

Board Meeting Minutes

Name of Group: New Members Round Table Executive Board

Type of Meeting: E-Board Meeting

Date Submitted: April 16, 2009

Date and time: April 6, 2009 – April 13, 2009

Place: NMRTBD-L

Name of Chairperson: Laurel Bliss, President

Name of Recorder: Maureen Barry, Secretary

Attendees:

Officers: Laurel Bliss, President; Linda Crook, Networking Director; Courtney L. Young, Vice President ; Jenny Emanuel, Councilor; Nanette Donohue, Past President; Anne Robert, Leadership Director; Maureen Barry, Secretary; Dawn Lowe-Wincentsen, Member Services Director; Erin Ellis, Outreach Director; Amy Gonzalez Ferguson, Treasurer; Nancy Gibson, Assistant Treasurer

Guests: Holly Wilson, Deana Groves

Signature of Recorder/Secretary on Official Copy of Minutes: Maureen Barry

Body of report:

I. Call to Order and Introductions

The meeting was called to order by Laurel Bliss on April 6, 2009 at 11:34 AM ET. Each member present introduced herself to the Board as she joined the meeting.

II. Approval of Minutes

- a. Linda sent a document with suggested cosmetic changes to be made to the minutes. Courtney corrected a few typographical errors, and suggested the following action be added to the portion about updating the NMRT brochure: “I recall that the action item for ‘NMRT brochure is about 3 years old. John has money to work with a graphic designer to help update/produce an updated brochure.’ included Erin Ellis in collaboration with Membership, Promotion, Diversity & Recruitment co-chairs would work with John on the redesign.” The corrections were made, and the minutes were approved unanimously.

III. New Business

- a. Proposal submitted by Scholarship, Research and Writing (SRW) Committee co-chair, Deana Groves

- i. Deana presented the proposal to create a new NMRT committee to implement a new electronic scholarly publication. (Proposal attached).
- ii. Amy moved that the Board create a new NMRT committee to be charged with implementing a new scholarly electronic journal for the NMRT membership. Linda seconded the motion.
- iii. Laurel opened discussion about the proposal.

Dawn asked what would happen to the current committee if the Board votes to create a new one. She suggested the current committee could exist under a new charge.

Anne inquired about which Board member would supervise the new committee. She raised the concern that the Leadership Director already oversees 6 committees.

Erin commented that she likes the idea of adding book reviews to the publication. That will give more opportunities for publishing. Erin also asked if it would make more sense for the Footnotes and SRW committees to report to the same director. If we're concerned about the number of committees that report to the Leadership Director, could one committee move to be supervised by another Board member?

Anne suggested that the 3M Grant committee (currently supervised by the Leadership Director) could move to the director that oversees the 3M Social. She also agreed that it would make sense for Footnotes and SRW committees to report to the same director, but was unsure if they both report to the Leadership Director.

Dawn replied that Footnotes is under the Member Services Director. She suggested that the Board could create a publications committee and group Footnotes and SRW both as subcommittees. She also cited a concern that both committees have heavy workloads.

Courtney agreed that modifying the charge for the SRW committee could evolve the committee into a "SRW2" committee. She suggested that the terms for this committee should be longer (2 years) for the Editor and Assistant Editor. Courtney suggested that it would be okay for Footnotes and SRW committee to report to different directors as they provide very different types of information in the publications. She also pointed out that Footnotes would be responsible again for the May issue. Depending on what the Board decides, we might have to consider if the May issue will be electronic or print, and if the Footnotes committee will have trouble getting writers for the May issue.

Laurel agreed with Dawn's idea to modify the charge of the SRW committee, and with Courtney's idea to extend the Editor and Assistant Editor terms. She asked Deana for her thoughts and comments.

Deana responded, agreeing with Dawn that it would be logical to align the two publications, especially if they are both produced electronically. The possibility of some overlap in duties does exist and housing both publications within the same committee might streamline production. Deana also agreed with Courtney's suggestion to extend the terms of the Editor and Assistant Editor. Deana hopes the size of the committee will remain the same (8 members plus the Editor and Assistant Editor). Deana feels if Footnotes were to resume the May issue then an electronic edition would be appropriate. Many people are now accustomed to using various electronic devices to plan and track conference schedules. We could poll the NMRT membership to get their feelings on missing the print issue. She also pointed out that publishing electronically will save NMRT money.

