

CEAL Executive Board Meeting I

Wednesday, March 25, 2015
8:00 am – 9:50 am
Arkansas Ballroom
Chicago Sheraton Hotel and Towers

Attendees: Tomoko Bialock (Member-at-Large), Rob Britt (Committee on Library Technology), Erica Chang (Committee on Technical Processing), Hong Cheng (Committee on Chinese Materials), Jim Cheng (Vice President), Sharon Domier (Committee on Public Services), Sarah Elman (Membership), Vickie Fu Doll (Statistics), Ellen Hammond (President), Michiko Ito (Committee on Japanese Materials), Gail King (JEAL Editor), Kenneth Klein (Secretary), Miree Ku (Committee on Korean Materials), Dawn Lawson (Member-at-Large), Tang Li (CLT designee), Wen-ling Liu (Member-at-Large), Toshie Marra (Member-at-Large), Michael Meng (Member-at-Large), Hee-sook Shin (Treasurer), Hyokyong Yi (Member-at-Large), Peter Zhou (Former President)

President Ellen Hammond called the meeting to order at 8:01 a.m. In order to save time for the very full agenda, reports from the committees and from the Executive Board members whose terms are ending had been previously distributed and would not be part of the meeting. Those reports may be read by means of the following links:

[Committee on Chinese Materials](#)

[Publication Committee](#)

[Committee on Japanese Materials](#)

[Statistics Committee](#)

[Committee on Korean Materials](#)

[Ken Klein \(outgoing Secretary\)](#)

[Committee on Technical Services](#)

[Hee-sook Shin \(outgoing Treasurer\)](#)

[Committee on Public Services](#)

[Wen-ling Liu \(outgoing Member-at-Large\)](#)

[Committee on Library Technology](#)

[Toshie Marra \(outgoing Member-at-Large\)](#)

[2014/2015 Financial Report](#)

1. Elections

a. Announcement of election results Jim Cheng served as Chair of the Election Committee (other members were:). Each opening had at least two candidates, but this year, the Member-at-Large openings had three candidates.

Secretary: Adam Lisbon (University of Colorado)

Treasurer: Xu Chen (Oberlin College_)

Member-at-Large: Charles Fordman (Stanford)

Hana Kim (University of British Columbia)

Winners each received at least 43% of the votes for their office.

Ellen asked for comments. Rob mentioned the issue of late dues payers 118 at first, but by end of voting period, 150 members. Ellen has put the issue of membership dues on EBII agenda.

Ellen will announce the winners at the Plenary.

b. Feedback on election process (including possible changes to the election guidelines)

2. Q&A on Committee Reports

Ellen thanked everyone for their committee reports and for the remarks from the outgoing EB members.

Ellen asked Rob about the online training task force proposal. Rob said that he had sent out a call for comments, but never received any responses, so concluded that it was not a priority. Peter pointed out that this had been identified as a high priority at the retreat. Vickie suggested not closing the idea off altogether, but keep it open. She suggested that the online training would be in place of the pre-conference workshops, making it possible for more to benefit and reduce the need for coming so early in the week. Peter said Rob was asked to chair the task force, but the charge was different from that voiced by Vickie. Rob said he could facilitate such training, but not run it. Sharon said the original suggestion was different. Dawn, reading from minutes, was for making a task force to gather existing online resources, and that was the charge for which Rob received no feedback. Ellen asked for a motion to reconstitute a task force. Peter so moved and it was seconded. Without a vote, Ellen will go ahead and do that.

Toshie asked about the coordination between the Treasurer and the Membership Committee on the matter of dues being up to date. Ellen will make sure the relationship/ responsibilities are clarified. Toshie emphasized that dues status for people on the ballot be followed. Best for this to be the Treasurer's responsibility.

Ellen asked about the 800 people on the online directory. Hee-sook said it includes librarians and staff at all member institutions. Rob said that this is a relic of a previous practice. Some of the institutions are diligent about updating, but others not so much. Ellen might place that on the EBII agenda (rethinking the CEAL Directory).

Jim asked why Hee-sook thought the membership was so much lower this year, but with late payers, membership is now up to 157 members. This is still down from previous years, but not dramatically so. Vickie pointed out that there are over 200 attendees...

8:15 CEAL Budget & Financial Planning

Tomoko and Ellen prepared a four page document for the next phase of budget-planning. The task force presented two models (low asset vs high asset). Ellen asked for a show of hands vote on the two models. Rob asked for further discussion. So Ellen asked instead for a sense of the membership as to which model to pursue. Rob said he thought that the high asset model seemed unrealistic. Everyone else voted for the high asset model.

Ellen mentioned the AV costs for meetings, saying that those costs varied widely from one meeting to the next, and for this reason this line item was rather imprecise. Tomoko said that there is no clear information for predicting such costs as AV or speakers fees, so the amounts in the tf report settled on \$2500 as a best guess. Tomoko included a figure of \$9000 to 10,000, based on the past two years, since that suggested a model of CEAL programs that had received much membership approval. Also estimated were the budget lines for the CEAL internship,

publications costs, and whether or not the committee chairs use the \$500 that is allotted for their 3-year terms. Wen-ling said another variable was the theme of the program and whether international speakers were invited. Tomoko also pointed out that the costs for the CEAL reception was not included in the program budget line.

