

## NASIG FALL BOARD MEETING

November 7 | 1-4 pm  
November 10 | 12-3 pm  
Meeting Link -

<https://us02web.zoom.us/j/88370500222?pwd=dlhFSXZ1WW1TdVQvKzUrSUw1bGtCUT09>

Meeting ID: 883 7050 0222

Passcode: 574605

### ***Executive Board:***

President: Dana Sinclair, 2022/23

Vice President/President-Elect: Courtney McAllister 2020/2022 (apologies)

Past President: Ted Westervelt, 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*)

## **November 7**

1. Meeting was called to order at 1:05 pm
2. NASIG Annual 2023 Pittsburgh
  - a. Vision Speakers *Moon*
    - i. Dr. Cooke who was contacted to be the Vision speaker, views the manner in which she was contacted as disrespectful. She was contacted 3 times while out of office and then informed that if she did not respond PPC would move on. The invitation has therefore been perceived as NASIG simply needing to check a diversity box.
    - ii. The Board discussed this exhaustively but determined that without seeing the email chain it is not clear what further steps should be taken.

- iii. **Action item - Willa to email Courtney and request copies of the email chain for the board.**
  - b. CPC Update
    - i. Hotel Room Block reduced by 10% and increased room rate by \$10
    - ii. CPC has documentation from previous Pittsburgh conference e.g. Opening Speaker suggestions
    - iii. We should meet F&B minimums even with Baltimore numbers
    - iv. CPC is looking into dine-arounds now
  - c. 2023 Pittsburgh Conference Financial Planning *Shannon*
    - i. NASIG is currently obligated for 765 room nights ~\$215/night; down from 850 at \$205. In Baltimore 477 nights were booked
    - ii. We should compile the number of nights NASIG pays for and see how many nights we need. Without that compilation we need 255 persons booking 3 nights each.
      - 1. 30 awards (see row 3)
      - 2. Presidential Suite
      - 3. Staff nights (nights that we pay for because persons are on NASIG business - board members 1st night, plus CPC & PPC discounted nights paid for by members themselves at a discounted rate but counted toward room commitment)
  - d. Pittsburgh Tax Status-
    - i. We should be tax exempt. Shannon is completing a form to provide to Anna Creech.
  - e. Revised Registration fee structure - *MaryAnn*
    - i. Currently 15 categories
    - ii. Categories are reduced to 9 when we subtract the virtual component
    - iii. We can cull categories further if we use a special link for free/discounted registration - awardees, speakers, vision speakers etc., retired, furloughed
    - iv. Our main categories are regular member and non-member, 1 day member and non-member, Student, Support Staff
    - v. Rates should be increased by \$10 since we are now incorporating workshops in the conference program - workshops were previously pre-conferences at an additional cost significantly higher than \$10
    - vi. Mary Ann will create a new list and circulate
    - vii. Furloughed/Retired employees-
      - 1. *Anna Creech* If we have 250 attendees, and we do not spend more than our F&B minimum, the food costs per person is \$220. I would not recommend that retiree/furloughed rates for in-person be lower than that. Virtual costs are so low that we can absorb free registrations then.
      - 2. The Board noted that free registrations for our virtual conferences did not lead to an increase in membership for NASIG

3. *Willa* We need to focus on our community and making this conference accessible for our community. While the intention to provide professional resources for folks that do not currently have them is an admirable one, we cannot do it at the cost of our own existence
  4. By consensus the Board agreed that there would be no free registration for the in person conference. We will vote on a revised registration fee structure on Thursday and if necessary we will prepare an online voting form that can be circulated to those who cannot attend.
- f. Sponsorship updates
- i. OCLC - Tier 3
    1. NASIG Blog Post
    2. Lightning Talk
  - ii. EBSCO - Tier 1 & E&I award
    1. All of Tier 2 but 2 free registrations
    2. Access to conference registration list
  - iii. Harrasowitz - Tier 2 & E&I award
    1. NASIG Blog Post
    2. Lightning Talk
    3. Table
    4. Free Registration for 1 rep
- g. E&I Awards
- i. No written policy documentation
  - ii. Originated from Atlanta Conference
    1. Harrasowitz were instrumental in getting that set up
    2. This year both Harrasowitz & EBSCO have signed on to provide an E&I award
    3. Another option is to have an E&I session that is sponsored by a vendor
    4. The Board discussed how should persons apply if we proceed with 2 awards
    5. The Board will also need to decide whether the E&I award should be named after the sponsor
- h. Benefits for being an award sponsor - After the board meeting of July 2021, the matter was referred to A&R but the Board agreed that award sponsors should get benefits of nearest conference Tier-
- i. A&R estimates - s 3 hotel nights + registration + travel stipend for PIT = \$1690. Exceeds the amount sponsored and needs revision
  - ii. **Action item - Shannon will relay the following to Nicole**
    1. **We will table the decision on naming the award and Nicole should relay this to Harrasowitz**
    2. **Award sponsorship will explicitly get benefits of closest tier**