Dawn suggested that if the SRW publication is changed to a twice a year publication and *Footnotes* to a twice a year publication, both electronic, some form of committee combination could work. Both publications require a lot of work and having *Footnotes* and the scholarly publication come out at the same time seems a bit excessive. Dawn asked for Holly's (current *Footnotes* Editor) thoughts on this.

Holly commented that it would be appropriate and possible for Footnotes to resume a May issue, and strongly supports it being an electronic only issue. This will ensure ease of access and consistency. It would add some work to the Footnotes Committee, but she expressed that she is not too concerned about that. Holly recommended that the *Footnotes* Editor and Assistant Editor be 2 year terms (each). She said that would allow for a more thorough training period of the Assistant and a smoother transition between Editors and Assistant Editors.

Laurel recapped the discussion thus far. "We have a motion before the board to 'create a new NMRT committee to be charged with implementing a new scholarly electronic journal for the NMRT membership.' We have general consensus that SRW could migrate to SRW2, and take on responsibility for the scholarly e-journal. They would give back the print May issue of *Footnotes* to the Footnotes Committee. The committee could make that issue electronic as well. Both SRW2 and Footnotes would have 2 year terms for their chairs/Editors and Assistant chairs/Assistant Editors. SRW2 would report to the Leadership Director, as SRW has. Footnotes would continue to report to the Member Services Director. These conclusions are substantial amendments to the existing motion. At the very least, the new plan would change a committee charge,

rather than create a new committee. According to parliamentary procedure (Sturgis p 48), a board member ‘may move to amend the motion by substituting the following motion....’ If that happens, and is seconded, we could vote on the amended motion.”

- iv. Nanette moved to amend the motion based on Laurel’s recap. Courtney seconded the motion.
 - v. Maureen added (as former co-chair of the Scholarship, Research and Writing Committee) that she is thrilled with moving forward to approve an electronic format for this publication. It will save NMRT money, but more importantly, it will allow the committee to provide wider access and a better opportunity to focus on quality content. Also, there will be more opportunities for NMRT members to publish via this format.
 - vi. A vote was called for approving the amended proposal, and it was 9 to 0 in favor of approving the proposal. The motion to approve the amended proposal carried unanimously.
- b. Report from the Ad hoc Fundraising Committee
- i. Courtney provided some background information and a report on the committee’s work toward creating a Fundraising Coordinator position (position description attached).

During the 2009 NMRT Midwinter Meeting in Denver, NMRT President Laurel Bliss formed a working group charged with evaluating the vacant Fundraising Coordinator position. The members included Courtney L. Young, NMRT Vice-President, Nanette Donohue, NMRT Past President, Amy Ferguson, NMRT Treasurer, and Nancy Gibson, NMRT Assistant Treasurer. The working group was asked to present a report with recommendations at the spring 2009 e-Board meeting.

The group discussed the history of the position, including reviewing the proposal brought to the NMRT Executive Board e-Board Meeting in March 2006 (available in the meeting minutes at http://www.lib.lsu.edu/ALA/nmrt/emeeting_March2006.pdf). The proposal to create a Fundraising Coordinator was approved at that meeting. The inaugural Fundraising Coordinator would be appointed by the Vice-President as a part of her appointment duties. Based on input by the parliamentarian, once that coordinator completed her term the position would be elected. Unfortunately, the inaugural Fundraising Coordinator resigned before assuming her duties. The position has been vacant ever since. In light of a number of financial challenges and opportunities, the working group has determined it is time to move forward with the position.

Past barriers in recruiting a Fundraising Coordinator have included lack of a position description, length of appointment, and a general lack of interest. The working group's recommendations should allow the round table to get back on track and fill a key position.

