

## **SIG-DL 2011-2012 Meeting Agenda and Minutes**

### 08/13/12 Meeting Agenda

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- Review agenda
- Officer guidelines
- Annual activity report
- Review budget & gift
- Preparations for Annual
  - Student panel
  - Pre-conference workshop
  - SIG Elections
  - Business meeting
  - Other
- RDAP videos & promotion
- Other / New business

### 08/13/12 SIG DL Officers Meeting Minutes

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#### **Monday August 13, 2012 1:00 p.m. - 2:00 p.m. (EST) Meeting held via Skype**

Officers Present: Susan Wells Parham (Chair), Marisa L. Ramirez (Chair-elect), Betsy V. Martens (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), June M. Abbas (Past Chair), Barrie Hayes (Past Chair)

Meeting called to order by Chair.

1. Minutes of the April 30 SIG-DL officers meeting already made available on the SIG-DL wiki unanimously approved.
2. Susan noted that the videos from the Denver RDAP Summit co-sponsored by SIG are now available on YouTube.
3. Susan reported that the most recent version of our SIG officers guidelines is near completion. Brief discussion of the advisability of making these guidelines available for potential candidates for various executive board positions in advance of nominations and election. Unanimous feeling was that potential candidates would benefit greatly from knowing expectations for these positions prior to being nominated or elected. Group decided that, as an internal SIG document, the officers guidelines will be housed

on the SIG's wiki page, but will be linked to via the SIG's web page, thus conforming to best practices for both maintenance and accessibility.

4. Susan listed some items still needed for our SIG's annual report for 2011-2012, which is due on Wednesday August 15th. Volunteers to supply these missing items will send them to Susan for inclusion in the final draft, which she then will circulate to all officers for comments and edits prior to final report submission.

5. Brief discussion of our idea for a way for the SIG to honor the memory of Deborah Barreau. Marisa, who wrote the earlier draft, will circulate a new draft for comments by August 24th in order to re-start our discussion about this.

6. Discussion of the budget, especially the money (\$1,857 per most recent communication from Jan Hatzakos) that can't be carried over into SIG's next fiscal year. The \$800 allocated for student awards at the "Digital Liaisons" student poster session can now be used to fund our other conference-related needs, such as poster boards required during the session, shipping posters, etc., as the SIG (with the approval of Richard Hill) has agreed to accept an unsolicited offer to fund these awards from the Information School of the University of Wisconsin-Milwaukee. Betsy will check with Jan Hatzakos regarding how to "invoice" Milwaukee for their very generous donation. Betsy and Marisa will work together to finalize strategy for spending our funds effectively at Annual, given that Hilton catering and set-up costs are known to be high.

7. Brief discussion of the current status of the "Digital Liaisons" student awards session at Annual for which the call for presenters has already gone out, thanks to the combined efforts of June, Tina, and Eugenia.

8. Betsy reported that the "Remixing ADI/ASIST Conference History: Some Panels SIG-DL Wishes We Could Have Convened (And Some That We Did!), 1937 – 2012" has received final acceptance for presentation at the 75th Anniversary Pre-Conference on the History of ADI/ASIST, but that it was still unclear as to how long and when our allocated time would be, given that 20 papers have been accepted. Betsy will let the group know when she has additional information from Bob Williams about this since, as June noted, registration for the pre-conf would be necessary for anyone wishing to attend, and the early bird registration deadline is September 7th.

9. Marisa initiated a discussion of membership and recruiting at Annual and through use of our social media channels, especially in terms of possible "roles" for new members to help them become more active and committed as we recruit them. She noted that SIG-Metrics provides a good example of this approach.

10. Anne will be in charge of finding a Baltimore restaurant for our “dutch treat” dinner at Annual, and will check with previous “hosts” June, Susan, and Barrie for suggestions as to how best to organize this social event to encourage attendance.

