

## **Meeting Minutes**

**Name of Group:** New Members Round Table

**Type of Meeting:** Executive Board Meeting

**Date Submitted:** July 26, 2008

**Date and time:** June 30, 2008 8:00 a.m. to 10:00 a.m., PT

**Place:** Marriott Anaheim, Room 315, Anaheim, CA

**Name of Chairperson:** Nanette Donohue, President

**Name of Recorder:** Akeisha Heard, Secretary

### **Attendees:**

**Officers:** Akeisha Heard, Secretary; Anne Robert, Leadership Director; Alice Daugherty, Parliamentarian; Dawn Lowe-Wincentsen, Member Services Director; Samantha Hines, Outreach Director; Laurel Bliss, Vice President; Amy Ferguson, Treasurer; Courtney L. Young, Councilor; Nanette Donohue, President; Amanda J. Roberts, Past President

**Guests:** Stacy Brown; Alice Wasielewski, Member; Linda Shippert, NMRT-sponsored Emerging Leader; Nancy Gibson, Treasurer-elect; Terri Kirk, ALA Executive Board Liaison; Kim Sanders, ALA Liaison; Lorelle Swader, ALA HRDR Director; Laura Kotz, Handbook Chair; John Chrastka, ALA Membership Development Director; Jim Rettig, ALA President-elect; Ma'lis Wendt

**Signature of Recorder/Secretary on Official Copy of Minutes:** Akeisha Heard

### **Body of report:**

- I. Call to Order  
Nanette called the meeting to order at 8:08 AM PT.
- II. Review of Minutes
  - a. Midwinter Meeting, January 2008  
Nanette noted the phrase "2009 Conference in Anaheim" should read "2008 Conference in Anaheim." The correction was made and the minutes were approved as corrected.
  - b. E-Board Meeting, April 2008  
The minutes were approved.
- III. Old Business
  - a. Emerging Leaders sponsorship

There was a motion to make the Emerging Leaders sponsorship a standing expense. It was agreed that the NMRT president would be the supervisor for NRMT-sponsored Emerging Leader projects and the NMRT board will review applications instead of creating a committee. Nanette noted that part of the past president's duties now includes being liaison to the subcommittee that oversees the Emerging Leaders program.

The motion carried unanimously.

- IV. Report from Terri Kirk, ALA Executive Board Liaison  
Jim Rettig's focusing on association 2.0. Initiatives this year include career connections, a craigslist-type of website for opportunities at ALA and YouTube questions for candidates at Midwinter 2009.

ALA is moving towards green conferences. Conference handouts will be available on the wiki. The website redesign is expected to be completed in August. Over 9000 pages are being converted. Jenny Levine is working on social networking software using Drupal instead of the current online communities software.

There is a proposal to shorten Midwinter and Annual by one day by 2010. It would end on Tuesday and exhibits would be open Friday night through Monday. This has been embraced by the exhibitors who would sponsor a reception Friday evening. The Membership Pavilion was successful and ALA plans to continue it.

During a discussion of Task Force on Electronic Member Participation, Dawn (chair), Amanda, Linda, and Sam agreed to work on a written statement from NMRT to submit to the board list by August 15 that can be sent to the task force by September 1.

- V. Old Business

- a. Print *Footnotes* proposal (Amanda Roberts)  
Discussion centered on a January 2006 proposal to make the print version of *Footnotes* a scholarly journal. Currently Scholarship, Writing, and Research committee does one peer review print issue of *Footnotes* and the Footnotes committee does the online version. An online, open access format was mentioned as a possibility.

A concern about software needed for laying out the print version of Footnotes was mentioned. It was suggested that ALA Publishing could possibly take over the layout. Kim will find the contact and can request a new quote.

Board decided to ask Scholarship, Writing, and Research to further refine purpose of a journal, format change, investment cost and other topics and to submit a report with a proposal for Midwinter 2009.

- b. Fundraising  
Kim mentioned charging for resume review at the conference is not possible and

NMRT should work with the development office.

Increasing dues was discussed. Concerns included reduced membership. Kim suggested implementing a student rate with the increase. John Chrastka recommended \$5 and thought if increase was under \$10, membership probably would not change much. Dawn mentioned a t-shirt fundraiser which the board agreed possible.

There was discussion about the fundraising coordinator position. Nanette thought we still need the three-year non-voting board member position but needed a better position description. Laura was suggested as a potential coordinator and said she would consider it. When asked if the person could be an alumnus, Kim said alumni could contribute but could not be committee members unless the board votes on restructuring, which would not require a membership vote. The Alumni Task Force will look into it.