The working group recommends the current Vice-President appoint a Fundraising Coordinator to serve for two years. NMRT needs a member to step into this role and explore the possibilities. A hands-on approach to developing the position will allow us to move past the identified barriers and prioritize the tasks associated with the position. This member will provide leadership and vision for the position and collaborate with the NMRT Board to fine-tune the position, including but not limited to: appropriate revisions to the draft position description (including time line), relationship development with appropriate ALA offices, units, and external vendors, and implementation strategies for the elected successor (models of giving, identified funding opportunities, etc.).

The attached position draft is a springboard for the appointed Fundraising Coordinator to work from. Italicized items are part of the ECRC position description this position was derived. The working group recognizes that some of these tasks are being completed by other committees (EBSCO bags are currently secured by Orientation committee), but thought it might be worth considering if any external vendor relations are within the scope of the position.

- ii. Laurel thanked Courtney and the committee for their hard work on this proposal and opened further discussion.

Dawn asked how this position would be filled.

Nanette responded that the working group has already identified an appropriate candidate who is interested in the position and who is willing to help develop a position description during her term. After her term, the position would be elected.

Laurel stated that she is pleased we're making progress with the Fundraising Coordinator position.

- c. Discussion about the new NMRT brochure (brochure will be attached when the minutes are finalized in PDF format as I do not have a Word version of the brochure).
 - i. Laurel forwarded the brochure to the Board. Discussion ensued.

Linda suggested that "Experience is not required, it's gained" would make a great tag line. She also suggested that the brochure's wording could use some more work.

Dawn suggested that a small subset of Board members work on the verbiage for the brochure and get it to John Chrastka, ALA Membership Development Director, in about a month (in time to print the brochure before the annual conference).

Laurel agreed with Dawn's suggestion. She asked for volunteers. Linda and Maureen agreed to work on the brochure. Nanette also volunteered if she is needed. (After adjourning, it was decided that Linda, Maureen and Jenny will work on the brochure).

IV. Adjournment

- a. Nanette moved to adjourn the meeting. The motion was seconded by Linda.
- b. The meeting was adjourned by Laurel on April 13, 2009 at 1:50 PM ET.
- c. The next meeting will take place Monday, July 13, 2009 at 8 a.m. Location TBA.

Respectfully submitted,
Maureen Barry
NMRT Secretary

Scholarship, Research, & Writing Committee Report

E-Board Meeting, April 7, 2009

Respectfully submitted by:

Deana Groves, Chair

Elizabeth Goldman, Assistant Chair

1. Action

SRW Chairs reviewed ALA Round Table publications and determined the Government Documents Round Table (GODORT) is the only one to create a peer-reviewed publication, *Dtt*. This publication is delivered in a printed format and available only to paid members. Effort was made to contact the GODORT Publication Committee chair and *DttP* Editor with questions and recommendations for a NMRT peer-reviewed publication; however, no responses were received.

Recommendation

Several print copies of *DttP* were obtained by Deana; after browsing the publication it was determined that the publication is developed well beyond what NMRT is currently capable of producing. The publication is comparable to a mainstream peer-reviewed journal. However, the idea of a book review column was obtained from this experience. The concept of a members-only subscription goes against the idea of advancing publicity of NMRT published manuscripts. SRW Chairs recommend allowing open access to NMRT peer-reviewed publication.

2. Action

With the help of Kim Sanders, Deana contacted ALA Publishing to determine an estimated cost for shifting the duties of layout and design of the peer-reviewed *Footnotes* issue to ALA Publishing. Currently ALA Publishing is only contracted to print and distribute the annual printed publication.

Recommendation

ALA Publishing estimate:

Layout & design: \$90 per page @ 12 pages = \$1080 (currently a 12 page publication)

Current cost of print & distribution: \$2341

Total estimated cost = \$3421

Due to increased cost for print publication and limitations placed on length of each issue, SRW Chairs recommend moving to electronic only distribution of scholarly issue.

3. Action

SRW Chairs determined procedures to request indexing the NMRT scholarly publication in Library Literature and Directory of Open Access Journals.

Recommendation

Neither database allows indexing of newsletters; therefore, SRW Chairs recommend NMRT establish a new peer-review publication independent of *Footnotes*. This action will require the formation of a new committee; however, the responsibilities will be closely aligned with those currently carried out by the SRW Committee – slight changes have also been incorporated to reflect an electronic-only publication.

