

**ARLIS/NA Southeast Chapter Meeting**  
**42<sup>nd</sup> Annual Chapter Conference in Sarasota, FL**  
**November 17, 2016 - 10 AM to 11:15 AM**  
**Chao Lecture Hall, Center for Asian Art, Ringling Museum of Art**

**Present:** Marty Miller, Leah Sherman, Kim Windham, Katy Parker, Elisa Hansen, Lee Sorensen, Kathy Edwards, Sandra Still, Natalia Lonchyna, Breanne Crumpton, Shaina Harkness, Chris Bonadio, Ann Lindell, Jennifer Friedman, Claire Powell, Kristina Keogh, Janelle Rebel, Kasia Leousis, Marissa Mozek, Nickolas Falk, Melissa Del Castillo, Rita Cauce, Britt Boler

**1. Welcome and Self-introductions**

- Elisa welcomes the group. Some housekeeping on Ringling logistics (access to Ringling campus with wristband, Ca' d'Zan tour time reservations, dining options); information on parking at Ringling College of Art & Design to visit letterpress.
- Marty welcomes the group and initiates self-introductions.

**2. Approval of minutes from the Chapter business meeting in Seattle, WA, March 2016**

- Kim moves to approve minutes. Seconded.
- Minutes approved as read.

**3. Nominations and Elections - Nominations Committee**

- Vice President: Patricia Jimenez, SCAD
- Secretary: Leah Sherman, Florida State University
  - These nominations were accepted unanimously by acclamation.

**4. Reports and Updates**

ARLIS/NA Executive board – Marty Miller for Rebecca Friedman

- Management company name has changed from TEI to AEG. If anyone in the SE Chapter contacts them, please cc Rebecca Friedman ([rfriedma@princeton.edu](mailto:rfriedma@princeton.edu)) and Catherine Essinger starting after national conference in February. There are staff vacancies at AEG and in transitioning some requests may not be handled in a timely fashion.
- The Chapter Success Book is due for an update. Rebecca has prepared a list of preliminary questions to poll chapters about, relating to current practice. The list hasn't been sent out yet; Rebecca is happy to have general feedback about the list at any time.
- Rebecca has also prepped a series of questions for chapters regarding current archiving practices, per the ARLIS/NA Documentation Committee. Particularly interested in what has been done, what is being done, is there a central location for chapter archives (in paper), and what are chapters doing with electronic records.
  - She believes only the ARLIS/NA website is currently being archived.
  - Notes there is room for chapter (paper) archives at U-Illinois.
    - Are we sending anything as a Chapter to the Documentation Committee? Lee Sorensen says so, but we do have an archive located at Duke. Ann Lindell says we also have almost 20 years of listserv archived as well.
- Midyear Board Meeting was in New Haven, Connecticut. The Executive Board participated in discussions focused on:
  - 1) assessment the Society is undertaking and should undertake related to decision

making on the data we collect, the data we should collect, member feedback from Census and other, tools used to survey, who should be doing data analysis.

- 2) ARLIS/NA and digital preservation, including core competencies and professional guidelines/standards (coming from the NDSR-Art Advisory Board: <http://ndsr-pma.arlisna.org/>)
- ARLIS/NA 2020 Conference, St. Louis, Missouri. Will be hosted by the Central Plains chapter. ARLIS/NA 2022 is the 50<sup>th</sup> anniversary of the Society and the location is TBD.
- The Strategic Directions/Action Scorecard are on ARLIS/NA website in Members' Section. Chapters are encouraged to add relevant activities to Scorecard if they align with a specific strategic direction. Feel free to send to Rebecca to upload. This was implemented as a way to keep the Society on task with its goals and align them with the overall mission: <https://arlisna.org/organization/organization/910-action-scorecard>
- A reminder that all chapters have the ability to request an L-Soft listserv via ARLIS/NA for free. Let Rebecca know of any interest.
- There is some preliminary work being done by the Membership Committee currently to come up with some scenarios for offering reduced rates for ARLIS/NA members outside of North America.
- The host application deadline for NDSR (<http://ndsr-pma.arlisna.org/>) just passed; local ARLIS/NA Chapters may be called upon to assist with host site visits and individual members will be sought to serve as mentors for eight residents, four in each year starting next summer. Chapters tapped will depend on which institutions are chosen as finalists. If SE hosts are chosen you will hear from Rebecca soon about volunteer opportunities.
  - Kathy Edwards and Jennifer Friedman clarified opportunities for NDSR fellowship program.
- Congratulations to all involved organizing New Orleans conference.