## VI. New Business

- a. Presentation on New Software for Resume Review Service (Jim Rettig, Laura Kortz, Ma'lis Wendt, and John Chrastka) [9:20 AM]

The Career Connections proposal would expand the online portion of the Resume Review Service to all ALA members using Drupal-based software. The service would still be coordinated by NMRT. Dawn noted that Resume Review often needed more reviewers and this could help with that recruitment. It was suggested that ACRL also has a resume review program and they could possibly be tapped to assist at biannual conferences. The software is expected to be available after Midwinter 2009.

A taskforce chaired by Dawn and Laura will develop guidelines for an expanded service before Midwinter.

- b. 2008-2009 NMRT Budget (Amy Ferguson)

There was a motion to approve the amended 2008-2009 NMRT budget. Amy Ferguson noted the changes from the previous budget: \$100 was added to the Midwinter Social Committee, dues for Freedom To Read increased by \$15, and the Emerging Leaders sponsorship was moved under the President.

The motion carried unanimously.

- c. Review of 3M/NMRT Social Guidelines (prepared by the 3M/NMRT Social Guidelines Ad Hoc Committee)

3M is reviewing the budget for the social and will let Kim know its status in September. Starting this year the 3M/NMRT Social committee will go through Kim when needing to contact 3M instead of directly contacting them. Kim provided 3M a copy of the guidelines document for comments but had not heard back yet. It was noted that 3M has requested publicity for the social only through the listserv and NMRT web site.

There was a motion to table the guidelines until the board received comments back from 3M. The motion carried unanimously.

d. Logo Redesign Contest

After reviewing the logos, the board was unable to select one as speaking to NMRT as an organization and had concerns about how well they would work in black & white. Options considered were extending the contest or staying with the current logo.

There was a motion to stay with the current NMRT logo. The motion carried unanimously.

VII. Adjournment

- a. The meeting was adjourned by Nanette at 10:06 AM PT.
- b. The next meeting will be the Fall e-board meeting (if necessary).

## Proposal Form for NMRT

**From** (name and office/committee): Catherine Collins, Chair, Ad Hoc Committee on Guidelines for the 3M/NMRT Social Committee

**Date:** Friday, May 30, 2008

\*\*\*\*\*

- A. Board action requested:** Consideration of the Ad Hoc Committee's Guidelines for the 3M/NMRT Social Committee
- B. Background:** The 3M/NMRT Social is NMRT's largest, most visible event. In addition to providing an opportunity for past and present NMRT members, ALA members, and vendors to socialize at the Annual Conference, the party also generates positive publicity for NMRT and serves as an important recruiting tool. Although the event generally costs between \$12,000 and \$25,000 annually, the event is paid for in full by 3M. No money comes out of the NMRT budget for this event – NMRT contributes by planning and executing the event, as well promoting the event heavily among our membership. Given the size of the event to NMRT and the amount of work involved in executing this event, the 3M/NMRT Social Committee is our largest and one of our most important standing committees.
- C. Rationale:** According to current and past committee chairs, as well as board officers, there is no "playbook" for incoming chairs and committee members. Even if a chairperson has previously served on the committee, there are always details lost each year, leaving the committee with a sense of having to start afresh. This problem is amplified if there is considerable board turnover as well. The creation of a set of general guidelines that could be revised each year by the committee as needed would be of great benefit to all future committee chairs and members, ensuring a smooth transition year-to-year, preventing misunderstandings with our valued partner 3M, and improving the committee experience for all future 3M/NMRT Social Committee chairs and members.
- D. Impact on ...**
1. **Organization:** See "Rationale" above.
  2. **Committee (issuing proposal):** These guidelines will aid the 3M/NMRT Social Committee in planning the Annual Social.
  3. **Other committees:** None.
  4. **Finances** (Please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in "E. Supplemental information" below.)
    - a. **Itemized expenses:** None.
    - b. **Amount not covered by current allocations:** None.
- E. Supplemental information** (e.g. complete text of the report or policy; and for any proposal that requires additional funding, provide a description and justification for each

item):

The Ad Hoc Committee spent the fall surveying past chairs of the 3M/NMRT Social Committee, reviewing the Social Committee's existing handbook entry and timeline, and reviewing notes from previous discussions with 3M. Based on that information, as well as the input of Ad Hoc Committee members and Kim Sanders, the Ad Hoc Committee drafted the guidelines, which went through a series of revisions, resulting in the attached document. NMRT President Nanette Donohue and Vice-President/President Elect Laurel Bliss were also copied on most communications throughout this process.