Example:

Proposed Organization/Committee within NMRT

All committee members serve in the capacity of reviewer and must be available for consultation should an author seek assistance with style or content of an accepted article.

Proposed Committee Roles

- **Editor** – Manage the call for proposal and peer-review process
- **Assistant Editor** – Assist in peer-review process and uploading files
- **Peer Reviewers** – Number to be determined based on the size of the publication. These may come solely from NMRT. The publication would probably need at least one or two from each specialization (Public Service/Reference; Technical Services, Collection Development, Systems, etc.). Must be published or been involved in a peer review process.

Annual Budget: Cost for ALA Publication Office to send email alert to NMRT membership.

Committee Charge: The purpose of the Committee is to provide NMRT members with the opportunities for publishing by producing a peer-reviewed publication.

History of the Committee: The history of the Committee evolved from the Scholarship, Research, and Writing Committee which evolved from the New Writers' Support Ad Hoc Committee in 2005.

Major Responsibilities

1. Gather submissions
2. Review manuscripts and offer suggestions for revisions to contributors.
3. Prepare data for copy and layout online
4. Upload the web files for the online distribution
5. Send e-mail alert to ALA publishing office announcing release of online issues.
6. Send e-mail alert to members of NMRT-L announcing release of online issues.

Procedures Used to Accomplish Major Responsibilities

1. Notify members of the Executive Board, including all committee chairs and liaisons, of the deadlines for information with a copy in writing to remind them.
2. Edit the copy
3. Maintain e-mail or phone contact with authors about submission guidelines, deadlines and revisions.
4. Create and upload web files for online issues.
5. Announce release of the issue to the NMRT membership.

Committee Composition and Term(s) of Office

- Editor (one year term)
- Assistant Editor (one year term prior to assuming Editor)

- Committee members
- Committee appointments are Annual to Annual

Reports to: Leadership director

Contact People for Accomplishing Committee Objectives

- NMRT President
- NMRT Leadership Director
- NMRT Treasurer
- NMRT Membership
- NMRT Vice-President
- NMRT Staff Liaisons
- NMRT Committee chairs and liaisons

Publicity Needs: Publicity is needed to solicit articles. Publicity is accomplished through listserv messages and maintaining the committee Web site.

Forms Used by the Committee: none

Documents to Create/Update (e.g., Flyers, Brochures, etc.): The peer-review publication is created one time per year. *(Suggest including the option of increasing number of publications if number of article proposals support additional publications.)*

Reminders and Helpful Hints: An e-mail alert is sent to the NMRT membership announcing the release of the online issues. The Editor sends the text and accompanying URL to the contact in the ALA publishing office, who then sends the e-mail alert to the membership. All costs of sending the e-mail alert is handled internally through the ALA Staff Liaison to NMRT and the NMRT Treasurer. The Editor of *Footnotes* will also announce the issue to the membership via NMRT-L.

General Timetable *(adjustments may be needed (see Final Thoughts))*

July/August: Solicit articles from NMRT members.

September: Deadline for proposals. Committee Planning Report due.

October: Committee reviews proposals and chooses 3 to 4 articles.

January: Articles due mid-month. Committee begins to review and edit articles. Committee progress report due.

February: Committee completes article review and returns articles to authors for revision.

March: Authors submit second (final) drafts to committee.

April: Prepare copy and web files

May: Send text of e-mail alert announcing release of online issue to ALA Publication Office for distribution to NMRT membership. Also announce issue on NMRT-L.

June: Annual conference – Annual report due.

4. Action

The addition of book and electronic resources review columns will give NMRT membership other venues to gain writing experience as well as add value to the publication.

Recommendation

Review columns assigned to particular committee members or possibly solicited from NMRT general membership.

Example Table of Contents:

*Greetings/Remarks/Message from the President

*Greetings/Remarks/Message from the Chair

*Free electronic resource of the month

*Peer-review article #1

*Peer-review article #2

*Peer-review article #3

*Peer-review article #4

*Book review #1

*Book review #2

*Book review #3

(More or less articles and book reviews depending on what members submit for each issue.)

