - Separate email addresses & Drive Space (more storage this way as each committee will have separate drive storage. Admins will still be able to access these)

The meeting was adjourned at 3:57 pm by President Courtney.