11. Discussion of upcoming SIG elections, as the nominations process needs to be completed by the end of August. Marisa will be in charge of drafting the call for nominations. Anne will provide SIG membership list for the election process, which will be done via SurveyMonkey as it was last year. The election will be open from September 17 through September 23, to allow for a full week’s voting period, at Anne’s suggestion.

12. Our next meeting to be scheduled by Chair via Doodle poll.

Meeting adjourned at 1:55 p.m.

06/21/12 Meeting Agenda

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- Check-in Mtg
- Agenda for next mgt
  - Prep for annual - what needs to be done to prepare for our sponsored sessions which were accepted
  - Review officers document & timeline
  - Preliminary discussion about officer elections

04/30/12 Meeting Agenda

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- Review agenda
- RDAP follow-up
- Governance mtg follow-up
- Nominations for Vice President/President-Elect and Director-at-Large members of the Board of Directors
- Catch-up - where are we on various projects?
  - Student panel
  - Curation coffee
  - Pre-conference
  - Deborah B. prize?
  - Website
- Other / New business

4/30/12 SIG-DL Officers' Meeting Minutes

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## **Monday April 30, 2012 2:00 p.m. - 4:00 p.m. (EST) Meeting held via Skype**

Officers Present: Susan Wells Parham (Chair), Marisa L. Ramirez (Chair-elect), Betsy V. Martens, (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), Eugenia Kim (Webmaster), June M. Abbas (Past Chair), Barrie Hayes

Meeting called to order by Chair.

1. Minutes of the February 22 SIG-DL officers meeting already made available on the SIG-DL wiki unanimously approved.
2. Susan and Marisa reported on the very successful RDAP program in Denver co-sponsored by our SIG. They reported excellent speakers and audience response, as well as nice publicity for our SIG. One invited speaker was unable to come, so the funds for that person's honorarium are still available to the SIG for future use.
3. Brief discussion of upcoming ASIST Vice-President/President-Elect and Board of Director elections. June accepted Marisa's invitation to be nominated as a candidate for an ASIST Director-at-Large position.
4. Follow-up on the SIG-DL governance discussion last meeting. All officers but Eugenia have now submitted their edits on the executive committee guidelines and officer position descriptions, and Eugenia noted that she will submit hers immediately (as she thought she had already done so.)
5. June reported that our student panel proposal was submitted yesterday. Michael Leach of Harvard has accepted our invitation to serve as keynote speaker if the panel is accepted. She mentioned that there was some conversation with the doctoral student SIG chair regarding the panel, and she will keep in touch in hopes of encouraging additional session participation by masters students and early career professionals.
6. The curation coffee idea was discussed at some length, and we finally decided to fold this idea into the student panel session, as it may attract some additional attendance and interest in viewing the posters. The unspent speaker honorarium from RDAP may be used to fund coffee and other light refreshments.
7. Betsy reported that the "Remixing" digital library history proposal has received tentative acceptance for the ASIST 75th anniversary pre-conference, and that the final proposal will be circulated for comment by SIG officers soon.
8. The idea of a Deborah Barreau memorial award was discussed in the context of a possible student essay or poster award or new member service award. Barrie noted that

a stronger concept of what would constitute suitable award criteria and how to insure sustainable funding would be highly desirable, so this item has been tabled for future discussion, pending additional research as volunteered by Marisa.

9. Brief discussion of SIG-DL's website, focusing on the issue that there has never been a formal schedule for archiving SIG-DL website content anywhere on the ASIST server in previous years, so much of that may have been lost. As webmaster, Eugenia will investigate further how best to present and preserve content in future, in order to fulfill our stated need last meeting to be able to effectively present current content as well as efficiently archive past content.

10. Our next meeting to be scheduled by Chair.

11. Meeting adjourned

Governance Meeting Agenda 02/22/12

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- Review Agenda
- 02/15/12 Meeting Follow-Up - Announcements
- Officer Guidelines
  - Officer descriptions
  - Officer transitions
  - Officer timeline of duties
- Review SIG website and wiki
- New Business
- Action Items

Minutes of 02/22/12 Governance Meeting

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**Wednesday February 22, 2012 11:00 a.m. - 12:00 p.m. (EST) Meeting held via Skype**

Officers Present: Susan Wells Parham (Chair), Marisa L. Ramirez (Chair-elect), Betsy V. Martens (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), June M. Abbas (Past Chair)

Meeting called to order by Chair.

