

NASIG Board Meeting Minutes  
February 12, 2024 | 12:30 - 2 pm

<https://us02web.zoom.us/j/87811937763?pwd=blITOFhQanFJYnVTZ0luZDk2ODZxQT09>

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***Executive Board:***

President: Courtney McAllister, 2023/24

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

Secretary: Willa Tavernier, 2021/24

Treasurer: Shannon Keller, 2022/24

***Members at Large:***

Treasa Bane, 2021/24

Ilda Cardenas, 2022/25

Xiaoyan Song, 2022/25

Chris Burris, 2023/2026

***Ex Officio***

Nicole Ameduri (*Treasurer in training*)

***Apologies***

Heather Staines, 2023/2026

Moon Kim, 2021/24

Steve Oberg (*Social Media & Marketing Coordinator*)

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

Past President: Dana Sinclair, 2023/24

**12:30 pm**

1.0 Courtney welcomed members to the meeting and called the meeting to order at 12:33 p.m. EST

2.0 Quick updates (**Courtney**)

- President Courtney requested that the April Board meeting be shifted and that we schedule additional meetings during April & May leading up to the Spokane Conference

**Decision**

Willa will include a scheduling poll

- Virtual Conference
  - President Courtney is seeking someone to take an active leadership role for the virtual conference committee. Paul Moeller volunteered to join that Committee and Willa inquired whether Anna Creech has capacity.

### 3.0 Spokane 2024 Updates

- Paul Moeller gave the PPC update. There are 24 confirmed concurrent sessions and 5 confirmed workshops with another 1 awaiting congressional funding (from the Library of Congress on subject-headings and efforts to keep up with terminology). Acceptances have been resent and rejection letters have been sent. PPC will soon have Sched updated, and will be sending out a call for lightning talks.
- Sonali Sugrim CPC co-chair gave the following updates (**Sonali**)
  - Opening speakers Jack Nisbett and Warren Seylor will be speaking on Spokane's history
  - F&B pricing has been finalized
  - There will be no separate committee breakfast but there will be a space in the breakfast room for persons working on and interested in being on committees.
  - The Marketing Committee has created a conference flyer for promotions
  - CPC is currently organizing the NASIG Ramble and dine-arounds
  - CPC continues to meet with PPC
  - Karen is waiting on the MoU Opening Speaker to be approved by the Board
  - Steve Shadle is working on the post-conference cruise

### **Discussion**

Courtney asked Sonali whether there needs to be a minimum number of bookings for the cruise to proceed. Willa noted that her understanding is that a minimum of 1 person needs to book for the group to remain open and that the Norwegian Bliss group has expired but the Holland America Eurodam group is still open.

Willa asked members whether we can give CPC an answer on the MoU today since after discussions via email up to 1/29 there were no objections. Board members reviewed the MoU and no objections were indicated.

### **Decision**

The board approved the draft speaker MoU.

- Paul Moeller introduced discussion on personal outreach by board members to encourage Spokane conference attendance. Members indicated mixed success with some persons already having conference plans for the year e.g. on the West Coast planning for ALA in San Diego, and the fact that professional development budgets have not returned to pre-pandemic levels.

### **Decision**

Messaging will continue through various channels such as member emails and the blog. President Courtney noted that each blog post can have a slightly different focus e.g. highlight a cataloging workshop, highlight a licensing workshop. We just need to be careful not to cross the threshold of recipients just deleting the messages. Nicole suggested daily social media posts and Willa & Christian highlighted Hootsuite as a means of scheduling this to reduce volunteer burnout.

#### **4.0 Treasurer's Report (Shannon)**

- Conference registrations and sponsorships have led to increases in the checking account balance. There have also been some donations for Teresa Malinowski 2024 named award
- NASIG was assessed late filing penalties from IRS for 2021-2022 and are requesting leniency and abatement, especially since we filed extensions for 2022. We have begun the process for filing for 2023.
- We have 9 sponsors to date.

### **Discussion**

Courtney noted that we have not yet received the Michigan bill for proceedings and we need to know what this is going into the next conference.

In response to a query from Xiaoyan, Shannon noted that she is creating a spreadsheet to note hotel night stays. Members should book their total stay and the night(s) that NASIG will cover can be direct billed to NASIG instead of the member. However, members will have to pay their incidentals even for the nights that NASIG will cover.