## Proposed Guidelines for the 3M/NMRT Social Committee

Last Update: 05/01/2008

### Overview

The purpose of the 3M/NMRT Social Committee is to plan an event at the Annual Conference to recognize the recipients of the 3M Professional Development Grant and to provide an opportunity for NMRT members, potential members, and alum to network and socialize. The committee is generally comprised of six members, each serving one year by appointment of the NMRT President. Two members are appointed chair and assistant chair to oversee the committee. To ensure a smooth transition, the assistant chair apprentices under the chair and is appointed chair the following year.

### Funding

The 3M/NMRT Social is funded by 3M. NMRT contributes by doing much of the planning, promoting, and executing. 3M determines the funding level and acts as the point of contact for all billing. It is strongly recommended that the committee stay in regular contact with the NMRT Networking Director and NMRT's ALA Staff Liaison, who is responsible for submitting NMRT's end-of-the-year invoice to 3M (ALA pays for everything upfront and 3M reimburses NMRT). The NMRT Treasurer does not have a role within this committee unless it's at the request of the NMRT Networking Director and NMRT's ALA Staff Liaison.

### Communication

When communicating with committee members, NMRT officers, ALA staff, and 3M representatives, please keep the following in mind -

- Copy the NMRT Networking Director, the NMRT President, the NMRT Vice-President, and NMRT's ALA Staff Liaison on all email messages related to the committee's work unless directed otherwise.
- NMRT's ALA Staff Liaison serves as NMRT's primary contact with 3M. Do not contact 3M representatives without first speaking with NMRT's ALA Staff Liaison.
- If there is any change in procedure or staff (both 3M and ALA) during your tenure as committee chair, please notify the NMRT Networking Director and NMRT's ALA Staff Liaison. Make note of such changes in the committee's files and update these guidelines accordingly to ensure that the incoming chair has the most current information.
- After the Social, relevant committee files should be preserved and transmitted to the new chair according to NMRT policy (found online at <http://www.ala.org/ala/nmrt/handbook/nmrtpolicies/policy2.pdf> and <http://www.ala.org/ala/nmrt/handbook/nmrtpolicies/rev1.pdf>).

### Timeline

The ALA and NMRT fiscal year runs from September 1<sup>st</sup> through August 31<sup>st</sup>. "Committee" is the 3M/NMRT Social Committee and "3M" is the representatives of 3M. The following timeline tasks and dates are subject to change by joint agreement of NMRT, ALA, and 3M.

| Date | Task   | Responsible party      |
|------|--|------------------------|
| July | <ul style="list-style-type: none"><li>• Receive and review files from the previous chair.</li><li>• Review the NMRT Handbook entry on the committee, as well as these guidelines.</li><li>• Contact the NMRT President and the committee's supervising board</li></ul> | Committee<br>Committee |

|           |  |   |
|-----------|--|---|
|           | officer. Request the names and email addresses of committee members if not already received.   | Committee   |
| August    | <ul style="list-style-type: none"> <li>• Contact NMRT's ALA Staff Liaison for an overview, including when and how to contact the 3M representative.</li> <li>• Contact the committee members and explain the committee's job and their role.</li> <li>• Contact the NMRT Local Arrangements Committee (LAC) and request assistance in planning the social.</li> <li>• Schedule a committee meeting for Midwinter.</li> </ul>   | Committee<br>Committee<br>Committee<br>Committee  |
| September | <ul style="list-style-type: none"> <li>• Submit planning report to NMRTBD-L.</li> </ul>  |   |
| October   | <ul style="list-style-type: none"> <li>• Research the theme, location, and entertainment with a goal to finalize all three before Midwinter.</li> <li>• Verify the event location, date, and time with NMRT's ALA Staff Liaison.</li> </ul>  | Committee<br>Committee  |
| November  | <ul style="list-style-type: none"> <li>• Gather complete information on facilities, equipment, privileges, and expenses from NMRT's ALA Staff Liaison.</li> </ul>  | Committee   |
| December  | <ul style="list-style-type: none"> <li>• Contact NMRT's ALA Staff Liaison about discussing theme, food, drinks, and entertainment with the 3M representative.</li> </ul>   | Committee   |
| January   | <ul style="list-style-type: none"> <li>• Contact committee members with the date, time, and location of the meeting at Midwinter.</li> <li>• Verify all financial details.</li> <li>• At Midwinter: attend the Conference Planning Taskforce and NMRT Board meetings at Midwinter; present the theme, location, and entertainment to NMRT Board; and divide responsibilities among committee members.</li> <li>• Select the award winners in a closed session meeting (either at Midwinter or during a virtual meeting online).</li> </ul> | Committee<br>Committee<br>Committee<br><br>3M Prof. Dev. Grant Committee                |
| February  | <ul style="list-style-type: none"> <li>• Obtain the name of the winner from the 3M/NMRT Grant Committee and arrange for the winner's name, social security number, and address be provided to 3M.</li> <li>• Sign the contract and arrange for payment of the deposit (if necessary).</li> <li>• Submit progress report to NMRTBD-L.</li> </ul>  | Committee<br><br>Committee<br><br>Committee   |
| March     | <ul style="list-style-type: none"> <li>• Publicize the event.</li> <li>• Provide invitation graphics to 3M.</li> <li>• Create invitations.</li> <li>• Generate invitation list.</li> <li>• Mail invitations.</li> <li>• Order booth posters.</li> <li>• Obtain door prizes.</li> </ul>   | 3M<br>Committee<br>3M & Committee<br>Committee & 3M<br>3M<br>3M<br>3M & possibly<br>LAC |

