

## **RBMS Executive Committee Meeting**

ALA Midwinter Meeting  
 Sheraton Denver Downtown, Silver Room  
 Monday, February 12, 2018  
 8:30 a.m.-11:30 a.m.

### **Call to order**

The RBMS Executive Committee Meeting was called to order by Athena Jackson at 8:30 a.m.

### **1. Introductions / Attendees**

#### *Executive Committee*

Athena Jackson (Chair; Penn State), Shannon Supple (Vice-Chair/Chair Elect; Smith College), E. Haven Hawley (Secretary; University of Florida), Elizabeth Joffrion (Member-at-Large; Western Washington University), Elizabeth Call (Member-at-Large; Columbia University), Heather Smedberg (Member-at-Large; UC-San Diego), and John Overholt (Past-Chairperson, Harvard University)

#### *Guests*

Alex Johnston (University of Delaware), Anne Bahde (Oregon State University), Beth Kilmarx (Binghamton University), Blynn Olivieri (University of West Georgia), Danielle Culpepper (Rare Book School), Leah Richardson (George Washington University), Margaret Gamm (University of Iowa), Amy Chen (University of Iowa), Christina Kasman (Yale Club of NYC), Kimberly Tully (Temple University), Charlotte Priddle (New York University), Audrey Pearson (Yale University), Francis Lapka (Yale University), Brenna Bychowski (Yale University), Sara Logue (Princeton University), Michael Inman (New York Public Library), Kate Hutchens (University of Michigan), Curtis Small (University of Delaware), Porsche Schlapper (STL Mercantile Library), Erika Dowell (Indiana University), Deborah J. Leslie (Folger Shakespeare Library), Brittney Washington (Folger Shakespeare Library), Anna Chen (UCLA), Kalan Knudson Davis (University of Minnesota), Nicholas Martin (New York University), Mary Lacy (Library of Congress), Jane Gillis (Yale University), Arvid Nelsen (Southern Methodist University), and Kate Moriarty (Saint Louis University)

- 2. Review and finalize agenda (Athena Jackson)** Athena Jackson added items under New Business regarding moderator for RBMS listserv, scholarships, and ALA organizations, and removed 7.1 from agenda. A break will be provided during meeting.
- 3. Meeting protocol (Athena Jackson)** Jackson spoke about achieving balance as Executive Committee seeks to follow protocol (Sturgis) and ensure inclusivity.
- 4. Approval of minutes from ALA Annual Meeting 2017 (Athena Jackson)** Minutes approved (with minor correction).
- 5. Reminders for committee chairs (Athena Jackson)**
- 5.1 Meeting Schedule, Meeting room setups (Athena Jackson)* Jackson noted that virtual meetings may be held instead of face-to-face meetings. Virtual meetings may be held at any time but generally follow the same requirements, such as 10 days advance notice and public results – with 30 days or less afterward (posting to website). However, draft minutes must be posted within 2 weeks. Reminder to committees: Please avail yourselves of protocols for virtual meetings which can be found at <http://www.ala.org/acrl/resources/policies/virtuallfaq>
- Specific comments about scheduling and setup at ALA Midwinter 2018 included noting that “no conflict” blocks cannot be used for RBMS meetings; review of rooms before meetings can allow for quick adjustments (such as calling for additional chairs); 1 hour might be sufficient for Discussion Groups (though time allocation depends on the day of the meeting); and some committee chairs also are conveners. Information should be provided to Vice-Chair.
- Points of discussion included that ALA Connect sessions need to be arranged in advance; that committee work conducted synchronously does not comprise an authorized meeting; that the Secretary needs to ensure that all agendas are posted in advance to the website; and that the recent shift to Sturgis meeting rules occurred after a discussion at 2015 ALA Annual RBMS Executive Committee meeting to use Roberts.

*5.2 Information Exchange Reports  
(E. Haven Hawley)*

Hawley asked that Information Exchange Reports be sent by Sunday, Feb. 25, with Committees/Task Forces sending draft minutes of meetings and finalized minutes from ALA Annual 2017 by Sunday, March 4. The reports should be sent to the RBMS-listserv and to the secretary. (If possible, use RBMS in subject line when sending to [ehh@ufl.edu](mailto:ehh@ufl.edu).)

**6. Updates from Executive Committee (Athena Jackson)**

Supple asked that information about chairs rolling off committees and other personnel changes be sent to her. Megan Griffin may provide input about possible sequencing of Instruction and Outreach co-chair terms. Supple asked for chairs to provide information about volunteer needs.

A number of processes were discussed, including possible methods for making volunteer service information visible on the website, tracking and staggering of terms, and clarity about how to join and convene a Discussion Group.

Jackson reminded chairs that volunteers must be ALA members and formally accept a position through the e-mail sent by ACRL. In some cases, these messages go into spam folders – so please check with recipients. Members at Large can ask chairs to check with volunteers.