#### **5.0 Outreach Topics**

- ER&L Happy Hour (**Nicole**)
  - This is to keep the momentum going throughout the year. There will be a raffle as well as a 50/50 pot. Members are asked to advertise with those at their institution going to ER&L. Matthew has made a flyer to be distributed.
- Law Librarian Outreach (**Courtney**)

- Becky from the Law Librarians Association has offered to share NASIG resources to the listserv. There is a current gap in professional development because a lot of technical services staff in law libraries are not as thoroughly incorporated in the Law Librarians Association and the content provided is geared to instruction rather than technical services. NASIG can fill this resource gap. How might we reach out to this association and others e.g. Medical Libraries?

### **Discussion**

- Willa suggested strategic partnerships via MoU as we have done with SSP and LPC. In response to Courtney's query Willa noted that overlapping memberships are probably what resulted in these historical partnerships e.g. Treasa and the Library Accessibility Alliance (LAA). Treasa noted that LAA did not require an MoU.
- Xiaoyan suggested that webinars can be specifically organized for law and medical library technical services staff for the next service year.
- Shannon noted that Moon, Treasa and herself have started a sub-committee on managing those relationships. There is a bandwidth issue as these strategic partnerships keep getting pushed back as other high priority NASIG commitments rise to the top.
- Courtney noted that Law and Medical Libraries tend to be siloed from main libraries on university campuses and then only work closely together when there is a need e.g. system migration. Getting past those silos may be a good webinar topic.

### 6.0 Awards Policy (**Paul**)

Paul Moeller presented the revised Awards Policy, noting that Newsletter is favored for In Memoriam posts instead of the Proceedings as the proceedings can take over a year to come out. With the open access model for the proceedings each article incurs a charge. Paul also noted that he did not recall any In Memoriam articles in the proceedings during the four years he worked with the proceedings editors. He didn't think there had been a very consistent approach toward these sorts of posts and thought that the Newsletter offered a more flexible option.

Nicole proposed a motion to approve the draft Awards policy and Ilda/Christian seconded simultaneously.

### **Voting**

The motion passed unanimously.

Paul asked Ilda to pass this on to A&R and have them update the web language on the A&R site.

### 7.0 Nomination & Election Questions (**Courtney**)

- President Courtney gave the update on the elections process to date. A few more nominees are being recruited. She noted that after this cycle we might have to have a deeper conversation about recruiting for leadership positions as many no longer have institutional support to go to the conference.
- 8.0 President Courtney raised the following Digital Preservation question on Heather's behalf.
- Alicia and James (Digital Preservation) are asking again about whether the webinar from the fall can be made freely available, essentially now (prior to the six month mark), as the committee is "energetic and able to promote it more widely" at the moment. Will that be possible?
    - CEC has decided to use 3 months as the un gating date for webinars so this should be made free by Feb 28th. Xiaoyan will follow up with CEC.
- 9.0 President Courtney raised the following Standards question on Heather's behalf
- Jessica and Matthew (Standards) have noted that in the Working Calendar in the Google folder it says: "Review committee charges; liaison will submit revised charges to the Vice President." There is no information on this on the internal page and the committee would like confirmation that this is something that needs to be done.
    - Willa advised that there is an omnibus Working Calendar that is outdated and needs to be revised before it is transferred to the Internal page. This is not something that can be done this service year. Therefore the Standards Committee should not undertake this until the Working Calendar is revised and added to the Internal page.
- 10.0 Secretary's Matters (**Willa**)
- The Newsletter manual notes that the Newsletter Editor must attend the annual conference. The current editor cannot travel (at all) because of a personal medical condition and inquired whether this would be a problem.

### **Decision**

Board members confirmed that this would not be a problem.

### 11.0 CEC question (Yan)

- CEC is revising the manual including the language for free webinars. The E&I webinars are free and webinars co-sponsored by another NASIG Committee will be complimentary for the committee members. If CEC thinks that it would be beneficial to make another webinar free they will seek Board approval.

- CEC asks whether they can remove the requirement for CEC to conduct the Committee Chairs orientation since the Secretary & Treasurer have been doing this for the past few years. This may have been a Webex vs Zoom logistical factor.
- CEC have been responsible for updating the NASIG Wikipedia entry and wonders whether it should be the Communications Committee to take this on.

### **Discussion**

Treasa noted that updating historical documentation has not typically been the role of the Communications Committee. Courtney noted that this may be a role for the Archivist. Xioyan will report back to CEC on these matters.

### **Decision**

Members had no objection to the webinar language and the removal of the responsibility for Committee Chairs Orientation.

### **Adjourn**

12.0 Courtney adjourned the meeting at 12:01 pm Eastern