**3. Sponsorship amounts will need to be updated for next year. This should be an action item for the July 2023 meeting. Treasurer, Fundraiser and A&R will need to work on this.**

- i. Workshops - Do presenters need to write article for Proceedings -
  - i. The Board decided by consensus that workshop Presenters will not need to write an article, but NASIG may write a summary featuring the Workshop for its blog.
- 3. Questions from Committees (if any) *Liaisons*
  - a. No questions but Moon queried procedure upon becoming Liaison. Moon has been reassigned to Proceedings since OIC was disbanded and has emailed both the listserv and the individual members but has had no response
  - b. **Action item: Dana will liaise with Courtney about putting Moon in touch with Proceedings Committee members**
- 4. Amendment to Bylaws for disbanded Committees - *Sonali*
  - a. Bylaws has referred this back to the Board
  - b. The Executive Board would be the body to decide whether to disband a Committee
  - c. Documents need to be under the control of NASIG. The same issue affects changeover year to year with NASIG
  - d. **Action items: Moon will send a proposal for dissolution of Committees and will contact the former OIC Chair to ensure that all documents are saved in the OIC folder**
  - e. **Willa will draft a reminder to Committees about knowledge management storage and liaise with Steve and Treasa**
- 5. Any Other Business
  - a. Xiaoyan - Secretary should send reminder about reports due December 1
  - b. Treasa - Creative Commons License for default CC-BY for NASIG content (blog, newsletter, website) - There were no objections to this
    - i. We need to review existing content to ensure that we are not contravening existing licenses
    - ii. Willa proposed a motion that a CC-BY license be the default license from this point forward for content on the NASIG website, blog and newsletter. MaryAnn seconded
    - iii. Discussion - Core Competencies are currently licensed as CC-BY-SA. This makes sense as it encourages openness rather than enclosure. We do not need a carve out for Core Competencies as that can be dealt with on a case by case basis
    - iv. The motion was passed with 8 votes in favor
  - c. MaryAnn - Registrar Inquiry about our cancellation policy - Should we revert to our regular PreCovid terms or completely revisit. 2020-2022 we gave refunds or switch to virtual conference no questions asked. PreCovid terms were-
    - i. Early cancellation - Full refund less \$50 processing fee
    - ii. Regular cancellation - 50% refund less \$50 processing fee

- iii. Late cancellation - no refund
- d. We need a new accounting firm. Shannon is seeking suggestions as we have reached out to 3 firms and have not been successful. Previous firm is completely incommunicado.

## **November 10**

### ***Executive Board:***

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Xiaoyan Song, 2022/2025

### ***Ex Officio***

Steve Oberg, *Social Media & Marketing Coordinator*

(Post currently vacant) (*Newsletter Editor*)

### ***Guests***

Anna Creech (Conference Co-ordinator)

1. The meeting was called to order at 12:07 by President Dana Sinclair
2. NASIG Annual 2023 Pittsburgh
  - a. PPC Update
    - i. Workshops
      1. Steve Schadle - Workshop on Cataloging MOU
      2. Clair Dygert - Workshop on Licensing and Negotiation
      3. Invitation sent to Phillip Young for a Workshop on OA topics but he declined the invitation
      4. Invitation sent to Michael Rodriguez to give a workshop on E Resources Perpetual Access and PPC is awaiting his response
      5. Lisa Hinchliffe Workshop on Data Privacy arrangements are in progress and coming along. She had a few questions including whether she would need to write a proceedings paper so PPC has now given her that information.

