

Draft Minutes:

RBMS Exhibition Awards Committee Meeting II
ALA Midwinter Conference, Sunday, 9 January 2011
Manchester Grand Hyatt, Mohsen A

Members present: Molly Schwartzburg (Harry Ransom Center, University of Texas, Austin), Chair; Cherry Williams (Lilly Library, Indiana University, Bloomington) (recording); Jessica Lacher-Feldman (University of Alabama); James Ascher (University of Colorado, Boulder); Ed Oetting, (Arizona State University); Jennifer Lowe (St. Louis University, St. Louis); Jason Kovari (University of Mississippi).

Guests: Deborah Whiteman (Santa Clara University); Elizabeth Call (Brooklyn Historical Society); Jeffrey Makala (University of South Carolina and RBMS Member-at-Large).

Members excused: Michael Taylor (Louisiana State University); Caryn Lazzuri (Folger Shakespeare Library).

Call to Order: 8:12 a.m.

Designation of recorder:

Cherry Williams was designated recorder.

Welcome, introductions, announcements

Molly recognized the service and retirement of former committee member Cynthia Requardt (Johns Hopkins University).

Committee members were reminded that award winners must remain confidential until announced by ACRL.

If members wish to be reimbursed for their shipping charges, **original** receipts need to be turned in to Molly as soon as possible.

Review and approval of Minutes of the June 2010 meeting

Minutes were approved as presented.

Financial: update on the Leab account, current year expenditures, etc.

The account's current status is as follows:

Principal Balance as of November 2010:	\$ 29, 884.21
Earned interest income, 09/01/10—11/30/10	\$ 198.72
Bank charges 09/01/10—11/30/10	\$ 45.24

Balance available in spending account, 11/30/10 \$ 153.48

Ed asked if there is there a way for us to grow the Leab endowment. Discussion was held regarding ways to accomplish this including increased publicity to raise awareness that this is the Leab Awards 25th anniversary year. Discussion was held about possible projects needing funding including the cataloging of the Leab materials held at the Grolier Club.

New Action Item 1: Molly will contact the Leabs to discuss ways of recognizing the 25th anniversary.

Follow-up to action items in ALA Annual Minutes

Because the 2010 Annual minutes included many action item follow-ups from the 2009 Annual minutes that had not been fully addressed/resolved at Midwinter, some 2009 action items were again discussed. 2010 Midwinter action item follow-ups are listed after the 2009-2010 items.

2009-10 Annual Action Item 2: Richard will create a formal report on the status of Leab archival holdings, to be posted on the EAC's web page. All EAC members should feel free to send relevant documents to Richard.

Materials at the Bancroft are uncataloged; at the Ransom Center there is a collection level record of one year's entries and winners; and the materials at the Grolier Club are off site and not available for inspection. Discussion was held regarding electronically archiving the winning entries.

New Action Item 2: Molly will review documentation of the holdings at each institution.

New Action Item 3: James will explore funding from Grolier Club to catalog winners.

2009-10 Annual Action Item 4: Richard will draft an article for Manuscript Society News. This has not yet been done.

New Action Item 4: Cherry will contact Pat Vaccaro of the *Manuscript Society News* to publicize that this is the Award's 25th Anniversary, that we accept entries from private collections, and to raise awareness in general about the award. She will also send an announcement to the *Miniature Book Society News* and *FABS*.

2009-10 Annual Action Item 5: Riva [Feshbach] will review the listservs of various ALA divisions to see if there are any (besides RBMS) to which EAC should send Leab Award announcements.

New Action Item 5: Molly will contact recent winners requesting quotes for use in 25th anniversary publicity and outreach.

New Action Item 6: Jessica will compile a list of additional regional archives list serves that would benefit from knowing more about the Leab Award. Suggestions include The National Council on Public History, AASLH: Association of State & Local History Societies; and Jeffrey, as the CALM liaison, will contact them.

2009-10 Annual Action Item 6: Richard will contact Megan Griffin about possibly publicizing the award in American Libraries.

We will not pursue this.

2009-10 Annual Action Item 7: James and Chris [Smith] will further investigate options for electronic submission of award nominations.

Completed. Almost all submissions are submitted electronically, so the committee discussed requiring electronic submissions. James expressed some concern that not everyone has Abode Reader. Discussion about how to deal with this followed and committee agreed that it is unlikely this will be a problem.

New Action Item 7: Submission form will remain as is, but website will state that all contestants must e-mail submission forms (with an alternative option for contestants without e-mail).

Discussion followed regarding the submissions. Chair currently must re-key (manually) all the data from each submission, electronic and hard-copy, into Excel. Molly asked whether a web submission form could be considered.

New Action item 8: Jason will ask the Web team to investigate whether it would be possible to have a web submission form that can populate a spreadsheet or database. If this is very labor-intensive, we can continue as is.

Committee discussed the lack of continuity of data from Chair to Chair since different Chairs have access to different data-entry systems (FileMakerPro, Excel, etc.). The Committee agreed that it is important for RBMS to have an official archive of all of the data. Current RBMS Archivist is Chatham Ewing from Illinois. At this point all archival materials have been requested in a print version only so we need to open discussion regarding materials that are born digital.