**7. Old Business**

*7.1 Courtesy Registration for Heads of Peer Organizations*

Jackson reported that Society of American Archivists (SAA) invites heads of eight affiliate organizations to attend and participate in its annual conference at no charge. (She will have a role in a participant-driven session on RBMS-SAA synergies and challenges.) RBMS has issued an invitation for the president of SAA to attend the RBMS 2018 Conference. Discussion followed, regarding systemization of RBMS invitations to peer organizations. Suggestions included RBMS liaison organizations, digital libraries, international organizations, ways of reflecting changes in the profession, and reviewing SAA's list. Jackson has asked whether ACRL will fund attendance of SAA president. Reciprocal arrangements for RBMS liaisons or others who hold dual memberships was determined to be a different topic not under the same umbrella.

## 8. New Business

### *8.1 Review/Discuss/Vote on Proposed ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections*

Jackson noted that the Security Guidelines update was received in January. Co-chairs Logue and Inman outlined their process and substantive changes, which included the words “library security officer” in lower case and the classroom procedures section. Other changes included updated links and adding resources. Co-chairs requested discussion and vote for acceptance of recommendations. Jackson opened the discussion.

Inman noted that library security officer functions typically are among many one person may be assigned. He reflected on comments about scalability for smaller institutions, prescriptive directions that may not fit specialized repositories’ materials or practices, and flexibility for different ways of envisioning ownership of materials. The guidelines express a “gold standard” approach, and he suggested that future revisions could be undertaken apart from the current work to further address those issues. Patron data concerns were raised. Discussion centered largely on appreciation for the balancing of security and real-world processes, and on how to offer specific guidelines that can be pointed to as best practice while facilitating specific local needs. A suggestion was made regarding emphasizing values through examples, such as ensuring that library holdings are not confused with researcher possessions as a guiding principle behind a recommended practice.

Inman and Logue talked about the process of reviewing the guidelines line by line and drawing upon the institutional experiences of colleagues. Discussants agreed that such a document is highly valuable for internal and external communication, as well as training of student workers and staff from non-special collections backgrounds. Jackson noted that the document can help make the case for resources, staffing, and time allocations for security efforts. While major issues should await revision in the future, minor changes reflecting comments on prescriptive practices, security, principles behind practices were recommended before approval. Jackson summarized that the document had support, with an asynchronous vote to be taken after small areas addressed.

*NB:* Exec Committee took up 8.3, 8.2, and 8.6, in that order, allowing the ACRL representative to be part of related discussions. Sections listed in order taken up.

8.3 ACRL (*Kelly Jacobsma, 10 am*) Jackson introduced Kelly Jacobsma, ACRL representative, who gave updates and reminders. Jacobsma requested information or concerns for her to convey to the ACRL Board. She introduced herself as an RBMS member, from Hope College.

ACRL's Library Trends and Statistics Survey closed, with results to be available in June. In answer to her question about RBMS surveys, discussion noted one was done in 2015 and another is planned for 2020, with discussion about adding shorter surveys in between, especially for diversity data and emerging topics.

The ACRL Board has allocated \$20,000 for academic library research grants, with up to \$3,000/librarian to carry out new research, particularly in suggested areas.

Also, it has funded Project Outcome, offering a survey management tool customizable for academic libraries, designed for ease of use and customizable questions.

Note that *Choice* magazine is emphasizing website engagement, with some products free – see a Choice-ACRL app, Ask the Archivist series, and a white paper on institutional repositories.

A meeting at ALA Midwinter outlined issues regarding that conference, with recommendations to come. Issues include conference format, that only 3 of 15 groups meet face to face at Midwinter (others by virtual meetings), and questions about the value of face-to-face meetings. Some comments highlight conference revenue, others the difficulty for vendors attending multiple ALA-related conferences. Possibly the conference might become thematic rather than a meeting platform, shift to bringing smaller divisions in as partners, or include other organizations, such as SPARC. No decisions yet.

The ACRL Board has had major discussions about Equity, Diversity, and Inclusiveness (EDI). A working group commencing after summer conference has reported out, and discussions now continue. A key

question is: What is most effective place for EDI to be integrated into structures of ACRL?

Jackson, finding no questions from the floor, called for break (approved), with return at 10:22 a.m.

## 8.2 RBMS Strategic Planning

Jackson introduced a strategic planning goals discussion. She noted strategic planning as a living document for the section and statement of the section's vision. The timeline would be discussion about goals in the current meeting and articulation of goals by the RBMS Conference, under the next president.

Budget development should express RBMS goals, noted Jackson. That committee's chair (Olivieri) elaborated that the committee's session at Midwinter included talking about goals related to diversity and inclusion, communications, and community/civic engagement.