- ii. Talking to Tarida Anantachai about being our vision speaker but not at agreement stage yet
      - iii. Call for Proposals Open, not many at this point but the call remains open to December 2nd and may be extended
      - iv. The Speaker Resources page is being worked on
      - v. PPC has begun having joint meetings with CPC
    - b. Student Spotlight: Will NASIG have a Student Spotlight Session? Mentoring & Student Outreach expects that this would be done, and it is also part of the Mexican Student Award.
      - i. Suggestion is to incorporate this in lightning talks for the program
      - ii. There should be a separate call and this can be advertised with local Pittsburgh area library schools
      - iii. **Action item: Courtney will liaise with PPC on a call for student spotlight sessions to be incorporated in the lightning talk portion of the program**
3. E&I Chair and Work Program
  - a. Diana Reid, Electronic Resources & Discovery Librarian at University of Louisville, is interested in being E&I chair
  - b. E&I's first chair worked with the Board to draft a Charge but now those things are established the Charge needs to be updated. E&I members have discussed making a proposal to the Board
  - c. In the Strategic Plan there's a vision for E&I to set the tone for other committees to review their charges and incorporate E&I within their charges and they will need E&I to provide leadership and vision on this
  - d. The Board spent some time working on the wording of the Charge so that once Diana comes in as Chair E&I will have something to work with and can get moving on their work program for the year
  - e. **Action item - The Board has drafted a Charge for E&I's approval. Dana and Moon will forward to Diana Reid who is willing to chair E&I**
4. E&I Awards - Shannon has heard from Nicole Ameduri and she suggested that we use standard language, making it clear that 2 awards will be made this year and they are sponsored by EBSCO and Harrasowitz. This should not be separate calls. The Board agreed by consensus to proceed in this manner.
  - a. **Action item: Ilda will communicate to A&R that for the E&I Award standard language should be used making it clear that 2 awards will be made this year and they are sponsored by EBSCO and Harrasowitz. This should not be two separate calls.**
5. Response to Dr. Nicole Cooke after reviewing the email exchange
  - a. It is not clear whether Dr. Cooke has said anything publicly but a response is the right way to go

- b. Although the message was sent by PPC, to preserve the relationship we should give a response from the Board.
  - c. We should let her know that we simply wanted to give any vision speaker sufficient lead time to prepare, and that the wording was unfortunate. It was certainly less than ideal wording choice (i.e. rescind), and it is hard to see what we are referring to by that term.
  - d. Based on her response that Courtney is copied on, Courtney can respond saying that we're sorry it didn't work out this year, let her know that we value her work in the community, ask if she has suggestions or feedback in the way we improve our outreach process, and apologize for the miscommunication.
  - e. Many board members agree that should develop a template and process for invitations. If the first email had a response deadline that would have been helpful.
  - f. Moon advised that some important considerations are that we are asking folks not only to share their expertise but take a risk e.g, travel delays, covid etc. Generally we should give more time for response. We need to center those whose expertise we are hoping to learn from, we need to decenter ourselves and do what we need to center those on the receiving end of the requests. If we want to be a more inclusive organization we need to pay attention as to how our messages are landing. Moon plans to reach out separately as she saw Dr. Cooke's complaint and persons have reached out to Moon specifically knowing she is on the board.
  - g. The Board should still reach out. Dr. Cooke is very influential and the library world is very small. We need to repair the relationship. The Board is open to making space for Dr. Cooke to speak to the Board as a learning experience.
  - h. **Action item: Courtney will start drafting verbiage to share with everyone later today for a response to Dr. Nicole Cooke**
6. Advertisement of Merriman & Mexican Student Awards
- a. Dana received an inquiry about whether there would be an award this year and Dana let her know that the application was just sent out last night.
  - b. **Action items**
    - i. **Steve will publicize the Merriman & Mexican Student Awards by blog post, social media and discussion lists posting. Wording will acknowledge that additional awards for the 2023 Conference will be advertised in forthcoming months. Merriman & MSA have been released early to allow for sufficient time for visa processing if necessary.**
    - ii. **Ilda will advise A&R to liaise with CC for internal advertisement of the Merriman & Mexican Student Awards. Steve will co-ordinate his piece for external advertisement with A&R.**
7. Amendment to Bylaws for disbanding Committees (*Moon*)

