

DRAFT MINUTES

ALCTS/PARS Executive Meeting I

Sunday, January 9, 2011

10:30 to 12:00 noon

San Diego Convention Center (SDCC) - Room 01 A

San Diego, CA

Committee Members:

Present:

Tara Kennedy (Chair)

Ann Marie Willer (Vice Chair/Chair-Elect)

Karen E. K. Brown (Past Chair)

David Lowe (Secretary)

Emily Holmes (Member at Large)

Kris Kern (Member at Large)

Excused:

Holly Robertson (Member at Large)

Also attending: Charles Wilt (Executive Director, ALCTS); Andy Hart (PARS Liaison to ALCTS)

1. Approval of Minutes: PARS Executive I, Sunday June 27, 2010
Approved

2. Approval of Exec I and Exec II Reports: ALA Midwinter Meeting 2011

Approved

3. ALCTS/PARS Business

- a. Relevant information from ALCTS Board meeting
 - PARS membership was up .75%, one of only 2 sections with an increase*
 - Recent PARS restructuring was mentioned as a model for others*
 - Recruitment/retention as priorities*
- b. White Paper(s) concerning the Midwinter meeting
 - White paper by Keith Fiels, takes the position that ALA should not cut its midwinter meeting*
 - See also discussion below on the ALCTS white paper by Camila Alire.*
- c. Web site updates
 - Web site update was featured at PAIG on Saturday and the Exec consensus is admiration and gratitude for a job well done.*
- d. Recruitment difficulties – how to improve?
 - For related discussion, see ALCTS white paper discussion, below*
- e. AIIM liaison?
 - Will likely not replace*
- f. Traditional Cultural Expressions – Preservation section
 - Per email discussion, likely to approve*
- g. PARS Programs at Annual – review
 - (carried over to Meeting II on Mon.)*

4. Other Business

—*KB will take the helm of Nominating Committee from Walter Cybulski, its past chair*
— *Charles Wilt spoke about the Preservation Week Working Group. He is thinking about the sustainability of the group for the long term. He thinks Exec should look more closely at the membership of the group for the future: at present it is too DC-centric and with too many non-library (i.e., consultants) in the group. Because so many LOC people are involved there may be future intellectual property issues in the future. Charles recommends that in the future the group contain members not as tied to these large institutions. One way to do this might be to form a smaller steering committee that would oversee the work of smaller, task-focused working groups (such as website development, program development, education, etc.). Ann Marie Willer will discuss this with Jeanne Drewes, current chair of the working group, to gauge her thoughts, given her considerable work and experience establishing this group.*
—*The white paper, Reshaping ALCTS: Final Report by Camila Alire of the Executive Board, centers around the concept that ALCTS needs to decide about its reorganization*
—*Report recommends incremental, not drastic, changes: baby steps*
—*Structural changes could include: a 50 member minimum per section, with a plan to monitor numbers; travel cost strategies: turning to virtual meetings, realizing that connectivity in some hotels is costly; alternating committee meetings across conferences; having committee members serve longer terms; idea that if twice yearly attendance were not required, more might volunteer to serve on committees*
—*Handout: ALCTS proposed revised master schedule if there were to be only one annual meeting, and no midwinter*
—*Sadly, of 4,000 ALCTS members, only 200 responded with feedback*

—*KB will forward info on how ALCTS wants input about potential reorg*
—*AH noted a mismatch between what people want and what potential changes would actually produce*

5. Awards

— *Whitney Baker and Liz Dube won the Best of LRTS award for their recent book Identifying Standard Practices in Research Library Book Conservation*

—*Tara asked Exec to inform her of any ideas for a Presidential Citation for this year [deadline?]*

—*Exec discussed the possibility of establishing an award to be named in honor of Jan Merrill Oldham. Charles Wilt joined the group to discuss. He reports that there will be multiple steps to this project and there are a couple of different routes that may be taken, but also cautions that it will take at least until 2012 for implementation. If Exec agrees upon establishing this award (either by creating a new one or by renaming a previously established one), it will then go to ALCTS Board, who must approve. After that, it would go to Charles for review and then to the ALA Awards Committee (note: ALA Awards Manual gives very detailed instructions, which must be followed to the letter). Charles can help us find a sponsor and says that if we already have ideas for a sponsor, we should go ahead and make some preliminary inquiries. Sponsors must make a minimum three year commitment.*

—*Charles also mentioned that LBI sponsorship of Cunha/Swartzburg award has run out. They are not interested in hosting a travel award, but instead would like to fund a scholarship award for library school.*

Respectfully submitted,

David Lowe, gratefully acknowledging Emily Holmes for her notes from the first part of the meeting.

