

Board Minutes

Name of Group: New Members Round Table Executive Board

Type of Meeting: Annual Board Meeting

Date Submitted: July 10, 2005

Date and time: June 27, 2005; 12:30 to 2:30 p.m., CST

Place: Chicago Marriott Downtown, BR Chicago G-H

Name of Chairperson and Recorder: Sally Gibson, President; Ihsia Hu, Secretary

List of Attendees: Board Members: Sally Gibson, President; Nadine Flores, Vice President/President-Elect; Beth Kraemer, Past President; Bill Jenkins, Treasurer; Catherine Collins, Treasurer-Elect; Laura Kortz, Membership Services Director; Laurel Bliss, Networking Director; Tanzi Merritt, Outreach Director; Ihsia Hu, Secretary. Non-Board Members: Jeannette Ho, Chair, 3M/NMRT Professional Development Grant Committee; Bob Wolverton, Chair, Shirley Olofson Memorial Award Committee; Amanda Roberts Footnotes Editor; Rich Murray, Co-Chair, Midwinter Discussion Forum Ad Hoc Committee; Nanette Wargo Donohue, Co-Chair, SASCO; Jeff Morse; Kim Sanders; Mary Manias; and Katie Dunneback, Chair, Local Arrangements Committee.

Signature of Recorder/Secretary on Official Copy of Minutes: Ihsia Hu

Body of Report:

Approval of Minutes

Sally Gibson distributed the minutes from the January 7, 2005 NMRT Electronic MidWinter Board Meeting.

The minutes were accepted by the board.

Old Business:

A. Endowment for Student Chapter of the Year Award

There was no additional information from what was presented at the Midwinter Meeting. Bill would like to find out more information before NMRT proceeds so there was no action on that item

B. Budget 2005-2006.

Bill's laptop was stolen, so he could not make new print out. Sally thought the budget was very straight forward and not discussion was necessary. The budget was approved as presented during MidWinter.

C. Organizational Review:

i. NMRT directors continuous 2 year appointment

Pros and cons on continuous 2 year appointment in the same position for directors had been discussion during online forum. Beth thought 2 year appointment should be the president's decision and there was no need to mandate it. Bill believed a continuity in directorship will have the directors gain more experience and benefit the committee chairs under their supervision. Board voted for the proposal: 5 to 2.

ii. NMRT directors election to specific office.

Pros and cons on directors election to specific office had been discussion during online forum. Beth mentioned we have a 10-year limit for membership in NMRT. A potential candidate could be reaching his/her 10-year limit but a position he/she wants is not open. People might be worried that they don't have the skills for the position if they are running for a specific position. Bill believed the potential candidates should know which position they are running for so that they would not worry about being appointed to a position they don't have the skill or knowledge for. Board voted for the proposal: 5 to 2. By law will be amended accordingly. E-meeting will be following up.

iii. Revision of NMRT Committees.

Most of the proposed changed to committees had been discussed during online forum. The proposal was approved by the board.

iv. Revision of NMRT Division of Responsibilities of Officers and Directors.

Sally presented the proposal for division of responsibilities of NMRT officers and directors. After brief discussion, it was decided that President's Program Committee will change its name and function to President and Membership Meeting Committee since membership meeting alone does not require a committee to organize and Membership Meeting and Program Committee is changed to Annual Program Committee. The proposal was approved by the board.

New Business:

a. 3M/NMRT Professional Development Grant condition of acceptance.

Jeannette presented the proposal. A few changes were made to the proposal for clarity. The recipient will submit a signed conditions and acceptance form to the Grant Committee. The form will include the signature of his/her employer or faculty advisor or dean if still in school to indicate that he/she has approval to accept the grant and meet the conditions of conference attendance. Ignore this if not applicable, i.e. out of school and unemployed. The recipient will agree to participate in

NMRT's mentoring program if he/she is a first time ALA conference attendee. The recipient will agree to keep a daily log and submit to 3M within 2 week of conference attendance. If the recipient is unable to complete the terms of the grant, he/she must notify the Committee and return any funds at that time. The proposal was approved.

b. Shirley Olofson Award application review.

Bob presented the proposal. Since there were many well qualified applicants, the award process was very difficult. Bob proposed a few criteria to give priorities to certain applicants. Bob proposed that priority will be given to applicants who have been members of ALA and NMRT for five year or less. This proposal was not accepted since membership at NMRT is 10 years and a member might not have attended any conference during the first five years. Bob proposed that priority will be given to applicants who receive no financial assistance from their employer for travel. Since financial need for travel is required to apply for this award, the applicants should indicate whether they receive or expect to receive no financial assistance from their employers, or what percentage is covered by their employer, e.g. 1-25%, 26-50%, 51-75%, or 76-100%. Bob also proposed that priority will be given to applicants who have not previously received monetary awards from ALA and/or NMRT. After discussion, it was changed to "priority will be given to applicants who have not previously received individual monetary travel awards from NMRT."

c. John Chrastka, ALA manager for membership development.

