

**CEAL Executive Board
Meeting I Minutes**

Wednesday, March 20, 2013
8:00am-9:50am
Annie Room A/B
Manchester Grand Hyatt
San Diego

Attendees: Jade Atwill (Member-at-Large), Rob Britt (Committee on Library Technology), Shi Deng (Chair, Committee on Technical Processing), Vickie Fu Doll (Statistics), Ellen Hammond (Vice-President), Mikyung Kang (Member-at-Large), Beth Katzoff (Member-at-Large), Joy Kim (Past President), Gail King (JEAL Editor), Kenneth Klein (Secretary), Wen-ling Liu (Member-at-Large), Toshie Marra (Member-at-Large), Setsuko Noguchi (Chair, Committee on Japanese Materials), Hee-sook Shin (Treasurer), Yunah Sung (Chair, Committee on Korean Materials), Susan Xue (Chair, Committee on Chinese Materials), Jidong Yang (Chair, Committee on Public Services), Tao Yang (Member-at-Large), Peter Zhou (President).

Absent: Hikaru Nakano, Ying Zhang

Welcome and Agenda Review. President Peter Zhou called the meeting to order at 8:00 am. He asked Program Task Force Chair Wen-Ling Liu about plans for distributing the *2013 CEAL Conference Evaluation* questionnaires. It was agreed that they would initially be passed out at the first Plenary session, after 10:20.

Reflections on Executive Board Retreat- Ellen Hammond (on behalf of Karen Smith-Yoshimura) said that Smith-Yoshimura was able to transcribe the results of the previous day's retreat. She recorded the top three points and listed, as well, those that also had attracted some significant attention. Her report will be distributed when it has been completed. Hammond pointed out that the results were not meant to indicate any final decisions. The suggestions generated at the retreat were grouped in the following areas:

1. Make CEAL better, most of which had to do with improving the meetings, assessments and making better use of the website. Each CEAL committee could use their part of the website to do such things as create and share webinars, PowerPoint presentations, documents, etc. Hammond suggested that a focus on how to enhance the CEAL website be addressed in the near future. Vickie Doll said that developing the website would also help CEAL extend its reach beyond the annual meeting, one other priority mentioned at the retreat.
2. Help CEAL members and libraries improve their operations.
 - Facilitate negotiations for e-resources. Susan Xue said this should be handled by the language committees; each would need to develop a plan. Yunah Sung replied that the Committee on Korean Materials (CKM) has had an effective subcommittee for negotiating Korean e-resource agreements for the past three years (and another for cataloging). Xue said that, as the Committee on Chinese

Materials (CCM) is so much larger than the other two language committees, there is a problem of continuity, from one chairmanship to another. Doll suggested that a policy group of some sort be established to set standards so that the vendors can know broadly what to expect. For example, limits to the percentage of annual price increases would be advantageous. Wen-Ling Liu said also that the CKM negotiates with a governmental organization, while CCM faces a less organized vendor situation. Mikyung Kang said that the time commitment is considerable and involves considerable sacrifice on the part of the members. She also added that establishing set standards might actually make the negotiations more difficult, as flexibility would be lessened. Tao Yang suggested that there should be a way to share expertise in negotiating, since changes in negotiating teams could undermine continuity.

- Improve regional networking for reference, ILL and collection development.
3. Collaborate and outreach to other professional organizations / mainstream East Asian concerns. Hammond asked for more concrete suggestions as to how to do that.
 - Liaison with ALA's Committee on Cataloging Asian and African Materials (CCAAM). Liu said she served as liaison between CCAAM and CEAL at the time of the transition to pinyin. Shi Deng said there still is a connection, at least in regard to cataloging developments. CCAAM has five specialists, including a liaison to CEAL.
 - Center for Research Libraries (CRL). Hammond said that CRL is now beginning to take on a role in e-resource negotiations. Doll suggested that CEAL should name a liaison with those efforts, since we will likely be able to negotiate better terms. Xue said CRL has been doing a good job negotiating, but there would be an advantage in having CEAL input, since we have a stronger idea of what is possible and advantageous.
 4. Improve ability to work with East Asian studies faculty and scholars. We should consider how to do this.
 5. Improve our effectiveness as East Asian librarians.
 - Online training (which relates to the further development of the website). Zhou asked who might be interested in participating in a task force to consider how to develop online training programs. Rob Britt said that it might be difficult to coordinate from our separate locations. CEAL YouTube accounts—perhaps one for each committee—might be one approach. These might then be worked into the CEAL website so that it carries a CEAL brand. Zhou emphasized that what might first be needed would be for someone to coordinate a process of discovery in order to harvest already existing resources. He moved that an Online Training Task Force, consisting of an appointee from each CEAL committee and chaired by Britt be formed, for which Zhou would formulate the charge. The motion was seconded and passed unanimously.