1. Minutes of the February 15 SIG-DL officers meeting already made available on the SIG-DL wiki have been unanimously approved.
2. Brief update on individual activities since last meeting:

Anne has obtained the list of previous SIG cabinet members from Dick Hill and posted to the SIG wiki. She will contact them to see if they have any reports or documents that would be relevant for posting on the SIG-DL website or wiki.

Susan has contacted Gary Marchioni to ask about possible planned tributes to Deborah Barreau, and will continue to communicate with him regarding our plans to honor her in some way. He knows of no other planned ASIST commemoration awards for Dr. Barreau. She also contacted the individuals interested in submitting a proposal for annual.

June, Tina, and Eugenia met via Skye on Feb 9th to discuss the planned student paper session. Marisa has put June in touch with our D-Lib liaison.

Betsy and June are working on the SIG's 75th anniversary pre-conference submission. Betsy has contacted organizer Bob Williams re the 75 "dream panels" idea, and received encouragement to submit the abstract. She will send the submission draft to everyone for review and comment shortly.

3. Discussion of agenda item: Draft of SIG officer & executive committee guidelines previously distributed by Chair.

Group consensus was that everyone should review the draft guidelines for their positions based on their background knowledge, and edit and expand these accordingly. The suggestion was made that some specific activities for each position that regularly take place before, during, and after the annual meetings are of particular importance, so a "timeline" of those activities for each position should be appended to the position descriptions themselves. These edited drafts should be sent by everyone to Susan by Friday, March 30th.

4. Discussion of agenda item: SIG website.

Group consensus was that the website needs rich, up-to-date content. As archived backups of the website for previous years already exist, the website should focus on news and current interest items, with links to archived content as appropriate. Links to other relevant content by SIG members should be considered for inclusion. As a start to this, everyone should review the link to the 2011 student panel session material provided by Eugenia before our March 9th meeting so that it can be included under SIG-DL News, and linked from the site. Old conference information (from 2009) should be removed, as should "news" which applies to the 2011 annual meeting. RDAP 2012 information should be added. It was agreed that our 2012 conference materials (student

panel, 75th anniv historical materials) can also be part of this ongoing effort to enhance the website and our other communication outlets.

5. Our next meeting is scheduled for Friday, March 9th.

6. Meeting adjourned

02/15/12 Agenda

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### **12pm Eastern - Skype**

- Review Agenda
- 01/25/11 Meeting Follow-Up
  - SIG emails
- Upcoming annual meeting deadlines
  - Student panel (June & Eugenia & Tina)
  - Curation coffee (Susan & Eugenia)
  - Panel request (Tina)
  - Pre-conference (June & Betsy)
- SIG DL Operating Rules
  - Review officer guidelines
  - Review hand-off of officer duties
  - Other additions to operating rules
- Review SIG website and wiki
- New Business
  - Deborah B. acknowledgement
- Action Items

2/15/12 SIG-DL Officer Meeting Minutes

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### **Wednesday February 15, 2012 12:00 - 1:00 p.m. (EST) Meeting held via Skype**

Officers Present: Susan Wells Parham (Chair), Marisa L. Ramirez, Chair-elect, Betsy V. Martens, Treasurer/Secretary, Tina Jayroe, Communications, Anne Diekema, Membership, June M. Abbas, Past Chair Meeting called to order by Chair.

1. Minutes of the January 2012 SIG-DL officers meeting already made available on the SIG-DL wiki have been unanimously approved.

2. Time constraints and absence of Eugenia (SIG-DL webmaster) will defer discussion of two agenda items (SIG-DL governance and SIG-DL website/wiki) to a separate meeting to be scheduled prior to March 9 by chair.