- a. The Board is at consensus that the Executive Board should have the power to disband Committees
  - b. Members will have to vote on the amendment to the Bylaws
  - c. **Action item: Moon will circulate a Google Doc with the draft amendment for Article VI for disbanding committees**
8. Revised registration fee structure (*MaryAnn*)
- 1 Regular registration – ends 1 month prior to conference
  - .
  - 2 Late registration – ends day before conference (increases by \$50)
  - 3 On-site registration – begins day of conference (increases by additional \$25)
  - 4. Separate link with registration code to be shared with individuals via email (will not show up on website):
    - Full conference registration for award winners – \$0
    - Vision speakers, UKSG Chair, Registrar, CPC & PPC Co-chairs – complimentary
    - CPC & PPC committee members – 50% discount
    - Full conference for concurrent speakers – members – \$100 discount
    - Full conference for concurrent speakers – non-members – \$100 discount
    - **Full conference for concurrent speaker students – \$100 discount proposed**
      - a. By consensus the Board agreed to the proposed structure with the modification that there will be a \$25 discount for student speakers instead of \$100. Regular speaker discount will remain at \$100 discount.
      - b. An upcharge for onsite registration will remain to disincentivize this. On-site registration can cause disruption in F&B numbers and other commitments, as well as additional work on an already stretched volunteer staff.
9. CPC roster term end dates - members listed on website - everyone's term updated to reflect only 1 year -CPC members are appointed for 2 years, but we did not put anyone new on the committee this year. According to the Bylaws we cannot have a committee where all of the terms end at the same time. We can ask half of the current members to extend for another year or appoint new members whose terms would end in 2024.



- a. Anna is willing to sit on CPC as a regular member 2023-2024 as her term as conference co-ordinator ends in 2023. She can't be ex-officio and member at the same time so we will have to wait for her ex-officio to expire.
- b. **Action item: Mary-Ann will reach out to the current members of CPC to see how many are willing to extend their term by 1 year. Courtney will co-ordinate with Mary-Ann to effect the term changes. Mary-Ann will co-ordinate with Treasa on getting CC to update the website.**

10. [Strategic Affiliates](#) (*Willa*)

- a. We do pay for membership to several of these groups: C4DISC, IFLA, NISO, COUNTER, UKSG, ALA Affiliates
- b. This has been a longstanding issue
- c. We should have a page on strategic affiliates on the website so that members know what benefits are available
- d. include a slide during the conferences about the partnerships
- e. We should have a standard MOU/checklist for what we want included in a strategic relationship
  - i. e.g. SSP
  - ii. e.g. LPC
- f. We can add this information to Membership Brochure
- g. We may want to relook our membership rates page
- h. Have all emails for Strategic Affiliates go to [treasurer@nasig.org](mailto:treasurer@nasig.org)
- i. ISSN will announce the launch of their new service at our conference
- j. **Action item:**
  - i. **Treasa, Shannon and Ilda will form the Board sub-committee on Strategic Affiliates and Moon will be able to participate starting in January 2023. Shannon will send around what affiliates we pay for/costs etc. and which orgs emails are already coming to [treasurer@nasig.org](mailto:treasurer@nasig.org)**
  - ii. **Ted will reply to LPC/Melanie Schlosser to ask her to send all communications to [treasurer@nasig.org](mailto:treasurer@nasig.org)**

11. CEC/Mentoring Student Outreach March Webinar fee (Yan)

- a. Informal session with individuals at different stages of their career
- b. Webinars have a charge except for E&I or by special dispensation
- c. This webinar targets students and CEC is asking if this can be free or discounted.
- d. The Board decided that this should be a regular (paid) webinar.
- e. **Action item: Xiaoyan will communicate to CEC/Mentoring & Student Outreach that regular webinar rates will apply to the upcoming webinar**
- f. Webinar Rates e.g.
  - <https://nasig.wordpress.com/2021/11/24/nasig-webinar-the-future-can-be-hacked-how-libraries-can-manage-operate-and-survive-during-a-ransomware-attack/>
  - NASIG members: \$35

- NASIG student members: \$15
- NISO members \*: \$35
- NASIG non-member: \$50
- Group registration: \$95
- NASIG members should login for member rate.

## 12. Treasurer's Report

- [November 7, 2022](#)
- Cris Ferguson has set a recommendation for a CPA. 2018-2019 \$2374 we paid for tax preparation. Shannon will seek a quote.

President Dana called the meeting to a close at 1:55 pm