- Mentoring programs.

Election Committee Report. Tao Yang, Chair of the Election Committee, distributed copies of the *CEAL Election Committee Report*. The Committee was appointed in October and most of the work was completed between November and January. The Committee determined, in consultation with the *ex officio* members, that nominations to one of the open Member-at-Large positions would be limited to Korean members and the other position to any CEAL member. The election began on February 11th and ended on March 15th. The newly elected Members-at-Large of the Executive Board are Hyokyong Yi and Dawn Lawson.

Yang also reported that Zhou appointed Sarah Elman as the new Chair of the Membership Committee.

JEAL Editor's report. Gail King, Chair of the Publication Committee, had previously distributed the Committee's *Annual Report 2012*. She then discussed the following issues:

- In response to questions she has received, she said that contributors to JEAL need not be CEAL members.
- She also related that Maney Publishing, after initiating a conversation to consider the possibility of publishing JEAL, decided not to do so, most likely because of the limited number of institutional subscribers, which would have been the source of any profits they would expect to make.
- BYU library Digital Publications section, using the OJS (Open Journal Systems), has begun tracking page views for JEAL, documenting that the journal has been receiving a considerable number of page views.
- King suggested that CEAL may want to consider making the Journal of East Asian Libraries (JEAL) a completely online e-journal and cease publishing a print version. JEAL is open access. Zhou suggested that receiving the paper copy is one indication of CEAL membership. Doll said that, if JEAL is to become exclusively an e-journal, it would be best to leave it in one place on the internet; people, including CEAL members would know how to find it. Yang pointed that the loss of income from institutional subscribers would be more than compensated by the money saved by not having to print the journal. Zhou said that this could be a major step in reallocating CEAL funds toward other projects, but it is a major decision that should be carefully considered before finalizing it. It would involve, for one thing, a change in the CEAL By-laws (though this is not certain). King was asked to develop a proposal for how to investigate this possibility to submit to the Executive Board for consideration.

Treasurer's Report. Treasurer Hee-Sook Shin had previously distributed her report. She suggested that she would send out reminders for members to renew. She had earlier requested that, in addition to the pdf version of the renewal form that is on the website, Britt also make a Word file version available so that it can be filled out, printed and sent. This has now been done.

Hammond asked if Shin had reminded those CEAL individual subscribers who were not paid-up AAS members that membership in CEAL required membership in AAS. Shin replied that she was not sure if that was her role, but Britt said that she had actually done this recently.

Policy on Posting Affiliated Group Meetings in CEAL Program. Zhou said that, as a convenience to CEAL members, non-CEAL meetings have recently been included in the CEAL schedule of programs, but he questioned whether such meetings should be listed when they are open meetings and conflict with official CEAL meetings. This year, the Japanese Company Histories group scheduled its meeting during one of CEAL's timeslots (Thursday, 9:30-10:30am). The group refused to work around CEAL time slots, as they are AAS-affiliated, but not CEAL-affiliated. Britt suggested that, if such a group wants to be on CEAL's schedule, they should make themselves an affiliated group and provide a report to the CEAL Executive Board. Sung said that last year's CKM had only Korean attendees because there were non-CEAL Chinese and Japanese meetings scheduled in direct conflict. A motion was made that non-CEAL-affiliated groups that schedule open meetings in conflict with CEAL meetings not be included in the CEAL schedule of programs. The motion was seconded and passed.