Jackson identified advocacy for the cultural heritage record, potentially in line with related organizations, but expressing the unique perspectives of RBMS.

Vice Chair (Supple) encouraged thinking more broadly about scholarships, such as for second-time attendees, perhaps with a one-year membership or committee membership to support participation. Past Chair (Overholt) noted that scholarships could be placed on a firmer footing by seeking funding less precarious than the previous conference's profit.

Supple noted the strength of oral culture in RBMS, with rethinking forms of communication and documenting what is required (versus traditional) a topic for possible goals. Discussion included a reminder that revisions should be informed by past effort, available on the web, in order to not rehash issues. Many ideas centered on communications: the transformation from newsletter to news blog, Info Exchange, the Chair's blog, and a particularly effective recent Member at Large blog. Possible goals might relate to town hall video meetings, revision of manuals and bylaws, and, more generally, transparency, communication, and diversity.

Jackson and others discussed the merits of manual review and revision either as part of or separately from strategic planning. Chairs are essential to the process,

which would extend beyond and be shaped by strategic planning. Annual review does not actually occur regularly by former past chairs. It was noted that manual revisions comprise a year's effort beyond past chair role. Suggestions included review by past chair, a task force, or members at large. A deadline of revisions by ALA Annual may be helpful.

The Diversity Co-Chair (Culpepper) noted that IFLA action plans could serve as a model for each RBMS committee, allowing evaluation of work undertaken.

Jackson asked specifically for thought about gaps in what RBMS does. The Instruction and Outreach Committee emerged from energy and demand in that activity area. Discussion groups and committees should be reviewed to see if they still make sense. The web team's efforts might need to be further recognized. Ideas related to discussion groups included considering the role of members at large in reviewing groups, renaming, coalescing, or meeting more than twice a year to meet emerging needs. RBMS discussion in this area in some ways intersect with ALA's discussions.

Jackson affirmed that RBMS is an integral and powerful part of ACRL, which is an integral and powerful part of ALA. This relational identity makes joint statements possible with affiliated, similar, or joint organizations, such as the Science-Technology Section.

#### *8.6 ALA organizations (Athena Jackson)*

Jackson reported that ALA President Jim Neal has expressed the need for a conversation about ALA as an organization and its structure, with the goal of ensuring vitality for ALA. Jackson attended the ACRL Board meeting in which this was discussed at Midwinter. A second Midwinter meeting facilitating conversation was scheduled at the same time as the RBMS Executive Committee meeting; Colleen Theisen is attending and will report. RBMS looks to the ACRL Board for guidance and advocacy. The ACRL executive director is both ACRL advocate and ALA staff member.

At the root of the conversation is the need for clarity and simplification of the complex communication system used by ALA. ALA Connect is difficult to navigate, and it is complicated to manage and facilitate participate in ALA and its many component groups. A

pilot of an improved ALA Connect with LAMA has a flattened structure.

Jacobsma summarized the major structural changes to ALA, which include repositioning organizational layers as communities of practice and eliminating elected committee positions. Reactions have been mixed. Concerns include impact on tenure and promotion, among other aspects of the profession.

Jackson raised a number of points, including the desirability of choosing platforms to express goals, values, and needs rather than announcing a platform that determines how communities form. Other issues include identity as an organization rather than a listserv, the heightened importance of research-related activities to RBMS, and budget allocations expressing values. As a very active organization, RBMS should express its values to steer the conversation, and ACRL as a strong division needs to be able to lead powerfully.

A discussion from the floor, by Jackson, and by Jacobsma followed. Major points included concern for the specificity of an RBMS identity, the role of a technology communications plan in addressing ALA's highly complex structure, whether divisions would become communities of practice (not likely), acknowledgement that in the past some speculation existed about RBMS being sustainable as a separate section, and sustainability of ALA's current structure – especially in dealing financially with declining areas. Jackson closed the discussion. Agenda items delayed in order to make best use of the ACRL representative's presence for these substantive discussions were then taken up, including reports available that were not given at Information Exchange.

#### *8.4 Discussion of moderator for RBMS list*

The Publications Chair (Chen) gave detail about moderation of the listserv, which was initiated as a pilot to see if common practices for other listservs might work for RBMS. Moderation involves approval by a moderator for postings. Given that activity only picks up around Annual and Midwinter meetings, moderation could reduce out-of-scope announcements, as long as the RBMS practice of volunteer attention to listserv coordination continues. The Executive Committee was not notified of the change, however, and Publications



would like to bring it up for review. Discussion questioned the number of out-of-scope comments, and a clarification reported these primarily relate to job announcements. Multiple moderators, especially if in different regions, could ensure fast approval of messages. ACRL turned on the moderation as part of the pilot and quickly turned off moderation in response to concerns about urgent meeting materials potentially being impeded. Some support from officers was given to continuing moderation in order to avoid public corrections about posting out-of-scope materials. A suggestion included that officers and chairs be cleared for unmoderated posting. There might be a need for a more holistic conversation about segmented lists. Official business needs to remain on an official listserv, but it would be good to not segment communications in a way that increases e-mail significantly. Jackson asked Chen to prepare options and information for the Executive Committee before Annual about what RBMS-L is, what its purpose is, and what is discussed on the list.