In terms of the projected income from vendors, Ellen pointed out that there are unexpected complications involved. Possible taxes, and AAS charges 5% of the totals on credit card payments.

For this year's reception, Sarah reported 60 rsvp'd for the reception. Ellen said the question of whether or not to continue the reception is also an issue. Sarah pointed out that drink coupons that are not redeemed save CEAL \$8@.

LC cataloging interns cost \$1000@, so EB should discuss whether to support one or two interns. Peter suggested that this expense would more appropriately be the responsibility of the home institution. Ellen said this should be re-examined, as should all budget lines. The original agreement, for two years, was negotiated under Joy Kim's tenure. Eliminating it would save CEAL \$1000 a year.

In regard to the Financial Models document, Tomoko explained that the alternative were between single-level membership model versus a model with additional revenue sources. One alternative is to develop multiple-level membership structure, including non-AAS members (retired librarians, library staff, MLIS students, international attendees, and spouses of members. Another model is a hybrid model, including multiple-level membership plus vendor payments, payment for CEAL meetings, grant sources.

Officially, according to AAS bylaws, CEAL is a committee and, as such, cannot have members; instead, we have "subscribers." AAS might not be supportive of multiple level "memberships," and might in any case balk at supporting CEAL's expanding.

Sharon pointed out that CEAL's is the only conference which does not charge for attendance. We are part of AAS, but have tried to operate a parallel meeting. Peter pointed out that CEAL raised \$7000 from vendors, for which they received advertising and access advantages, so we could probably increase that amount. Miree suggested asking our members' institutions to pay for institutional memberships. Vickie thought that would be a hard sell, given the difficulty libraries have keeping up with already existing memberships. Peter suggested a "vendor membership" arrangement, perhaps \$400/year. Michiko cautioned that such vendor-members might then insist on the right to subscribe to eastlib and distribute advertisements. There was a discussion on terminology: "member" versus "supporter." Cannot require support.

Sharon said that we should just require attendees to pay for attendance. Vickie also suggested charging for workshops, and more for non-members than for CEAL members.

Tomoko again brought up the matter of associate members, while Rob pointed out that there would have to be some motivation to be such a category. Ellen will talk with AAS about the addition of this category.

Ellen asked about what to do about the reception or dinner. Hong suggested stopping the practice, given the lack of enthusiasm (aside from vendors). Sharon mentioned that what we should promote is the chance to network, particularly for new librarians. Wen-ling agreed, pointing out the reception room is paid for by AAS

Supporting Documents:

- 1) Budget & Financial Planning Supplementary Agenda (forthcoming)
- 2) Task Force Executive Summary (Word; attached)
- 3) CEAL Financial Models (Powerpoint; attached)
- 4) CEAL Financial Data (Excel; attached)

9:15 LC Internship Update

Wording of the contract is due for renewal, so Ellen has tried to re-draft it, but it proved to be complicated and if approved can be made available for this fall.

9:25 Asian Librarian Liaison Committee

Ellen spoke with CONSALD and CORMOSEA and will meet them on Saturday. AAL is, organizationally, on a par with CEAL, so offers a potential for more AAS-level work. Peter said that we could either continue passive membership or quit altogether. Ellen will tell them we want to find a way to make this organization work.

Supporting Documents:

- 1) [ALL Founding Documentation](#)
- 2) [ALL Draft By-laws](#)

9:35 Mellon-CEAL Innovation Grant Review Update

Grant review was conducted a couple of days ago. Nine were received and those that are selected to further articulate their proposals will be due on May 1st, with notification of awards to be announced by June 1st.

9:45 Collecting Asia Extra Copies.

Peter said that AAS published 1000 copies of the book. 500 have been sold, some given away, and they have about 400 left. Peter said they might have vendors sell them, but Peter asked whether it might be an idea to distribute them to CEAL members. Peter would take 100 to give as gifts and offered 300 to CEAL to deal with. Shipping would cost about \$1000. Vickie suggested offering them to CEAL members for the cost of shipping, but Jim said that it would be a burden to whoever had to package and send them. He suggested selling them to a vendor and done with them. Jim will talk to a vendor about this and Vickie suggested the vendor be asked for a "donation" in return.

Dawn: extra copies of JEAL

220 individual duplicate issues and asked what should be done with them. Gail moved that they be recycled

Biographical information to be published in JEAL.

Closing plenary session?

Ellen asked what the closing plenary session was for. Peter said it was for summarizing the annual meeting and perhaps looking forward to the next year's meeting. Wen-ling suggested asking for any announcements. This would also be a good time to recognize vendors.

The meeting was adjourned at 9:52 am.