

**NOCALL Board Meeting**  
April 27, 2017, 2017, 11 a.m.  
Via conference call

*Present:*

Michael Ginsborg  
Coral Henning  
Mary Johnson  
Jean Willis  
Leslie Hesdorfer  
Ramona Martinez  
Ellen Platt

President Michael Ginsborg called the meeting to order at 11:00 am.

**1. Approval of Minutes**

Michael Ginsborg moved to approve the proposed minutes of special Board Meeting on February 10, 2017. Coral Henning seconded. The minutes were adopted as written.

**2. Spring Institute Report**

Ramona Martinez reported on the recent Spring Institute. The institute went well, with 58 registrants. She has sent the expense report to AALL for grant reimbursement, and will be sending a DVD of the videotaped sessions to AALL today. She will send information to the listserv on accessing the videos online when available.

Ramona felt that the UC Davis location worked well for the Institute, and was happy to have found free speakers. She believes that keeping venue costs low is key to staying on budget.

Attendee evaluations showed that they were generally very pleased with the Institute. The only concerns expressed were about holding the event on a Saturday, and having concurrent sessions on related topics.

**3. Budget Report**

Jean Willis provided a spreadsheet with current income and expenses. She notes that it is incomplete, as it does not include funds in our PayPal account that have not yet been transferred to the bank. Overall, NOCALL is doing well financially.

**4. Special Allocation Request**

Michael Ginsborg requests that the board approve a special allocation of funds to purchase a gavel (\$97.70) and cable car bell (\$37.99) to replace those that were lost. The board

approved this expenditure.

The gavel will be laser engraved; Michael is checking with the engraver to determine if it can be done in time for the May Business Meeting. Coral Henning will order the bell.

#### **5. Awards Committee Update**

Ellen Platt has been trying to contact the plaque provider for several weeks, and has only recently been told that she will soon be provided with the proofs. She is becoming concerned that the plaques will not be ready in time for the May Business Meeting. The plaques will be shipped to Ellen, and Ellen will forward the invoice to Coral Henning for payment.

#### **6. Joint Pacific Chapters' Reception**

Little progress has been made so far. The reception is scheduled for Saturday night, but there are few venues located near the convention center. RSVPs are typically due about a month before the event. Coral will do some investigation into possible venues, and contact Ellen.

#### **7. May Business Meeting Update**

The May Business Meeting will be held at the Marine's Memorial; a deposit has been placed with the venue, and they have our billing information for use closer to the event.

Incoming Secretary Jodi Collova cannot attend the May Meeting to be sworn in. Michael Ginsborg moved that the Board recognize Jodi as our Secretary, effective June 1st, until she can be sworn in at the next opportunity. Coral seconded the motion. The motion was approved.

The Mascot Task Force has been compiling a list of candidates to become the NOCALL Mascot. Michael is working with Jocelyn Stillwell to determine the top three candidates. These will appear on the March ballot, along with the Executive Board candidates.

#### **8. Membership**

##### **a) Recommendation to require membership for access the job postings page of the NOCALL website**

The most-accessed page of our website is the Job Postings page. This number may be skewed due to the fact that it is frequently accessed by the Placement Chair as she posts jobs, to ensure that formatting, etc., is correct, and by the employer, to confirm that the post is accurate.

The board discussed this recommendation, and felt that implementation would likely lead to a significant drop in website statistics, as there is very little other substantive information on the website. It may discourage employers from listing jobs with NOCALL, since the reach would be drastically reduced. Additionally, since NOCALL does not charge for position listings, there is no financial reason to restrict access. The Board considered that students and the unemployed could access placement services by paying just \$10 to join NOCALL, and that the Special Libraries Association has this requirement for its members. No AALL Chapter responded to an inquiry about whether it has a membership requirement.

The board decided not to restrict access at this time.

**b) Cross-membership**

Michael Ginsborg has been in discussions with President Michele Villagran about an idea to allow cross-membership between our chapters. When renewing with your local chapter, you could also register with the other chapter for a nominal fee. Further discussion of this issue is deferred to a later meeting

**9. Open Committee Chairs**

- a) Holly Riccio will assist the board in recruiting her successor as the Education Committee chair.
- b) Ramona Martinez will talk to David Holt, to determine if he will continue on as Chair of the Membership and Technology Committees, since he is the incoming VP/President-Elect.
- c) Monica Stam has agreed to become Chair of the Community Service Committee
- d) Public Access Committees and Archives committees still need chairs
- e) Michael Ginsborg would like to resume chairing Public Access in June, when his term as President is finished. He has an idea for a pro bono project that he would like to pursue, but recommends that if this project does not take off during the year, the Committee be retired.
- f) Emily Bergfield would like us to find a successor Chair of Public Relations.

Over the past several years, we have had difficulty recruiting chairs for several of the committees. This may indicate that these committees are no longer needed, or that NOCALL members are no longer interested in these areas. At some point, the board may want to consider retiring some of these committees.

## **10. Committee Annual Reports**

Mary Johnson asked all committee chairs to submit their annual reports by 5/5. So far, she has received 4 reports. She will send a reminder to the chairs early next week.

## **11. Constitutional Amendments and Resolution**

Chuck Marcus will conduct a vote at the May Business meeting, asking the members to approve two amendments to the NOCALL Constitution - one on anti-discrimination, and one on succession procedures in the event of a vacancy in the office of President.

Michael Ginsborg will conduct a vote at the May Business meeting, asking the members to approve a resolution of NOCALL's support of AALL's position statement on Executive Order 13769.

## **12. Archiving key internal NOCALL documents**

Michael proposed using Google Drive as an interim digital archive for officer-created documents. The board had some initial concerns about the effectiveness of Google Drive for this purpose, including:

- a) To access the entire drive, would users need to login to the [president@nocall.org](mailto:president@nocall.org) account, which requires sharing the password and possibly creating a security risk?
- b) Documents may be shared with specific people, but how would users locate/view documents that have not been specifically shared with them (e.g., historical documents)?
- c) How well can documents be organized within the drive?

The board agrees that further investigation is needed before this decision can be made.

## **13. Google Calendar**

Mary Johnson reported on three options for using Google Calendar as a NOCALL Master Calendar. Each option has a significant drawback. The Board decided to forego a traditional calendar, in favor of creating a timeline-style list of important dates. This document can be updated and shared with board members, committee chairs, etc., as appropriate.

## **14. Other technology issues**

### **a) Login information**

Michael proposed designating the Technology Chair as the custodian of all logins and IDs. The board briefly discussed the topic of passwords, and agreed that we need to implement a better system of password management. Further discussion of

this issue will take place at a future meeting.

**b) Request approval of purchase of digital recording equipment**

(cost not to exceed \$80)

The equipment would be used to record educational events, like the Fall Workshop and Business Meeting speakers, so that videos can be shared online with members.

Concern was expressed about YouTube limitations on uploading lengthy videos without upgrading to a professional account. More information is needed about that issue before a decision can be made about purchasing equipment.

President Michael Ginsborg adjourned the meeting at 12:00 pm

Respectfully submitted,

Mary Johnson  
NOCALL Secretary