Secretary's report – Marty Miller for Lindsey Reynolds

- No report

Treasurer's report – Katy Parker

- Checking account balance on 1/1/2016: \$2091.57
- Expenditures since 1/1/2016: \$1743.54
- Income since 1/1/2016: \$1885
- Current account balance: \$1126.21
  - Total does not include Conference Travel Award (\$500). Will come out of this account in December.
- Membership roster is out of date; Katy is working to pull together a directory of any members we have ever had, and what their current contact information is. Will be working closely with Cary Wilkins to keep roster online and newsletter current and updated. Plans to compare roster against all art libraries and academic libraries in the Southeast to recruit new members.
  - Lee said he could look through the archives at Duke to compile a historical roster.
  - Kathy reminded the group that during her Presidency the treasurer had an up-to-date roster in 2013. Katy says her historical list is much abbreviated and it's only from 2010. Kathy said she would look for a copy of 2013 list for Katy.
  - Kathy also brought up chapter certificate of deposit; Katy did not have an update

on this CD. Kathy said there was an excess of \$2000 to her knowledge and that it was discussed in last year's report in Atlanta.

- Multiple group member attest to difficulty of transitioning Treasurer's information and account access year to year.

#### Webmaster's report – Marty Miller for Stephanie Grimm

- New website we were planning to vote on today crashed yesterday – voting tabled. Marty previewed a screenshot of the new layout. The web address is: <http://southeast.arlisna.org>
  - We need to decide a date for migration – either before or after ARLIS/NA annual meeting. Also need to decide if we are keeping domain name or getting a new one. Cost would be minimal for a new name.
    - Jennifer thinks we should go with the new naming standards; if there are issues we should find a new domain that will work with new standards.
      - Group voted for domain “ARLIS/NA – Southeast”
        - Jennifer clarified that she didn't think we needed a second domain unless the ARLIS/NA redirect was unsuccessful.
        - Kim agreed and said we could discuss it more formally at the New Orleans meeting. We should see if there are any problems running in parallel until then. We can do a trial redirect between now and February to see if there are any unexpected problems.
          - Kim made a motion to temporarily redirect from ARLIS/NA website until February. Seconded. Accepted by affirmation.
    - Can we add a PayPal option for membership dues and conference registration?
      - Melissa Del Castillo said that PayPal would be very helpful for attendees using institutional credit card.
      - Lee asked if there is a transaction fee. Ann said that should be under the purview of Treasurer but that the institution charging needs to plan to deduct a small amount of total gathered.
        - Group voted by affirmation to accept PayPal on the website.
      - Should we consider adding a donation button for the conference travel award?
      - Will be working with Katy to set up directory on the website.
  - Lee asked if we electronically archive officer's reports to ensure continuity. Kasia Leousis said as Past-President that she has been working with Rebecca Friedman to set up a site for our chapter but it's not quite ready yet.
    - When it is ready she will put out a call to the chapter for historical reports and conference planning documents.
  - New project idea for setting up an institutional repository within the website instead of just linking to pdfs like we do now. Suggestion of working with Duke since chapter archives are held there.
    - Will need a release form from presenters.
    - Jennifer says if Duke is not interested, she would be happy to ask if USF can host.

#### ARTifacts newsletter updates – Marty Miller for Cary Wilkins

- ARTifacts deadline is December 9<sup>th</sup>. Members are encouraged to send articles on

interesting projects, new publications, news at your library, etc. Attendees are welcome to write about their presentations or other activities in Sarasota.

- Marty and Kim to collaborate on conference report for the newsletter.
- Photographs from the conference are always welcome.
- New members are encouraged to submit a bio and photograph.

#### LoPresti Award 2016 – Ann Lindell

- The winners of the 32<sup>nd</sup> Mary Ellen LoPresti Award highlight publications in the Arts published in the Southeast in 2015. The selection criteria is based on the Wittenborn criteria (usefulness for Art collections, quality of scholarship, bibliography and appendices, image and design quality, content appropriateness).
  - 16 entries all together this year.
- This year we had books and exhibition catalogues. Two winners:
  - *El Taller de Grafica Popular: Vida y Arte* by Georgia Museum of Art
    - Concerns a Mexican print-making press with scholarly essay and full-color images. Strong scholarly apparatus. In English.
  - *Edgar Heap of Birds* by Duke University Press
    - Concerns a Native American contemporary artist. Well-documented with extensive bibliography. Strong images.
- LoPresti raffle will be tomorrow to distribute works not selected by the committee. This year's pool is somewhat small so Ann has supplemented the awards with some surprises.
  - Discussion of where to store these items before the raffle tomorrow.