3. Discussion of progress to date for last meeting's revised outreach timeline:

Feb. 1 - Tina has now emailed attendees of last October's annual business meeting, inviting them to participate in the development of upcoming SIG-DL activities. She noted that there have been no specific responses to this message, but the recent surge in our social media membership sign-ups is probably a result of this.

Feb. 1 - Susan has now sent the email approved by officers to SIG-DL listserv and other communication channels, inviting everyone to participate more actively in SIG-DL, noting that this is the 75th anniversary year for ASIST. Tina commented that the request for SIG-DL panel sponsorship by two University of Denver faculty members discussed below is likely a result of this message.

Feb 15 - Anne is about to send the email to the SIG-DL listserv that asks past SIG-DL officers to identify themselves, for the purpose of creating a list of past officers & SIG events for 75th anniversary planning.

March 1 - As scheduled, Anne will send email outlining the benefits of SIG-DL membership

March 15 - As scheduled, Tina will send email outlining additional volunteer opportunities for interested SIG-DL members, specifically assistance with communication of pertinent news items. All the above emails and related Facebook/LinkedIn/Twitter/website postings are being coordinated by Tina as communications officer, with help from other officers as noted.

4. Further discussion of SIG-DL 2012 conference plans:

1. Follow-up on last meeting's discussion of working with *D-Lib* to propose an article based on the SIG-DL student poster/presentation session that the SIG plans to offer at 2012 ASIST meeting. Since our last meeting, Eugenia has made available her material from last year's session to help *D-Lib* editors conceptualize a potential article, and Marisa said that Catherine Ray of *D-Lib* has indicated that they are interested in publishing a piece resulting from our upcoming event. June and Anne volunteered to take charge of this, with the idea of mentoring one of the student presenters (when identified) to actually compile and edit the students' individual poster descriptions etc.



into a coherent narrative that will be publishable in *D-Lib*. Marisa will introduce June to Catherine as the SIG's liaison for this.

2. Susan said that she hasn't yet had a chance to contact Vanessa Foss about the cost and space options for our proposed "digital curation coffee," but will do so shortly.

3. Betsy described a potential idea for submission of SIG-DL related content to the 75th Anniv History pre-conference: "Rewriting ADI/ASIST Conference History: Dream Panels that SIG-DL Wishes We Had Convened (And Some That We Did!), 1937 - 2012" that would incorporate an entertaining and educational blend of seminal thinkers and projects relevant to digital library history over the past 75 years. Betsy will contact Bob Williams re the CFP to ask if this would be an appropriate submission and will report back to the group. June and Tina both offered to help with this if response is positive.

4. Brief discussion of communication with individuals who contacted the SIG regarding potential sponsorship of their panel at the next annual meeting. Susan will respond to them, clarifying the SIG's role with proposal development.

5. Brief discussion of the sad news of the passing of SIG DL member and former officer Deborah Barreau, and potential ways to pay tribute to her, possibly by dedicating the SIG DL student panel to her, or by developing another student award. Marisa will draft some suggested award guidelines. Susan will contact Gary Marchioni at UNC to find out what other efforts are being planned to honor her memory.

4. Schedule for our next two meetings: (1) current agenda items not addressed (SIG-DL governance; website/wiki) and (2) additional planning for activities for the ASIST annual conference. Chair (Susan) will schedule both meetings.

5. Meeting adjourned

01/25/12 Agenda

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### **1pm Eastern - Skype**

- Review Agenda
- 11/28/11 Meeting Follow-Up
  - Review and approve minutes - can we do this via the wiki/email in the future?
  - Discuss action items from 11/28/11 minutes - ***What still needs to be done?***
- SIG-DL Budget Follow-Up
  - Review submitted budget
  - Review process for creating budget

