**Draft Minutes**

**MAGIRT Executive Board Meeting**

**March 2019**

Time: March 12, 2019 3 PM Eastern Time

Location: Zoom meeting

Members/Officers present: Iris Taylor, Bruce Godfrey, Marguerite Ragnow, Megan Rush, Tim Kiser, Maggie Long, Joy Suh, John Olson, Abbey Lewis, Colleen Cahill, Louise Ratliff, Carol McAuliffe, Paige Andrew, Susan Moore

1. Call to order – Quorum at EB meeting shall consists of 2/3 of the EB members. 2/3 of twelve is eight. Shall we need to vote on something, we do not have quorum today.
2. Call for changes to Agenda (Tammy)
3. Minutes from January 2019 (Tammy) – The draft minutes were sent out this morning. Thanks Paige for reviewing it. The minutes will be posted on our Connect website. Please send comments or feedback by this Friday.
4. Announcements
5. Officer Reports
   1. Chair (Tammy)
      1. Updates for 2019 ALA Annual Conference, space request form, time adjustments.

Preliminary schedule:

Sat, June 22, 2019, 8:30-10:00 am: “Using Innovative, Map-Based Outreach Programs to Reach Students of all Levels”

Sat, June 22, 2019, 10:30-11:30 am: Membership and Marketing Committee/Online Presence Oversight Committee Joint Meeting

Sat, June 22, 2019, 1-2 pm: MAGIRT/GODORT GIS Discussion Group

Sat, June 22, 2019, 2:30-3:30 pm: MAGIRT Geographic Technologies (GeoTech) Committee Meeting

Sat, June 22, 2019, 4:00-5:00 pm: MAGIRT Map and Geospatial Collection Management Discussion Group

Sun, June 23, 2019, 8:00-10:00 am: Cataloging Cartographic Resources Interest Group and Cataloging & Classification Committee Meeting

Sun, June 23, 2019, 2:30-3:30; 4:00-5:00 pm: MAGIRT Membership/Executive Board Meeting Session I and II

<https://www.eventscribe.com/2019/ALA-Annual/fsPopup.asp?Mode=presInfo&PresentationID=496359>

* + 1. Nomination Process for MAGIRT vacant position:

In the past year, I have received inquiries about our Nomination Process for MAGIRT vacant position. I would like to make clear and spell out the official process so that it is transparent. The Nomination Process is found on page 5 of MAGIRT Organization Manual.

* + - * + For committee or discussion group leadership vacancies, the outgoing chair or discussion group coordinator will determine if there are any interested candidates for leadership amongst their committee or discussion group membership. If so, they will forward their candidates to the Chair of the Nominations and Award Committee, who will then forward them to the Executive Board. If candidates are not available, the Chair of the Nominations and Awards Committee will advertise for candidates via the usual MAGIRT and ALA communication channels.
        + All candidates for leadership positions must:

be personal members of MAGIRT at the time of nomination,19

be willing and available (physically or virtually as necessary) to commit to a specific term (i.e. 2 years),

* 1. Vice Chair (Iris)

Plans for 2019 ALA Annual Conference fieldtrip/social gathering is underway. The tentative plan includes remarks from Paulette Hasier, Chief of Geography and Map Division, Kathy Hart, Team Leader of Reference Team. Also includes are G&M story maps, and presentation by John Hessler, Cartographic Specialist.

* 1. Treasurer (Bruce/Marguerite) – We discussed proposed FY2020 Budget in the Midwinter meeting. Based on input at the Midwinter meeting, Bruce has allocated $500.00 to 5340 Speaker/Guest Expenses. Tammy sent out an email for review of the proposed budget and for a vote by this Friday. Results will be sent to Danielle.

Marguerite would like to form a task force to come up with proposals on possible fund expenditures. Ideas include travel funding for MAGIRT representation at major map conferences, travel funding for attending ALA for MAGIRT meetings. This will promote MAGIRT and possibly bring new members, and bring back old members.

* 1. Past Chair (Leslie, in absentia) –Positions needed for the 2019-2020: Chair for Cataloging Cartographic Resources Interest Group and Chair of Map Collection Management Discussion Group. Please get in touch with Tim and Carol if you are interested in those positions.

1. Old Business
   1. MAGIRT Spotlight Desk in ALA Lounge - Worked well in Midwinter meeting. Each round table has only one hour. We had a positive experience, will continue during the Annual Conference. The Spotlight Desk is highly visible, located next to ALA café and ALA bookstore. Maggie with membership committee would like to staff the ALA Lounge during the Annual Conference.
2. New Businesses
   1. Updates on Libguide. Can Connect replace functions in Libguide? Discussion on alternatives. Steps to take before migrating to another platform (Megan and Tammy).