John Chrastka proposed giving discounts for student members and first year members. He said ALA is offering packages of ALA membership with section membership as a promotional tool to new members. It makes new members feel they are been given a good opportunity and offered a good deal for their money, esp. for students with tight budget. John could market ALA and NMRT as a package that make people feel it's a good value. Bill motioned to offer reduced membership fee, \$5, for first year individual members, either student or regular member. The motion carried unanimously.

Announcements.

Bill announced that Homewood Hotel worked well for people. It has a kitchenette in each suite. We used over 80% of the room reserved for NMRT. NMRT should try to book Homewood Hotel again in the future if it is an ALA hotel.

Adjournment. The meeting was adjourned at 2:35 p.m., CST.

Revised and approved proposals are attached.

Attachment 1--Proposal for Division of Responsibilities of NMRT Officers & Directors

President

President's Program and Membership Meeting
Governance

Vice-President

Vice Presidential Planning ad hoc

Immediate Past President

Nominating

Secretary

Handbook
Archives

Treasurer

Assistant Treasurer
NMRT Hotel

Leadership Director

3M/NMRT Grant
Shirley Olofson
Annual Program
Online Discussion Forum
Scholarship, Writing, and Research

Member Services

Footnotes
Mentoring
Resume Review
Web

Networking

3M/NMRT Social
Local Arrangements
Midwinter Social
Booth
Orientation

Outreach

SASCO
Student Chapter of the Year Award
Student Reception
Membership Promotion, Diversity & Recruitment

Membership Relations
Liaison Coordination & Support

Attachment 2--Proposal for the Revision of NMRT Committees

The purpose of the Organization Review was to determine if every NMRT committee served a purpose, are all the committees still necessary, and does the current committee structure meet the needs of the NMRT members. From the Organizational Review report and the Board discussions several recommendations emerged.

It is proposed that the following NMRT committee be disbanded

- Publicity committee
- Self Study Resource Allocation
- Diversity
- Leadership Development
- Exhibitor Contact & Relations

Publicity and Exhibitor Contact & Relations can continue as ad hoc committees for 2005-2006 to help with the transition and create guidelines.

New Committees

Vice Presidential Planning ad hoc - the VP can decide if s/he would like to utilize a committee during their planning year

Scholarship, Writing, & Research - combines New Writer's Support & Scholarship & Research. The committee can continue the work of the New Writer's support listserv and webpage. It can also create opportunities for new writers to publish. This would be a standing committee.

Online Discussion Forum - name change for the Midwinter Discussion Forum and make it a standing committee rather than ad hoc. The discussion will take place online so that all NMRT members can participate.

It is recommended that Membership Promotion & Relations become 2 committees due to the heavy workload. Both committees would be standing.

Membership Promotion Diversity & Recruitment could focus on recruiting new members and incorporate the work of the Diversity committee.

Membership Relations could focus on welcoming new members, and the member news article in Footnotes.

Midwinter Social - name change for the Midwinter Activities committee

Attachment 3-- Proposal Form for NMRT

From (name and office/committee): Jeannette Ho, 3M/NMRT Professional Development Committee

Date: May 16, 2005

A. Board action requested: Revision of the 3M/NMRT Professional Development Grant conditions of acceptance. We would like to change the first two conditions to:

- 1) Recipient will provide confirmation by submitting a signed conditions and acceptance form to the 3M/NMRT Professional Development Grant Committee indicating that he or she will accept the grant conditions and attend the ALA Annual Conference.
- 2) Recipient will include the signature of his or her employer or his or her library school faculty advisor or dean. (Ignore this if not applicable, e.g. not in school and unemployed) on the form to indicate that he or she has approval to accept the grant and meet the conditions of conference attendance.

We would also like to propose making the fourth condition to participate in the Mentoring program optional.

B. Background: Conditions 1) and 2) are currently worded:

- 1) Recipient will provide confirmation in writing to the 3M/NMRT Professional Development Grant Committee that he or she will attend the Annual Conference.
- 2) Recipient will provide confirmation in writing from his or her employing institution that he or she has approval to accept this grant and to meet the requirements of conference attendance.

The former 3M liaison, Judith Nelson, suggested several years ago adding the requirement to participate in the mentoring program if the recipient is a first time conference attendee.

C. Rationale: We would like to revise the first two conditions to accurately reflect what the committee does. The current wording confuses grant winners, since they imply the need to submit something in addition to the signed conditions of acceptance form. In reality, we only require them to submit this form. I have confirmed this with the chair of last year's committee, who mentioned that grant recipients tend to inquire about this every year.

We would also like the Executive Board to consider making participation in the mentoring program optional. While this may help publicize NMRT's activities, not all recipients may feel the need for a mentor, especially if they have been active in the

profession for several years, and have attended previous ALA conferences. Meanwhile, we can continue to strongly encourage them to apply for mentors, but let them decide whether to do so.

D. Impact on ...

1. **Organization:** None anticipated.

2. **Committee** (issuing proposal): Fewer questions each year from grant winners about what to submit.

3. **Other committees:** This proposal should not have a major impact on the Mentoring Committee.