|       |  |  |
|-------|--|--|
| April | <ul style="list-style-type: none"> <li>• Order plaques.</li> <li>• Create PowerPoint display.</li> </ul>   | 3M<br>Committee  |
| May   | <ul style="list-style-type: none"> <li>• Arrange for payment of the final deposit (if necessary).</li> </ul>   | Committee  |
| June  | <ul style="list-style-type: none"> <li>• Finalize program/order of event.</li> <li>• Schedule greeters for the event.</li> <li>• Before the event, finalize any last minute details.</li> <li>• Bring drink tickets and nametags to the event.</li> <li>• Set up PowerPoint display.</li> <li>• Decorate tables.</li> <li>• Coordinate Alvar library book donations.</li> <li>• Coordinate event on-site.</li> <li>• Speak at the event.</li> <li>• Present plaques to the winners.</li> <li>• Present gift to 3M representative.</li> <li>• After the event, contact NMRT's ALA Staff Liaison regarding any follow-up, remind committee members to submit any requests for reimbursement immediately, and submit a final committee report to NMRTBD-L.</li> </ul> | 3M & Committee<br>3M & Committee<br>Committee<br>3M<br>Committee<br>Committee<br>3M/Library<br>Journal<br>3M & Committee<br>3M & Committee<br>3M<br>Committee<br>Committee |
| July  | <ul style="list-style-type: none"> <li>• Reimburse award winners for conference expenses.</li> <li>• Mail all committee files, including these guidelines (updated as necessary), to the new chair.</li> </ul>   | 3M<br>Committee  |

author: catherine collins  
filename: ad-hoc-cmt-proposed-guidelines[050108]

# **Proposal to the New Members Round Table For Creation of a Scholarly Print Journal**

**Vice Presidential Planning Committee  
January 2006**

## **Statement of Purpose**

MLIS programs do not typically emphasize writing for publication. Therefore, many new librarians entering the field have never been exposed to the publication process and have no idea where to begin. Whether publishing is a job requirement or a choice, the publication process can be intimidating.

To provide straightforward information on the step-by-step process toward scholarly publication and to present opportunities for new librarians to experience scholarly publishing firsthand, we propose that New Members Round Table (NMRT) create a print peer-reviewed journal as a pilot project. The journal would feature articles of interest to new librarians as well as provide creative, informative, and practical articles of interest to all librarians. The journal would examine issues that are vital to our profession, providing a forum for sharing knowledge and ideas.

We propose that the pilot project involve two annual publications, distributed in May 2007 and May 2008. After the 2008 publication, the trial would be reviewed, with findings reported to the NMRT board for a decision whether to continue the publication in its initial format or with changes. One option for continuing the publication if it is successful would be to establish a partnership with a commercial publisher (e.g., Haworth).

We are aware that the Scholarship, Writing, and Research Committee is investigating a similar online scholarly publication at this time. We are proposing a print publication instead, so NMRT members can gain experience with the traditional print publication process they will encounter in the profession. However, perhaps the two initiatives might be coordinated. For example, the print journal might publish a selection of the best articles from the online journal.

The editorial policy and submission guidelines below are written based on the assumption that this new print publication has original submissions.

## **Editorial Policy**

The proposed journal would be associated with the American Libraries Association New Members Round Table, thus submissions would be limited to the NMRT membership. Published articles would be written for and by librarians new to librarianship. MLIS students and those in the field less than six years would be encouraged to submit original work to the editor(s). All submissions must not be previously published or simultaneously being considered for publication elsewhere. Receipt of manuscripts would be acknowledged via email.