Some officers feel that Libguide is not an effective tool for MAGIRT.   Now that we have our ALA Connect webpage (<https://connect.ala.org/magirt/home>) up and running, we can start having discussion on how do we can make use of this new tool, and whether it can replace the various functions of Libguide. Another great tool that we have for our use (mainly for depository) is MAGIRT ALAIR.

I believe one of the reasons is that Libguide is quite costly: $1,000 a year. I checked with Danielle. The only other round table that has a subscription of Libguide is GODORT, and they just renewed its subscription. You can see that they have 80 Guides and the Guides are quite heavily used.

As you know, Libguide is a content management system, providing access to library resources. Some of our members spent a lot of effort collecting good and useful resources for our use. There is a wealth of valuable information there on map librarianship and very useful resources for our every day’s work and references as geospatial librarians.

There are 97 resources in the asset libraries that need to be reviewed.

I know there are others in MAGIRT that has used Libguide in the past, and if you have something to share, we would like to hear from you, please send your suggestions to Megan

We will evaluate those ideas as a group. OPOC consists of its members, a member of the Chair Trio, and representation from Membership, Education, Publications committees, & the Webmaster.

As you can see, this is no small undertaking. It is a beginning of a conversation to review our web presence in light of the new ALA Connect, ALAIR, website, and Libguide, how we can effectively utilize all of our tools and resources. Eventually we come back to Executive Board and make a proposal for our updated web presence and workflow in light of our new tools.

Megan suggested that we archived any documents that are no longer in use in ALAIR, and any documents that are still relevant in ALA Connect. Megan already started the automated process of backing up files, downloading html webpage from Libguide. Louise suggested that we come up with a list of high-level categories in ALAIR and ALA Connect, which called them collections, such as *base line*, minutes, agendas etc. She reminded us that there is good support in ALA in using ALA Connect. Pam Atkins can help us doing things in the backend, such as change file structures and add new folders. We don’t have to feel overly constrained by their existing structures.

There is a home page tracking tool in Libguide, we can investigate on the usage of individual pages in Libguide.

* 1. ALAIR documents posted to MAGIRT Members Library (Louise) – completed with submission procedures, metadata best practices, and an instruction video of how to submit documents. Officers please make sure of them.
  2. John Olson’s *Mapping and Geospatial Resources from the Federal Depository Library Program* (John and Abbey)

<https://drive.google.com/open?id=18thCvy34X_vGOMzekAIbpDQP4V2qmuCK>

John Olson has completed the *Mapping and Geospatial Resources from the Federal Depository Library Program,* which would be our MAGIRT Electronic Publications #14.

Abbey has reached out to ALA Publishing and John followed their suggestions of giving a new title. John cited the original document *A Guide to the Cartographic Products of the Federal Depository Library Program*  and made sure that there are differences in the format and body of the new work.

John and Abbey has provided the document in the agenda. The next step would be to get the word out to MAGIRT membership and other map or government interest groups.

1. Committee/DG/IG Reports
   1. Bylaws & Governing Documents/Nominations & Awards Committee (Leslie, in absentia)
   2. Cataloging & Classification Committee (Iris) – Tim will replace Iris as Chair after the Annual Conference.
   3. Education Committee (Andy, in absentia)
   4. GeoTech Committee (Nicole, in absentia) - working with the “Guide for U.S. Map Resources” task force on the technology selection and interface testing.
   5. Membership & Marketing Committee (Maggie) – MMC reinstated Ryan Mattyke’s membership in MMC. Completed on letters to MAGIRT members who reinstated membership, completed on letters to members who dropped membership. Obtain feedback on why they drop MAGIRT membership. Will host a meeting with OPOC during the Annual Conference. Will work on getting promotional materials.
   6. Online Presence & Oversight Committee (Megan) – Discussed the future of libguide, see above under New Businesses
   7. Publications Committee (Abbey) – Reached out to ALA Publishing in regard to John’s *Mapping and Geospatial Resources from the Federal Depository Library Program* in copyright issues. John is looking for a new editor on “New Maps and Cartographic Materials” column in *base line*.
   8. Cataloging of Cartographic Resources Interest Group (Tim) – If you are interested in serving as the Chair of the IG after the Annual Conference, please get in touch with Tim.
   9. Map Collection Management DG (Carol) – Nothing to report
   10. MAGIRT/GODORT (GIS) DG Coordinator (Joy) - Nothing to report