New Action Item 9: Molly will contact Richard about putting his files (in pdf format) on ALA connect. She will also contact Chatham regarding where and in what format we should store electronic entry forms.

2009-10 Annual Action Item 8: Richard will follow up with Molly about the creation of table labels [for Preconference display of submissions], particularly with regard to label design.

Molly will create labels. No further action required.

2009-10 Annual Action Item 9: Richard will create a list of recurring EAC Chair “to do” items, which can then be passed on whenever a new Chair takes office.

Molly is already at work on creating such a list.

2009-10 Annual Action Item 10: Richard will talk to Will LaMoy about whether the Publications Committee might serve as repository for EAC document templates (eg. logos, award certificates, labels, etc.) and take responsibility for producing these documents as necessary.

Will LaMoy is no longer a member of the Publications Committee; however he is still working with them as a volunteer and still handles the forms.

2010 Midwinter Action Item 1: Jeff will email Richard contact info for the ALA-SAA-AAM liaison.

Completed.

2010 Midwinter Action Item 2: James will send out a brief blurb to EAC regarding ALA Connect, how it works, and some of its uses. He will also investigate the “voting module” and report back to the committee about whether this presents a viable (and secure) tool for pre-polling of submissions.

No action needed, no changes will occur. We will continue to meet in person as a committee.

2010 Midwinter Action Item 3: As part of his review of the functions of ALA Connect, James will also investigate and report back to the committee about the mechanics of having a detailed online conversation regarding guidelines for electronic exhibitions.

See 2011 Midwinter Agenda Item #7 below.

2010 Midwinter Action Item 4: Richard will contact previous electronic exhibition award winners to request permission to use screen captures of opening pages in the EAC online exhibit of winners.

Completed. James has included this on the online submission form.

2010 Annual Agenda Item 9. Online Exhibit of Exhibition Awards Winners, Beta Version

James and Katie were thanked for their work on the Omeka project to exhibit the winners from 1996-present online. They decided that Omeka was too complex and required too much customization to be practicable.

The committee held a long discussion concerning alternative ways to put the winners online, since the website currently includes an exhibition of winners for only the first ten years. Jason noted that time is an issue for all committee members, therefore we need to clarify specifically what is it we would like to ask the Web team to do. He suggested that the celebration of the Leab 25th anniversary could be a good moment to get things done.

The committee decided that the best model would be a new, streamlined 25th anniversary site that is expandable to include future winners and is built on the RBMS template as a “gallery of winners” rather than a full-blown “online exhibition.” Jason responded that the Web Team may be able to build such a site by Annual. It was suggested that we contact the Leabs and ask them for introductory remarks reflecting on the award and their commitment to it.

New Action Item 10: Molly will contact the Leabs to discuss our idea for this new site honoring the EAC’s 25th anniversary.

New Action Item 11: James will consult with the Web Team to see if we can do this within the RBMS Website. Molly will gather all of the text & images necessary to populate the pages from the Ransom Center Leab Awards archive and elsewhere where necessary; Jason will also assist with the project.

Review of 2011 award cycle

There was some discussion re: the condition of one box. Otherwise, the cycle was unremarkable.

Introduction and discussion of proposal for EAC-sponsored online seminar on issues in Electronic Exhibitions

Molly turned the discussion over to James and Jason who proposed that the committee sponsor an open on-line seminar on the topic of online exhibitions. The one- to two-month project, open to all interested parties, would include a close reading of articles on the creation of electronic exhibitions, including parts of Sara Goodwin Thiel’s *Build It Once: A Basic Primer For The Creation Of Online Exhibitions* (Scarecrow Press, 2007). James and Jason have contacted the publisher, who will allow for the group to read one chapter a week, followed by discussion, in order to build a cohort of people who have a common language to discuss on-line exhibition construction. The seminar would take place in *digress.it*, a platform that allows group commentary on digital texts. The proposal was approved enthusiastically.

The committee also decided to have a parallel private intra-committee discussion on *digress.it* concerning the category guidelines for brochures and online exhibitions prior to Annual. The goal is to discuss these two categories in depth at Annual and to confirm and implement any changes at Midwinter 2012.

New Action Item 12: James will update us on the status of the *digress.it* seminar project.

Other business

The committee discussed ways to mark the fact that 2011 is the 25th Anniversary of the Exhibition Awards, including enhancing the Leab Awards table at Pre-Conference and ALA Annual this year with balloons, acknowledging the contributions of past Chairs, thanking the Leabs personally, and proposing a resolution to be read at Annual.

New Action Item 13: Molly will draft the resolution with Jeffrey's logistical assistance.

New Action Item 14: The committee will discuss the brochure category at ALA Annual, based on Caryn's observation that it does not account for a significant number of items produced by exhibitions in conjunction with exhibitions. Molly suggested that the committee consider sorting the brochures into two sub-categories, possibly expensive and inexpensive. We will also review the current arguably problematic requirements for brochures, such as acid-free paper and a cost of \$1 or less.

The meeting was adjourned at 10:11 a.m.

Respectfully submitted,

Cherry Williams, recorder

Minutes revised by Molly Schwartzburg, chair.