## **Submission Guidelines**

The proposed journal would accept unsolicited manuscripts associated with all aspects of librarianship. Articles directly associated with issues concerning those in the early stages of library careers would be particularly welcome.

Manuscripts would be evaluated through a double blind review process. Both print and electronic submissions would be accepted. Those electing to submit print would be required to send one original and three copies to the editor. Electronic submissions would be sent as Word Document email attachments.

## **Style**

The journal would follow the latest edition of *The Chicago Manual of Style*. Articles should be written using active voice and standard United States spelling. Authors should submit well written and precise articles insuring all facts and citations are accurate. Potential authors should check carefully to ensure that spelling and grammar are correct throughout the entire document. All figures, tables, and illustrations should be correctly cited within the text. Manuscripts presented at conferences should include the conference name and date within the abstract.

## **Format**

Manuscripts would be word processed, 1-inch margin on all sides, single-sided, double-spaced with pagination and a running title used throughout the document.

- The original cover page should contain the title, author name, affiliation, address, phone number, fax number, and email address. The remaining three cover pages should include only the manuscript title.
- An abstract of no more than 150 words should be included.
- Headings and subheadings should be used for readability.
- Acronyms should be spelled out when first used in document.
- References should be listed at the end of the text in order of use within document.
- Figures, tables, and illustrations should be included in numerical order following the references.

## **Length**

Manuscripts between 1,000 and 4,000 words would be desirable. Exceptions would be made at the discretion of the editor.

## **References**

References should be listed on separate sheets of paper immediately following the text. They should be in numerical order according to when they occur within the article. The journal would follow guidelines set forth by the most recent edition of *The Chicago Manual of Style*.

## **Tables and Figures**

Tables, figures, and other illustrations would be submitted on separate sheets of paper and be positioned after the reference section of the manuscript. They should be in numerical order according to when they occur within the article. Clear and concise captions should be included; all works are to be submitted camera ready. All images should be submitted in grey scale. If images are submitted in color, colors should be chosen carefully so that grey scale reproduction would not change or hinder their meaning.

## **Copyright**

A copyright agreement would be sent to each author once a manuscript is accepted for publication.

## **Proposed Organization/Committee within NMRT**

The standing committee most logical to undertake the proposed publication, based on its mission, is the Scholarship, Writing and Research Committee. Alternatively, the NMRT Board might form a new ad hoc committee to oversee the pilot project.

### **Proposed Committee Roles**

- **Editor** – Manage the overall publication
- **Production Editor** – Manage the layout of the journal
- **Treasurer/Budget** – Manage the budget.
- **Advertising** – Should we choose to solicit advertising, this person would manage that aspect of the publication.
- **Column/Features editor** – The publication could have regular features, such as book reviews (perhaps related to publishing and writing, librarianship, etc.). This editor would manage the content and edit the articles.
- **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.).
- **Webmaster** – For the website providing information about the publication.

## Annual Budget

### Expenses

|  |           |
|--|-----------|
| Staffing expenses  | Volunteer |
| Production: paper, cardstock cover, ink, printing costs  | \$2,500   |
| Distribution: postage, packaging, sorting, labeling etc. | \$1,500   |
| Supplies   | \$1,000   |
| Total:   | \$5,000   |

### Income

(Assumes no page charges for contributors)

|   |         |
|---|---------|
| Subscriptions: NMRT members (1,500 @ \$2)           | \$3,000 |
| Subscriptions: Nonmembers/institutions (200 @ \$10) | \$2,000 |
| Total:  | \$5,000 |

We propose that production of the journal be done by volunteers (members of the committee responsible for the journal). Consequently, no costs would be incurred for personnel. The primary costs associated with the journal would include printing and postage.

To pay for the journal we propose a two-tier subscription fee ... one for NMRT members and one for nonmembers.

NMRT members would be assessed a \$2 annual fee (in addition to their \$10 annual NMRT dues). This additional fee would generate approximately \$3,000 of the needed \$5,000 annual publication budget. Alternatively, NMRT dues might be increased \$2 to cover publication costs, or existing NMRT funds might be reallocated from some other activity or project without either assessing a fee or raising annual dues.

Individuals who are not members of NMRT as well as institutions would be assessed a \$10 subscription fee. This fee would generate approximately \$2,000 of the needed \$5,000 annual publication budget.

Respectfully submitted by the Vice Presidential Planning Committee  
January 3, 2006

Maureen Barry (Subcommittee Chairperson)

Karen S. Davidson

Deana Groves

Rebecca Immich

Alexis Linoski

Bruce Stoffel (Committee Chairperson)