Open CEAL's professional development/enhancement activities to vendors. Shi Deng brought up a suggestion from a CEAL member to open CEAL-sponsored workshops to vendors since we have more and more vendors providing shelf-ready service. Shi also mentioned that CTP current practice is for CEAL members to take priority over non-members for participation. She suggested that CEAL needs written guidelines and asked the CEAL Executive Board to discuss the matter. Two issues were discussed at the meeting.

1. Whether we should open CEAL-sponsored workshops to vendors for professional development opportunities and fee structure.
 - Jade Atwill suggested that non-vendors who want to participate should be invited—even required—to join CEAL.
 - Liu suggested that a policy should be established for institutional subscribers, as opposed to those which do not subscribe.
 - Hammond suggested that in some cases there is an advantage in having vendor participation, but since they are profit-oriented, there is no reason we cannot charge a good amount to allow their participation.
 - Doll suggested that vendors be charged for separate training sessions, but Liu pointed out that we should check with AAS on this point, since we do not want to undermine CEAL's nonprofit status. Vendors cannot be "members," and it is not certain that we can charge fees for their participation.
 - Xue would like guidelines to be established to clearly state CEAL policy on these questions.

2. Whether guidelines should be established to clearly state CEAL policy on these questions. Zhou moved that a task force be formed to develop guidelines for presentation to the Executive Board on vendor and other institutional participation in CEAL-sponsored workshops. Xue and Sarah Elman, along with representatives from the Chinese, Japanese and Korean Materials and Technical Processing committees are charged with drafting such guidelines.

Update on Membership Database. The CEAL Treasurer, Shin, and the Chair of the Technology Committee, Britt, reported that the CEAL Directory database (which includes CEAL membership information) appears to be working well, and that there is a clear workflow in place for managing CEAL personal membership records within the Directory. However, Shin said information regarding institutional memberships has still not been integrated into the CEAL Directory database (an MS Access file stored on the CEAL server). Shin currently keeps track of institutional members using an MS Excel spreadsheet file that she maintains. Britt and Shin agreed that it would be best to include institutional member data in the same place as the personal membership data. Therefore, Britt agreed that Shin should send Britt the Excel spreadsheet she uses for institutional membership data. Britt will then work on updating the CEAL Directory, integrating the institutional data into the MS Access database file. The goal is for all CEAL membership data to be stored in one place: the CEAL Directory MS Access database file on the CEAL server.

Recognition of Outgoing Executive Board Members. Zhou will recognize the outgoing members of the Executive Board at the Plenary meeting, but invited each to make some final remarks on this, their last Board meeting.

- **Mikyung Kang** (Member-at-Large) thanked the Executive Board for the opportunity she has had to participate; she learned a lot and has grown professionally. She wished the Board well in the coming year.
- **Beth Katzoff** (Member-at-Large) really enjoyed her time on the Executive Board and is looking forward to the outcome from the retreat.
- **Joy Kim** (Past President) thanked the Executive Board for their work over the years of her tenure as President.
- **Hikaru Nakano** (Chair, Membership Committee) was unable to attend.

Orientation of New Members to the Executive Board. Zhou asked for volunteers to invite the newly elected Members-at-Large. Liu offered to invite Hyokyoung Yi, and Toshie Marra will invite Dawn Lawson. Joy Kim reminded everyone that the election results should be kept confidential until the time of the announcement at the Plenary meeting.

Peter adjourned the meeting at 9:44am.

Actions Items

No	Item	Who	Deadline	Issues
1	Distribute evaluation questionnaires	Planning Committee	3/20/2013 10:20am	Questionnaires will be distributed at multiple times and ultimately in an online form.
2	Transcribe results of EB retreat	Karen Smith-Yoshimura		
3	Online Training Task Force: appoint members	Committee Chairs		
4	Online Training Task Force charge	Peter Zhou		
5	Develop a proposal to make JEAL an e-journal only	Gail King		
6	CEAL membership renewal notices	Hee-Sook Shin		
7	Exclude non-CEAL groups with conflicting meetings from calendar	Peter Zhou		
8	Guidelines for including vendors in training sessions	Susan Xue & Sarah Elman		
9	Institutional subscriber info	Rob Britt		Shin and Britt will work together to integrate institutional subscriber info into the CEAL Directory MS Access database file.