- Panel/workshop ideas
  - Student panel - need lead
    - [https://docs.google.com/document/pub?id=1oJPoJSytbXPdYSLamWUoiGbULWHR\\_FGqrTd6KwmDG\\_M](https://docs.google.com/document/pub?id=1oJPoJSytbXPdYSLamWUoiGbULWHR_FGqrTd6KwmDG_M)
  - Digital curation coffee - need lead
    - <https://docs.google.com/document/pub?id=171c58Ts0z0GWFYCeVl-8AdK4cEG41GkS1RSEpO30vBg>
  - Other
- SIG DL Operating Rules
  - Review officer guidelines
  - Review hand-off of officer duties
  - Other additions to operating rules
- Review SIG website and wiki
- Create list of action items

### **January 25, 2012 SIG DL Officers Meeting Minutes**

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[Wednesday January 25, 2012 1:00 - 2:00 p.m. (EST) Meeting held via Skype]

Officers Present: Susan Wells Parham (Chair), Marisa L. Ramirez, Chair-elect, Betsy V. Martens, Treasurer/Secretary, Tina Jayroe, Communications, Anne Diekema, Membership, Eugenia Kim, Webmaster, June M. Abbas, Past Chair Meeting called to order by Chair.

1. Minutes of the November 28, 2011 SIG-DL officers meeting were unanimously approved. Brief discussion of the location of the minutes on the SIG-DL wiki, currently accessible and editable by all SIG members. SIG secretary (Betsy) will routinely send draft copy to chair (Susan) and then place all SIG-DL business meeting and officer meeting minutes on the wiki to facilitate the minutes approval process by all other officers.

2. Time constraints for this meeting will defer discussion of agenda items (SIG-DL governance and SIG-DL website/wiki) to a separate meeting to be scheduled by chair.

3. Discussion of last meeting's proposed outreach activities. Revised timeline:

**Feb. 1 - Tina will email attendees of last October's annual business meeting, inviting them to participate in the development of upcoming SIG-DL activities**

**Feb. 1 - Susan will send email to SIG-DL listserv and other communication channels, inviting everyone to participate more actively in SIG-DL, noting that this is the 75th anniversary year for ASIST**

**Feb 15 - Anne will send email to the SIG-DL listserv, asking past SIG-DL officers to identify themselves, for the purpose of creating a list of past officers & SIG events for 75th anniversary. Anne will also contact ASIS&T office for this information.**

**March 1 - Anne will send email outlining the benefits of SIG-DL membership.**

**March 15 - Tina will send email outlining additional volunteer opportunities for interested SIG-DL members, specifically assistance with communication of pertinent news items.'**

All the above emails and related Facebook/LinkedIn/Twitter/website postings will be coordinated by Tina as communications officer, with help from other officers as necessary.

4. Follow-up on last meeting's discussion of partnering with other organizations in pursuit of SIG-DL goals. Given SIG-DL's current funding, it is not possible to approach as many potential partners as originally discussed, so several of those ideas will be postponed for future consideration. However, Marisa has already contacted D-Lib editors and will work with Susan to propose an article based on the SIG-DL student poster/presentation session that the SIG plans to offer at 2012 ASIST meeting. Eugenia will make available her material from last year's session to help D-Lib editors conceptualize the potential article.

5. SIG-DL budget: we have not received final word of approval on the submitted budget. Revised budget prepared by Betsy showing revised speaker reimbursement for RDAP panel will be sent by Susan to Shelley, with ccs to Jan and Dick Hill. Susan will follow up regarding funding for RDAP speakers & digital curation coffee.

6. Discussion of SIG-DL 2012 conference plans. Current ideas are:

- a. A student poster/presentation session based on last year's successful effort. Eugenia will provide information to June, who volunteered to lead this year's effort. Student involvement in session planning is highly desirable, and last year's student participants could be invited to help. Some discussion of officer involvement: different people willing to help in various aspects of this, but additional volunteers would be most helpful.
- b. A "digital curation coffee" that would attract people interested in digital curation, data curation, etc. to interact informally over coffee and chocolates. June suggested that, before proceeding further with this idea, Jan and Vanessa be contacted to see what our cost and space options are, as these may be constrained by the venue. Brief discussion of "official" venue costs on current SIG-DL budget for hotel coffee service, etc. Susan will follow up.
- c. Possible submissions of SIG-DL related content (paper, poster, etc.) to the 75th Anniv History pre-conference. June & Betsy will discuss potential topics.

