

NASIG Board Meeting Minutes
November 10, 2020

Executive Board:

Betsy Appleton, *President*
Ted Westervelt, *Vice President/President-Elect*
Kristen Wilson, *Past President*
Beth Ashmore, *Secretary*
Cris Ferguson, *Treasurer*

Members at Large:

Keondra Bailey
Katy DiVittorio
Michael Fernandez
Mary Ann Jones
Shannon Keller
Courtney McAllister

Anu Moorthy, *Ex Officio*
Angela Dresselhau, *Ex Officio*

Regrets: Chris Bullock, *Ex Officio*

1.0 Welcome

The meeting was called to order at 1:00 pm Eastern.

2.0 NISO membership renewal invoice

In light of NASIG's current finances, Cris Ferguson wanted to review the NISO voting membership renewal (\$2090.00) with the board and the standard's committee to ensure that we still want/can support our NISO at the voting membership level. Cris provided the current treasurer's report (see below) to give perspective on what our current financial situation is. It is a large expense, but it is also an important partnership and so we want to get the standards committee's feedback. Keondra Bailey reported that the standards committee has been reaching out to the NASIG membership with NISO vote information, but there is rarely any feedback from the NASIG membership on the NISO standards under review so the standards committee is okay with NASIG no longer being NISO voting members. The board discussed how this change might affect the standards committee's charge. If we decide to change our relationship to NISO, Keondra would like to take more information back to the standards committee so they can plan for how this might affect their work. The board discussed other ways to continue the relationship including asking NISO if they want to sponsor the conference with a free membership Cris will

reach out to contacts at NISO that are also familiar with NASIG to see how we might still remain partners in a lower cost way.

3.0 Treasurer's Report

Current work being done

- Working with accountant to gather information for NASIG's taxes - Due 11/16/2020
- Purchasing recognition gifts for outgoing Board members and chairs
- Processing sponsorship transactions
- Submitted the last of the paperwork to update the signatories on NASIG's investment accounts
- Review of NISO membership invoice

Account Balances as of 11/10/2020

- Checking Account - \$12,624.32
- Savings Account - \$11,596.38
- Investment Accounts - \$310,767.42

Upcoming Expenses

- Accountant fees - \$3750.00
- Credit Card payment - \$1547.13
- NISO membership - \$2090.00 (in discussion)

4.0 Program Planning revised CFP and MOUs

Ted Westervelt reported that program planning is looking at the timing of the call for proposals. Even if we are unable to have an in-person conference and do not need to make physical arrangements, we still want to have plenty of time to review proposals, work with speakers, and plan more interactive events. Ted will tell program planning to move ahead with the Call for Proposals as soon as they are able. Program planning, conference planning, and continuing education are exploring our options in Zoom for breakout rooms and other kinds of programming.

5.0 NASIG partnership with Skilltype

Courtney McAllister reported via email that the continuing education committee feels that NASIG would benefit by participating in the Skilltype Professional Development Network (SPDN) and they recommend that NASIG sign the MOU.

The main points discussed:

- It sounds like the timeframe is now Nov 2020 to Nov 2021
- Tony assured us that there is no cost for NASIG
- There will be monthly meetings

- Jen and Adele would be the CEC members initially participating
- We believe that we have much to contribute, and much to learn from the monthly discussions

VOTE: Cris Ferguson moved to have NASIG sign the MOU to participate in the SkillType pilot. Ted Westervelt seconded. 10 votes in favor. 0 votes against. 1 abstention.

6.0 Committee Reports

Awards & Recognition

The awards and recognition committee provided the following information to the board:

Action(s) Required by Board

- Make a decision about what type of awards to offer for 2021.
- Appoint a Vice Chair (to date no one has expressed interest in serving in this position.)

Questions for Board

- If we move forward with the virtual awards, on what basis should they be evaluated: need or accomplishment or a combination?

Recommendations to Board

"In support of the work referenced above in the Continuing Activities, the A&R Committee discussed how to handle the grants for the 2021 conference in light of the pandemic. We are in agreement that the slate of in-person awards should be put on hold until it is clear that there will be an in-person conference. Otherwise, assuming optimistically that there will be an in-person conference in 2022, we would end up with 3 people per award for a total of 27 awardees which seems unmanageable and would lead to a less than satisfactory experience for those individuals.

We also discussed the Board's suggestion of making "Virtual Attendee Awards." Our recommendation would be to have these align with the categories of the in-person awards, i.e. Diversity and Inclusion, First Timer, etc. We also suggest streamlining the application process, requiring a one-paragraph statement and a resume. The question was raised as to whether the awards should be need or accomplishment-based or a combination of the two."

Financial Information:

- "Non-conference (Capstone & Tuttle): 4500
- Conference lodging-3 nights at approximately 150 x 9=4050
- Stipend-600 x 8 (Mexican Award doesn't include this)=4800
- Merriman/UKSG Award-3000

- Schwartz Award-3000
- Total=19350*

*Note-apart from the lodging, uncertain how to estimate cost for Mexican award that covers travel and visa expenses."

The board discussed the committee proposal as well as how to determine the cost of sponsoring virtual awards this year and in the future in order to ensure that if there is an award sponsor, NASIG is not picking up as much of the costs of the award as we have had to in the past. The board also discussed that if we will be making the awards virtual they should probably still be based on the same criteria rather than on need. The board discussed the virtual award winners would feel like they were getting a less valuable award because in any other year the award would have included the cost of registration, hotel, and travel. Michael Fernandez suggested that this year's award virtual awards would include both free registration this year and to a future conference. This would put the costs of sponsoring awards at \$500 (\$40 for registration this year and \$460 for a registration in a future year). This would make sure that this year's award winners get something of value and might help encourage return attendees.