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:**

b. Amount not covered by current allocations:

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):

Conditions of acceptance (as they currently appear on the 3M/NMRT grant web site):

1. Recipient will confirm in writing with the 3M/NMRT Professional Development Grant Committee that he or she will be able to attend the ALA Annual Conference.
2. Recipient will provide confirmation in writing from his or her employer that he or she has approval to accept the grant and to meet the requirements of conference attendance.
3. Recipient will agree to attend certain conference-related functions as requested in advance by the 3M/NMRT Professional Development Grant Committee.
4. Recipient will agree to participate in NMRT's Mentoring Program if attending ALA conference for the first time.
5. Recipient will schedule a 1-2 hour appearance at the 3M booth during the ALA Annual Conference.
6. Recipient will agree to keep a daily log or diary in a format requested by the 3M/NMRT Professional Development Grant Committee, and agrees further that this log or diary will be submitted to 3M and be allowed to be used as a basis for project evaluation and publicity within 2 week after the conference is over

7. If the recipient is unable to complete the terms of this grant, he or she must notify the 3M/NMRT Professional Development Grant Committee and return any funds received under the grant at that time.

Attachment 4--Proposal Form for NMRT

From Bob Wolverton, 2004-2005 Chair, Shirley Olofson Memorial Award Committee

Date: May 26, 2005

A. Board action requested: To review suggestions from the 2004-2005 Shirley Olofson Memorial Award Committee to incorporate optional “priority” categories into the application review process for the award. If approved by the Board, the priority categories could be added to the existing required criteria for the award and used by future Olofson Award committees as needed.

B. Background: The present criteria for the Olofson Award have remained constant for a number of years. The criteria for selecting applicants as stated on the ALA NMRT Shirley Olofson Memorial Award website includes:

- Completion of all information requested on the application form;
- ALA membership (number required on form);
- Current NMRT membership (or indication that applicant has recently applied for NMRT membership);
- Statement of reasons for desiring attendance at an ALA Conference;
- Number of conferences previously attended;
- Evidence of library activity on local, state or national levels;
- Financial need. The successful applicant will be required to sign an affidavit indicating that he or she will attend at least one NMRT Executive Board meeting at the Annual Conference, as well as the program meeting where the award will be presented.

An additional criterion has been utilized in recent years, stating that applicants may not receive the Olofson Award and the 3M/NMRT Professional Development Grant in the same year.

The 2004-2005 Olofson Award Committee observed that many people who applied for the award this year met the above criteria, making the selection process very competitive. While this year’s committee was able to successfully reach a consensus on the top candidates for the award, discussions were held on how to make future selections as fair as possible, and in situations where candidates were ranked equally, additional criteria that might be helpful for future Olofson Award committees to consider.

To assist future Olofson Award committees in the selection process, this year’s committee recommends that the Board review the overall criteria for the Olofson Award, keeping the basic criteria mentioned above and adding four optional “priority” criteria that future Olofson Award committees could take into consideration in reviewing

applications if they wish. These criteria may be especially helpful in cases where a number of applicants are equal in terms of meeting the basic criteria for the award.

The three priority criteria and their rationales include:

-Priority for the Olofson Award will be given to applicants who receive no financial assistance from their employer for professional development and/or travel.

Rationale: While financial need has been a criteria for the Olofson Award over the years, the Committee felt that a distinction should be made between applicants who receive absolutely no financial assistance from their employer for travel and those who receive at least some amount of travel funding but elect to use such funds to attend non-ALA meetings or conferences. In such cases, the Committee felt that priority should be given to those receiving no financial assistance at all from their employers. Applicants will include if they receive any financial assistant from their employers or what percentage is covered, e.g. none, 1-25%, 26-50%, 51-75%, or 76-100%.

-Priority for the Olofson Award will be given to applicants who have not previously attended an ALA annual conference. Applicants who have attended more than five ALA annual conferences are not eligible to apply for the Olofson Award.

Rationale: The Committee felt that in cases where applicants are equal in terms of other criteria, priority for the Olofson Award should be given to those who have not had an opportunity to attend any ALA Annual conferences. No applicant would be considered for the award if they have attended more than five ALA annual conferences.

-Priority for the Olofson Award will be given to applicants who have not previously received monetary awards from ALA and/or NMRT.

Rationale: With limited financial resources available to assist many newer NMRT members in attending ALA Annual conferences, this year's Olofson Award Committee felt that in fairness, financial assistance from ALA and/or NMRT should be extended to as many different individuals as possible. To that end, it was felt that priority for future Olofson Awards should generally be given to applicants who have not previously received individual monetary travel awards NMRT.

C. Rationale: (See above).

D. Impact on ...

5. Organization: None foreseen. The Olofson Award would continue to be given to members of ALA and NMRT.

6. **Committee** (issuing proposal): It is hoped that by adding the optional priority criteria, future Olofson Award Committees will be able to reach a consensus on the award recipient more quickly and more objectively.

7. **Other committees:** Priority for the Olofson Award would generally be given to applicants who have not previously received monetary awards from other ALA and/or NMRT committees.

8. **Finances** (Please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in “E. Supplemental information” below.)
 - a. **Itemized expenses:** N/A

 - b. **Amount not covered by current allocations:** N/A

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): N/A