DRAFT MINUTES

ALCTS/PARS Executive Meeting II

Monday January 10, 2011

9:00 a.m. to 12:00 noon

San Diego Convention Center (SDCC) - Room 30 A

San Diego, CA

Committee Members:

Present:

Tara Kennedy (Chair)

Ann Marie Willer (Vice Chair/Chair-Elect)

Karen E. K. Brown (Past Chair)

David Lowe (Secretary)

Emily Holmes (Member at Large)

Kris Kern (Member at Large)

Excused:

Holly Robertson (Member at Large)

1. **Carry Over Discussion from PARS Exec Meeting I, per its agenda numbering:**
 - 3c. Jianrong Wang did a great job on the new PARS website. As she mentioned at PAIG, we do need a new logo. Maybe the Preservation Week one?
 - 3e. AIIM liaison will not be replaced
 - 3f. Presidential TF on Traditional Cultures: document was to be presented to Council this same day
 - 3g. PARS programs at Annual: 1) Daniel Burge of IPI and 2) the Film Festival, with Elizabeth Walters officiating

--Jennifer Hain Teper's book on conservation lab design was approved and is in process
--ARL Stats: Maybe have an update at PAIG at Annual? At any rate, use the ARL blog to share ideas. Karen will ask about follow up.
--British Library: getting Caroline Peach into the communication loop
--possibly overlooked per yesterday's discussion re: possibility of cancelling Midwinter meetings: the Banks-Harris Award reception would need to be accommodated at Annual; could arrive on Thurs. morning and have PAIG on Fri. morning

2. Announcements

3. **Nominations**

--As Chair of Nominating Committee this year, Walter Cybulski's suggestions are: first, make sure nominees are ALCTS members and contact them early and often. Next time, Nom. Chair will be Karen, and she plans to start earlier than fall. Will need to fill a Member at Large slot, and its candidate list is already coming along.

4. **Working Groups**

New Members WG: only Emily cycling off
Web TF: Holly cycling off

5. **Action Items to be taken to ALCTS Board Meeting II**

--Continuing Ed.: Committee has to update form for instructors. Karen B. and Jake N. are cycling off. Will soon be Stephanie Lamson's responsibility and she'll need to start recruiting instructors soon.

6. Other Business/Action items to be taken forward

7. New Business

8. Committee, Liaison and Working Group Reports

--Tara will post the committees spreadsheet to ALAConnect; will have slots to fill in

Publications as well as Standards & Practices (of which Ian Bogus is currently chair, then Kim Peach will be)

ALCTS Level Liaisons	To:	External Liaisons	To:
Julie Arnott	ALCTS Programming	Tom Clareson (expected to remain)	Heritage Preservation
Walter Cybulski (not at conference)	ALCTS Nominating	Jennifer Hain Teper (not at conference; expected to remain liaison)	AIC
George Blood	ALCTS Org&ByLaws	Randy Roeder	CCDA
Elise Calvi	ALCTS Rep to LRTS Ed. Bd.	Julie Arnott (newly appointed)	IFLA
Kris Kern	ALCTS Budget & Finance	Still need person to replace Myron Chace, but will likely not replace.	AIIM
Gina Minks	ALCTS Membership		
Andrew Hart	ALCTS Planning		
Nancy Mitchell Poehlmann	ALCTS Publications		
Stephanie Lamson	ALCTS Continuing Education		