VOTE: Shannon Keller moved that the following awards be offered for the 2021 conference with the following sponsorship rates:

- Fritz Schwartz Education Scholarship - sponsorship rate \$3,000
- Marcia Tuttle International Grant - sponsorship rate \$3,000
- Capstone Award - sponsorship rate \$1,500
- Birdie MacLennan Award - sponsorship rate \$500
- Diversity and Inclusion Award - sponsorship rate \$500 (if Harrassowitz want to sponsor this again this year at the same \$1,000 rate the committee can award two awards)
- First-Timer Award - sponsorship rate \$500
- Horizon Award - sponsorship rate \$500
- Paraprofessional Specialist Award - sponsorship rate \$500
- Rose Robischon Scholarship - sponsorship rate \$500
- John Riddick Student Grant - sponsorship rate \$500
- Mexican Student Grant - sponsorship rate \$500

Kristen Wilson seconded. 11 votes in favor. 0 votes against. 0 abstentions.

Kristen will update the sponsorship webpage and share it with awards and recognition, vendor and publisher engagement task force and Nicole the fundraising coordinator before anything goes public.

Bylaws

The bylaws committee provided the following information to the board:

Action(s) Required by Board

- Please determine whether we can replace the Bylaws with the attached copy or if we need a vote of the membership.

Questions for Board

- Will a review of the Bylaws be needed this year to ensure that provisions are made for virtual meetings and procedures due to pandemics or other unexpected circumstances?
- For example, Article VIII states “An annual business meeting shall be called by the Executive Board, to be held at the site of, and in conjunction with, the Annual Conference. Other meetings, either virtual or in person, may be called by the Executive Board as deemed necessary.” We aren’t sure if there was a business meeting this year, and what is planned for 2021.
- Is there a specific style manual for NASIG documents besides the Proceedings? Or is there a style manual that is the official one used by NASIG (e.g. Chicago Manual, APA)?

Recommendations to Board

- We would recommend that the Bylaws be updated and that a review happen again in 2021, based on other actions of the Board related to the pandemic.

The board discussed that since all of the revisions are typographical rather than substantive there is probably no need to get a vote of the membership. The board also discussed that although there was no business meeting last year since we did not meet onsite, we should probably have one this year to communicate about NASIG’s finances and get feedback from the membership. NASIG does not currently have a chosen style manual, but the proceedings, bylaws and other more formal documents should all conform to the same style.

Communications

The communications committee provided the following information to the board:

Question for the Board

- Recommendation for CC maintaining one or two chair positions
- Proposal for long-term solution for NASIG Conference powerpoints: CC recommends Figshare as a preservation platform. Figshare offers a branded conference site, the ability for presenters to self-submit slides, metadata tagging for discoverability, and assignment of DOIs. They are offering a free institutional account in exchange for being recognized as a conference sponsor.

The board discussed the co-chair and vice chair structure of communications leadership so there would be one chair for the listserv work and one chair for web work and a vice-chair for each to ensure that next year’s chair has sufficient experience. The board discussed identifying more

volunteers for these roles. The board discussed moving from SlideShare to FigShare for NASIG powerpoints because FigShare offers DOIs, better metadata and tagging for good discoverability, and a free institutional account/portal in exchange for sponsorship of the conference. The board discussed what FigShare would expect as part of the sponsorship. Michael referred to the information provided by FigShare "All we're asking in return is a mention of Figshare as a sponsor around the event you plan on hosting. " Michael will ask Communications to confirm that promoting FigShare during the conference as the place for attendees to access slides would be sufficient.

Conference Planning

The conference planning committee provided the following information to the board:

Action(s) Required by Board

- We are unsurprisingly eager to discuss and determine the format for the 2021 conference, as well as the registration fee structure (if hybrid or online).

Questions for Board

- Does the Board have any guidelines or preferences for the selection of opening session speaker(s)? One suggestion we already have would be: Janice Rice (senior academic emeriti at UW-Madison) and Dr. Patty Loew (professor at Northwestern) gave a presentation "History of the Ho-Chunk Nation in Wisconsin) on May 2019 at Reedsburg library. Since Madison sits on traditional Ho-Chunk land, it seems appropriate.

The board discussed needing to hear from Anna before we can confirm whether the conference will be hybrid or online only. The opening session speaker will not be necessary if we end up going online only. Mary Ann Jones will talk to the conference planning committee about where we are now.

Conference Proceedings Editors

No questions for the board.

Continuing Education

No questions for the board.

Digital Preservation

Questions for Board

- Are the upcoming NASIG webinars being promoted to students populations?

- Updated version of “Guide to the Keepers Registry” is yet to be uploaded to website, is this in process?

The board discussed asking the mentoring and student outreach ambassadors if they can make sure they send along the information about upcoming webinars to the library schools. The website question was resolved via email and the committee is going to designate a person who can work to update the website.

Equity & Inclusion

Recommendations to Board

- Have Diversity, Equity and Inclusion be incorporated into NASIG’s strategic plan

Katy DiVittorio discussed that the diversity, equity and inclusion committee was looking at making a statement about the Kenosha, Wisconsin shooting and felt like the organization was making one-off statements rather than incorporating these priorities into the overall mission, vision and strategic planning for the organization. This year is the year when the current strategic plan ends so once we put together the task force for the next strategic plan we will want to make sure that representation from this committee is included to a strategic plan task force to put together another.

7.0 Adjourn

The meeting was adjourned at 2:00 pm Eastern. Minutes submitted by: Beth Ashmore, Secretary, NASIG Executive Board.