#### Travel awards update – Breanne Crumpton

- Reminder that the application for our chapter award for ARLIS/NA conference is open. \$500 award. Must reside in SE but membership in SE chapter is not required. Preference will be given to current members. Must be currently employed as art librarian or be a student, but preference is given to first time attendees. Cannot be won more than once.
  - Winner is expected to attend Mentorship meeting at NA conference, attend SE chapter meeting, give report, and serve a two year term on Travel Award committee beginning next year.
- No news on total applications yet – Sara DeWaay is in charge of that part of the process.

#### Mentoring program updates – Marty Miller for Peter Klubek

- All mentoring pairs have completed their memberships.
- Information/ program application available on website. All are welcome to participate.

### **5. New Business**

#### New Orleans 2017 ARLIS/NA Annual Conference – Kasia Leousis

- Registration is open and early bird rate closes January 23<sup>rd</sup>.
- Call for volunteers; acknowledgement that several SE members are chairing committees.
- Hotel is automatically charging first night on credit card, not waiting until stay starts.

#### Mail Makerspace – Kim Windham and Katy Parker

- Our chapter applied and won a special funding grant from ARLIS/NA. This year Peter, Kim, and Katy worked together to host the mail makerspace at annual conference.

ARLIS/NA will cover postage, cards, and envelopes (not just postcards); SE Chapter is charged with collecting supplies - they should go to Peter. Please bring scissors, glitter, washi tape, scrapbooking supplies, markers, etc. for the table.

- Kim will send out a message on chapter listserv closer to the conference. Lee asked if the preference was to mail or bring supplies in person. Consensus is whatever is easiest for the supplier.
- Actual times for markerspace are TBD – not sure yet when supplies should be delivered to Peter on site if they are not being mailed.
- Volunteers for table are needed; more information about that later.

#### Mentoring Committee update – Jennifer Friedman

- Call for participants to be mentors at the national conference. Jennifer said she will put a call out again in January.

#### Forms update/Paypal – Katy Parker

- Discussion of moving chapter forms to digital instead of paper. Instead of a pdf for membership dues and conference registration there will now be digital forms with PayPal links. Timely to integrate with new chapter website.
  - Members can check out as a guest with a credit card or they can set up an account.
  - We already had a PayPal chapter account. Will be more convenient for members than writing checks but checks will still be accepted.
  - When you submit the form, Katy will get a digital receipt and at the end of the PayPal process the member will get a digital receipt to turn into their institution for reimbursement.
    - Kim moved to accept PayPal. Seconded. Accepted by affirmation.

#### NOLA Annual Conference contribution – Kathy Edwards

- Explanation that Development Coordinator is appointed and is separate from Development Committee for the Society. Coordinator is charged with fundraising for the conference specifically. This year we are in New Orleans and the conference fundraising responsibility falls to our SE chapter as regional hosts.
  - Kathy explained that we are having a hard time getting larger donations, due to various factors. She requests that we ask our Library Directors and Deans to send \$500 or \$1000 in sponsorship.
    - So far we have donations from Auburn, Emory, Clemson, LSU, and University of California-Berkeley.
  - We don't have membership with institutions in NOLA but we are asking them to be sponsors anyway. Interest, too, in reaching out to foundations and museums.
  - Kathy suggests that we speak with our institutions directly instead of having her reach out. She has digital prospectus that explains sponsorship opportunities.
  - Kathy will be reaching out to national listserv and executive board.
  - Our chapter also supports the welcome reception and other events like tours and the poster session. In the past our chapter has contributed \$300 but host chapters tend to be more generous. Question of how much we can do this year.
    - Kathy suggests \$500 this year as host region.
      - Katy says we have about \$1800 in the account after expenditures.

- Kathy asks for \$1000 instead of normal \$300.
  - Katy says we can do \$1000 but asks our current membership to recruit members at their neighboring institution.
    - Seconded and accepted by affirmation.

#### **6. Sarasota Conference Updates and Reminders – Kim Windham, Elisa Hansen**

- Kim has a spare SkySpace ticket – please claim if it is yours!
- Kim and Elisa have wristbands for today and tomorrow for conference attendees.
- Elisa thanks Kim for all her collaboration on this conference.
- We will take our break now before the lightning round instead of after.
- Marty thanked the conference planning committee.

#### **7. Adjournment**

- Motion to adjourn. Seconded. Accepted by affirmation.
- Meeting adjourned at 11:35am. Minutes respectfully submitted by Leah Sherman.