7. Schedule for our next two meetings: (1) current agenda items not addressed (SIG-DL governance; website/wiki) and (2) additional planning for activities for the ASIST annual conference. Chair (Susan) will schedule both meetings.

8. Meeting adjourned.

#### 11/28/11 Agenda

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- Annual Meeting Follow-Up
  - Review and approve minutes
  - Discuss ideas generated at annual business meeting
    - Follow-up with attendees
    - Outreach ideas - SIG history
    - Panel/workshop ideas
  - SIG DL Operating Rules
    - Review officer guidelines
    - Review hand-off of officer duties
    - Other additions to operating rules

- Discuss plans for how to spend funds
- Review SIG website and wiki

## November 28 2011 SIG-DL Officers Meeting Minutes

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Monday November 28, 2011 10:00 - 11:00 a.m (EST) Meeting held via Skype

Officers Present: Susan Wells Parham (Chair), Marisa L. Ramirez, Chair-elect, Betsy V. Martens, Treasurer/Secretary, Tina Jayroe, Communications, Anne Diekema, Membership, Eugenia Kim, Webmaster, June M. Abbas, Past Chair Meeting called to order by Chair.

1. Minutes of the October 10, 2011 SIG-DL business meeting held at New Orleans annual meeting unanimously approved, with the minor edit of alphabetizing the attendee names appended to the minutes.

2. Discussion of sending annual meeting's approved minutes to all attendees, SIG-DL membership, and non-SIG-DL subscribers to communication channels via Facebook, LinkedIn, Twitter, and SIG-DL listserv as both informational and potential recruiting tool for new members, especially in hopes of eliciting new ideas and active interest in SIG-DL initiatives. These would be combined into a "call for action" by SIG-DL. "Call for action" ideas and initiatives could include proposed panels for next annual meetings, potential partnerships with other SIGs and related external organizations and publications, etc. Chair noted that the list of ideas generated at our business meeting included:

- Workshop or annual meeting session ideas
- Cultural heritage
- How practitioners adopt standards
- History/philosophy of DLs
- Personal information management / data management
- Develop a newsletter
- Membership campaign
- Co-sponsor opportunities with DLib, Code4Lib
- Mentor or provide outreach to develop a panel for ASIST
- Sponsor a panel at RDAP
- Sponsor travel for a student or students
- Paper contest/award
- Partner w/ a student chapter
- Sponsor a webinar

3. Brief discussion of the above ideas in connection with potential SIG-DL goals resulted in some specific efforts to be undertaken: creating SIG “tag line” for all SIG-DL communications to publicize our SIG, contacting Code4Lib (Susan), D-Lib (Marisa), III (Susan), and Open Repositories (Susan) for potential partnership opportunities. Other “call to action” items to be generated by amount of membership interest. Chair will head this effort in conjunction with interested officers/members who volunteer.

4. Discussion of having communications team to coordinate a more active communications policy for the SIG using above channels that wouldn't place entire burden on communications chair. Volunteers

to participate on communication team will be solicited by Tina.

5. Brief discussion of possible additional membership recruitment efforts since, although SIG membership is among the largest in ASIST, there are many more potential member prospects receiving materials via the SIG DL communication channels listed above. Hopefully the “call to action” will generate new membership interest. Anne will develop a message outlining the benefits of joining the SIG.

6. Brief discussion of SIG DL finances: new budget will be due very shortly. Need to obtain any outstanding expenditure figures for budget calculations. Brief discussion of whether SIG or ASIST pays webinar speaker honoraria: June indicated that ASIST does.

7. Next meeting to take up those current agenda items not addressed (officer duties, SIG website) during hour: Chair will schedule next Skype meeting.

8. Meeting adjourned