#### *8.5 Conversation about Scholarships and future of scholarships*

Jackson noted that discussion and strong affirmation of scholarships as a vital program for RBMS had occurred within the strategic planning section. Tory Orndrla (ACRL) noted that the Scholarship Committee had a record-breaking number of applications – 82. They awarded \$24,965 in scholarships, using profit share money from the previous conference. Information about the 33 recipients is available at: <http://conference.rbms.info/2018/meet-the-scholarship-recipients/>

## **9. Programs and Conferences**

Kasman briefly noted that work on early career library activity was moving forward.

Outreach and Instruction Committee Co-Chairs (Smedberg and Bahde) requested advice on establishing external communication practices, beyond the internal practices customary for committees. Discussion highlighted the committee's innovation as an interface between professionals and communities. This could be perceived as communicating on behalf of rather than as part of RBMS. Suggestions included reviewing social media policies, web team consults, and awareness of examples such as Cataloging-L (an independent

listserv). Jackson charged the co-chairs with developing a proposal for the Executive Committee to consider.

Jackson called for new reports beyond Info Exchange; none added. Info Exchange reports are attached.

*9.1 2018 Conference Program  
Planning (New Orleans)  
(Petrina D. Jackson)*

*9.2 2018 Conference Local  
Arrangements (New Orleans)  
(Alfred Lemmon & Athena  
Jackson)*

*9.3 2018 ALA Annual Conference  
Program Planning (New  
Orleans) (Jason Sylvestre)*

*9.4 2019 Conference Program  
Planning (Baltimore, MD)  
(Kate Hutchens & Ben  
Goldman)*

*9.5 2019 Conference Local  
Arrangements (Baltimore,  
MD) (Jordon Steele)*

*9.6 2019 ALA Annual Conference  
Program Planning  
(Washington, DC) (Robin Katz  
& Liz Call)*

## **10. Task Forces**

*10.1 Task Force on the  
Development of Standardized  
Holdings Counts and  
Measures for Archival  
Repositories and Special  
Collections Libraries (Martha  
O'Hara Conway)*

*10.2 Task Force to Review the  
ACRL Code of Ethics for  
Special Collections Librarians*

*(Melissa Hubbard & Sara  
Schmidt)*

## **11. Publications & Communications**

*11.1 Publications &  
Communications Committee  
(Amy Hildreth Chen)*

## **12. Standing Committees**

*12.1 Archivist/Records Manager  
(Kathryn Kuntz)*

*12.2 Bibliographic Standards  
(Francis Lapka)*

*12.3 Budget and Development  
(Blynnne Olivieri)*

*12.4 Conference Development  
(Martha O'Hara Conway)*

*12.5 Controlled Vocabularies  
Editorial Group (Amy Brown  
& Ryan Hildebrand)*

*12.6 Diversity (Danielle  
Culpepper and Curtis Small)*

*12.7 Exhibition Awards  
(Alexander Clark Johnston)*

*12.8 Instruction and Outreach  
(Anne Bahde & Heather  
Smedberg)*

*12.9 Membership and  
Professional Development  
(Charlotte Priddle & Kimberly  
Tully)*

*12.10 Nominating 2018 (Cherry  
Williams)*

*12.11 RBM (Richard Saunders)*

*12.12 RBMS News Editor (Audrey Pearson)*

*12.13 Scholarships (Timothy J. Johnson)*

*12.14 Security (Michael Inman & Sara Logue)*

*12.15 Seminars (Leah Richardson)*

*12.16 Workshops (Christina Kasman & Elizabeth Wilkinson)*

*12.17 Web Team (Kelli Hansen)*

### **13. Discussion groups**

*13.1 Collection Development (Jeffrey D. Marshall & Karla Anne Merino Nielsen)*

*13.2 Curators and Conservators (Charlotte Priddle & Carly Mae Sentieri)*

*13.3 Digital Special Collections (Kristen Mapes)*

*13.4 Manuscripts and Other Formats (Margaret Hagerty Gamm & Kathryn Kuntz)*

*13.5 Public Services (Sarah Horowitz and Melanie Meyers)*

*13.6 Technical Services (Amy Tims)*

### **14. Closing business**

There was none.

### **15. Adjournment**

The RBMS Executive Committee Meeting was adjourned by Athena Jackson at 11:30 a.m.

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