- GODORT Liaison (Sara Erikson):
 - State and Local Documents Task Force will probably discuss planning at Annual in New Orleans; not a program—format TBD at TF meeting; Who would lead it is a primary question, and lots of PARS people would be good candidates
 - GPO is working with Ithaka; they have new \$ to digitize the Congressional Record 1873-1998 and Statutes at Large 1951-2002 and maybe the Constitution Annotated; these are in the works
 - GODORT is reevaluating its charge; the original was to evaluate *materials*; they have liaisons to RBMS, Maps & GIS, DPIG
 - Karen suggested Sara forward relevant info to PADG-L or post to Connect, and vice

versa

--Trying to set up a program at Annual on digital preservation of local born digital records and/or web sites; lit search disturbed Sara, so little action taken; got leads on 3 municipalities doing something: Denver, Austin, and KC, MO; Exec agreed that PARS would be a willing co-sponsor, so Tara is happy to sign program paperwork

- New Members WG (Emily Holmes)
 - Sent out a copy of the Quick Guide; only Emory and Karen responded w/ some edits, which are about ready
 - Karen suggested talking to Jianrong about website placement--should be high
 - Rosters should be done by the WG chair each year; need list of students and new members
 - Roster and Quick Guide should be separate documents
 - Not about recruiting, but mentoring/keeping
 - Emily's goal is to get procedures codified for the next leader
- ALCTS Planning (Andy Hart)
 - Things are moving forward on an IG coordinator, as ex officio of ALCTS
 - Working on a tracking mechanism, separate from the Strategic Planning database, based on members' reports; a pilot document is on Connect
 - The old strategic plan has expired; the board urges pursuing not a 5 year plan but instead a list of priorities that are not exclusive of everything else; Exec: What would rise to the top? (Virtualization, branding/marketing?) Next steps: ALCTS Planning will draft a document by March 1, then have some discussion for Annual. Send priorities to Andy--not a SWAT analysis, but priorities
- ALCTS Budget & Finance (Kris Kern)
 - For FY2010, ALCTS was in the black, even over; publishing was even better than reported on Friday. Publications, webinars, and preconferences have all been very successful; webinars wildly so, exceeding budget projections by 627%
 - eLRTS coming out in spring
- PAIG (Adrienne Bell)
 - 56 attendees this conference—down but not unexpected
 - Speakers were well received; report will be on Connect
 - KB: Maybe a poster session at Annual? Did have an inquiry for one this time, about an AV survey. AB: Did have a marketing person offer poster session presentation advice
 - The agenda for Annual is $\frac{3}{4}$ done.
 - KB: Maybe a placeholder for ARL stats? AB: Sure.
 - At Annual, PAIG will be from 12-4pm
- Continuing Ed (Stephanie Lamson)
 - Need to line up webinars; so far, have Nancy Kraft on disaster plans and Jeanne Drewes on Culpepper/IPI photo preservation
 - Will be an eForum in February on Preservation Week with Jeanne and Karen Milewski; Amy Rudersdorf on Digital Preservation also planned
 - Fundamentals of Preservation course well received
 - For summer/fall: Intro to Preservation Metadata and another similar to Preservation Week
- Program Planning & Publications (Kim Peach, vice-chair reporting first, then Stephanie)
 - Producing Preservation Info Directory; will be a .pdf—creating a database was just too

much; hoping to add Google maps functionality; next steps are to talk to Christine
--SL: the 4pm PPP meeting on the schedule will be removed since not used;
--May have an eForum on Pres stats, from which the ideas would be shared w/ ARL
--Promoting Preservation: no action items

--Programs for Annual:

- 1) Planning for the Worst: Disaster Planning in High Density Storage
- 2) Film Festival
- 3) Recording Preservation Actions in the MARC 583 field (Sun. 1:30-3)
- 4) PARS Forum (Sun. 4-5:30)

--Digital Preservation Institute will be held in Albany 2nd week of June

- Preservation Standards & Practices (Ian Bogus)

--The Audio Core Metadata TF has completed its charge—just need to update document and transfer that to the PS&P chair; TF may then be disbanded, but would like to disseminate the document produced

--Digital Preservation forum idea: Penn State is setting up a digital preservation system for all its campuses, and if Sue K. is coming to Dallas that might work as a topic; Ian will ask DPIG

--BPIG: lukewarm reaction to idea of featuring social media tools as aide in outreach to donors; need someone who is actually doing this

--Ian agreed to scope the need for a TF idea about centralized digitization standards

Respectfully submitted,

David Lowe