

NASIG Board Meeting Agenda
April 11, 2023 | 1:00 - 2:30 pm

Executive Board:

President: Dana Sinclair, 2022/23

Vice President/President-Elect: Courtney McAllister 2020/2022

Secretary: Willa Tavernier, 2021/24

Treasurer: Shannon Keller, 2022/24

Members at Large:

Mary Ann Jones, 2020/23

Treasa Bane, 2021/24

Moon Kim, 2021/24

Sonali Sugrim, 2022/23

Ilda Cardenas, 2022/25

Xiaoyan Song, 2022/2025

Ex Officio

Steve Oberg, *Social Media & Marketing Coordinator*

(Post currently vacant) *(Newsletter Editor)*

Apologies

Moon Kim

Past President: Ted Westervelt, 2022

1. Welcome (*President Dana*) - welcomed members and transmitted apologies from Moon and Ted at 1:02
2. Minutes & Board decisions by mail (*Secretary*)
 - a. The Board approved a donation to the Chinese American Librarians Association. We need to identify someone to follow up and build this relationship. Moon had specific suggestions for attendance at a virtual meeting and at ALA 2023 in Chicago.
 - b. The Board approved widening the eligibility for NASIG awards for the next service year to include NASIG members in any location in the world.
 - c. The Treasurer advised the Board that monies would need to be shifted from investment to savings to pay the hotel deposit of \$80,000 and no objections were received.
 - d. The Board agreed that all First Timers can attend the First Timers reception, regardless of the day of the conference that they are registered for. We may need to find a way to identify them as they usually would not receive their conference badges until the day they registered for.

3. E& I award - Ilda advised Board members that a second award recipient has been identified for E&I Award. President Dana confirmed it does not matter who receives which award from which sponsor.
4. Code of Conduct incident reporting documents - Willa advised that [Code of Conduct](#) documents and procedure are already in place and should be communicated to PPC. The phone number and form link may need updating. The phone number rings to NASIG's Google voice which Willa can access.

Discussion

Courtney queried what is the best way for a moderator to reach out for support? Discord? Ideally we would have an internal communication method for CPC/PPC/Session volunteers/Board, as a way to triage issues especially because presenters are being asked to bring their own laptop. Anna advised that CPC is currently discussing this but the chairs of CPC and PPC need to agree on which platform to use. Courtney asked that the Board recommend Discord to CPC.

Xioyan queried whether the hotel provides onsite security to escort someone out? Anna will check this out when she meets with the hotel this week.

Decision

Board members agreed by consensus to recommend Discord to CPC/PPC for communication during the conference.

5. IFLA voting update (*Shannon*)
 - a. Shannon asked Board members whether they were in agreement with Ted's recommendations sent via email. Next year we will have a process that involves consultations with members and this is a good way to remind members of our involvement with IFLA.

Discussion/Decision

Board members indicated that they had each reviewed Ted's recommendations and were satisfied that voting should proceed along those lines. No member objected to the voting strategies proposed.

Action item - Shannon will submit the vote today based on Ted's recommendations.

6. Ilda advised that E&A is requesting that for gift cards for the conference surveys that E&A find out the preferred gift card from the winner and then send that information to Shannon who will coordinate distribution of the preferred gift card. Shannon confirmed that this is normal practice.
7. Call for Volunteers (*Secretary*)

Discussion/Decision

The draft was approved. Steve will send out as an email blast to members with Courtney's address as the reply to email.

8. Conference updates (*Anna, Mary Ann, Courtney*)
 - a. Anna - The CPC/PPC team is traveling to Pittsburgh 4/12 and meeting with A/V and hotel staff to settle final details
 - b. MaryAnn advised that
 - i. conference registration standing at 116 registrations is still problematic in terms of our room commitment and food & beverage commitment
 - ii. CPC is concerned that last year CPC took on a lot of additional roles and want to verify that PPC members are planning to be the room monitors and introducers of the speakers and that they will be there in person.
 - c. Courtney noted/advised as follows
 - i. the early bird deadline for registration has not yet closed
 - ii. PPC is working on finalizing the last bit of the program such as the spotlight sessions
 - iii. the E&I Chair is finalizing the logistics for the second vision session - the DEI panel and we are waiting on the MOUs to come back. \
 - iv. PPC has organized a liaison sign up which includes room monitoring and doing the speaker introductions. As far as she is aware all PPC members will be there in person, but Courtney will also ask about contingency planning if someone cannot make it.
 - d. Shannon reminded members that for Vision and Workshop speakers we provide a stipend and reimburse travel costs so whoever is communicating with the Vision Speakers should put Shannon in contact with them. For the Workshop Speakers Shannon is planning on writing checks for their honorariums at the conference and then reimbursing their travel after the conference, but wants to double check with PPC on this and same for Vision Speakers. PPC should communicate to speakers that this is the preference, but give them the opportunity to make other arrangements depending on their particular circumstances. Courtney agreed to bring this to the PPC meeting on Monday.
 - e. Anna queried whether CPC will need to take on A&R roles at the Pittsburgh conference as was done at the Baltimore conference. Ilda advised that she and the Chair will be there and will handle this. Members then discussed gifts/certificates for outgoing chairs.
 - f. Willa encouraged board members to repost Steve's posts on social media. Steve will send out an ask for volunteers on nasig-l.

9. Strategic Plan Review - The major takeaways were -
 - a. We need to provide value for membership
 - i. Steve advised that he is also hopeful that the recommendations from the Marketing TF will assist with our recruitment and retention going forward.
 - b. We need to provide community building throughout the year outside of the annual conference
 - i. Anna suggested hosting monthly virtual hangs where folks can bring whatever topic or problem they might have to chat with colleagues?
 - c. There is no clear documentation of what happened to the plan to publish OA Proceedings with UKSG Insights
 - i. Courtney advised that UKSG Insights was charging too high a fee for publishing NASIG Proceedings, and this is why the Open Initiatives task force (later Open Initiatives Committee - now disbanded) was formed. They did a thorough review of the landscape and recommended Michigan Publishing, our current publisher.
 - ii. Willa suggested that after last year's Proceedings are published we have a full review of costs, and we also consider leveraging the Library Publishing Coalition with whom we have a strategic relationship for alternative options
 - iii. Xiaoyan noted that the NC Serials Conference did a special issue with the Serials Review (we used to publish in the Serials Librarian). Courtney is the Editor for both journals. T&F publishes both journals and we parted ways with them because most of the Proceedings content was subjected to a 6 month embargo before becoming OA. Vision Session papers were immediately OA. T&F paid NASIG \$16k a year to publish Proceedings, but the embargo period was deemed problematic. Xioyan queried whether we can get sponsors for the APC costs, or whether we can alternate Proceedings years.

Action item

Willa should circulate the Strategic Plan Review to members via email for comment and put this high on the agenda for the next meeting.

10. Treasurer's Report

- a. We currently have a shortfall on conference expenses
- b. We are on track to have our taxes filed before the deadline
- c. Shannon is working with Emily, the A&R chair, and getting the award winners sorted out

- d. If Board members are coming in early or staying later up to 2 hotel nights are covered by NASIG. Members should reach out to Shannon for any assistance with this.

11. Secretary's report

- a. NASIG Autumn

Discussion/Decision

- i. Board members agreed that we need to look at Virtual Conference registration fees, and should consider something in the region of \$150
- ii. Members decided that the call for proposals for the virtual conference should not be sent out until after the early bird registration deadline for NASIG 38 has passed.

President Dana adjourned the meeting at 2:28 pm.