*Committee Spotlight (I've been rolling the idea of incorporating committee reports - maybe choosing one that is a hot topic (i.e. the NMRT social committee) and have a short summary of activities...)

Final thoughts:

In order to index NMRT membership writings the scholarly publication must break-away from *Footnotes*.

Electronic versions of publications in now mainstream (see Midwinter SRW Committee report)

In order to allow open access, have more flexibility with the number/length of articles and inclusion of regular review columns without increasing cost of publication, the scholarly publication must become an electronic publication.

Consideration should be given to structuring this publication as a traditional peer-reviewed journal. For example, publish more than once per year and call for proposals changed to call for papers. Naturally these suggestions will alter the current General Timeline as stated above.

Possible names of new scholarly publication include Citations and BookEnds.

Fundraising Coordinator DRAFT

General Description

The fundraising coordinator works with ALA contacts, the board, and membership to pursue funding opportunities leading to new and improved revenue streams for NMRT. This is accomplished through establishing models and/or themes of giving. This work is done in collaboration with the NMRT Treasurer and Assistant Treasurer.

The fundraising coordinator offers one a chance to gain solid experience in donor relations, fundraising and giving, fiscal management and budgeting for a sizable organization, in forecasting, and in working with other units within ALA.

Term of Office

For 2009-2011, the position would be appointed. For 2011-2013, the position would be elected by the NMRT membership.

Purpose

The purpose of the Fundraising Coordinator is to raise funds and develop giving models for NMRT programs, scholarships, awards, and other round table activities.

Major Responsibilities:

1. Act as a liaison between the exhibitors, the Exhibits Round Table, and ALA/NMRT.
 - o *Obtain gift bags from EBSCO for Orientation Committee (Midwinter and Annual).*
 - o Work to fulfill other Committee vendor requests.
 - o Meet with Exhibitor's Round Table (ERT).
 - o *Contact Alfred Jaeger, Inc. to obtain annual donation for NMRT Resume Review Services.*
2. Attend Exhibitor's Round Table meetings at Midwinter and Annual.
3. Brainstorm and develop new ways that to serve as liaison between the exhibitors and NMRT.

Procedures Used to Accomplish Major Responsibilities:

1. *Contact EBSCO representative 6 weeks to 2 months prior to conferences to arrange for delivery of bags.*
2. Attend ERT Board meeting at Midwinter and Annual in order to discuss opportunities for ECRC to assist exhibitors at both conferences.

Reports to: President

Contact People for Accomplishing Committee Objectives:

1. NMRT President
2. NMRT Vice-President/President-Elect
3. NMRT Past President
4. NMRT Treasurer
5. NMRT Assistant Treasurer NMRT Liaison
6. ALA Liaison
7. ALA Membership Services Director
8. ALA Development Officer

Records Generation and Archiving Schedule:

The Fundraising Coordinator maintains print or electronic copies of all correspondence.

Documents to Create:

Maintain updated list of donating vendors and contact information.

Reminders and Helpful Hints:

Attend the ERT meetings and get to know the exhibitors.

Attend the NMRT Executive Board Meetings at Midwinter, Annual, and any e-Board meetings.

GENERAL TIMETABLE**ON-GOING**

- Throughout the year, as requests are received for specific needs and projects, contact exhibitors for contributions. Midwinter conference requests receive first priority.

AUGUST

- Contact all NMRT officers and committee chairs, outlining procedure for requesting vendor support. Refer them to the Committee Request Form for Exhibitor Support available on the NMRT homepage.

NOVEMBER

- Contact EBSCO representative for bags for Midwinter Orientation.

DECEMBER

- Prepare Midwinter report

MIDWINTER

- At conference thank exhibitors who have contributed and make contact with those who will receive requests for assistance before the Annual Conference. Try to finalize needs for Annual Conference with committee chairs.
- Attend Exhibitor's Round Table (ERT) meetings.

JUNE

- Prepare vendor lists.
- Prepare report for Annual Conference.

ANNUAL

- Attend ERT meetings. Thank exhibitors. Make preliminary lists of needs and priorities for committees for next year.