

**CEAL 2009 – Executive Board Meeting I**  
**Wednesday March 25, 2009 7:30-9:20**  
**Colorado Room, Sheraton, Chicago**

**Attending:** Jade Atwill (Committee on Membership), Rob Britt (Committee on Library Technology), Su Chen (Member-at-Large), Vickie Fu Doll (Statistics Coordinator), Sarah Elman (Committee on Technical Processing), Hana Kim (Committee on Korean Materials), Joy Kim (Vice-President/President-elect), Toshie Marra (Treasurer), Ellen McGill (Secretary), Kuniko Yamada McVey (Member-at-Large), Philip Melzer (Past President), Haruko Nakamura (Committee on Japanese Materials), Eiko Sakaguchi (Committee on Public Services), Yunah Sung (Member-at-Large), Kristina Troost (Chair), Hong Xu (Member-at-Large), Kuang-tien Yao (Committee on Chinese Materials).

**Absent:** Cathy Chiu (Member-at-Large), Gail King (Publications), Yasuko Makino (Member-at-Large)

**Agenda Review/Approval:** The agenda was approved.

**Approval of minutes of the last meeting:** Kris Troost corrected Executive Board Meeting II minutes to note that funding is available for committees, not for pre-conferences. She also provided written corrections. Further corrections and suggestions may be submitted by email.

**Recognition of outgoing Executive Board members:** Kris thanked each outgoing member individually for their service and asked them to relate their most significant accomplishment or offer parting thoughts:

- Philip Melzer: Kris expressed appreciation for his humor and noted his accomplishment in getting the bylaws revision done and his great leadership as president. She looks forward to still working together. Phil enjoyed working with everyone; CEAL is a great organization in which people put in time for each other and for the profession. His advice for the future is to keep things as simple as possible for CEAL to operate. As a small voluntary organization, convenience is very important.
- Ellen McGill: Kris offered thanks for the voluminous minutes. Ellen apologized again for her perennial lateness with said minutes. She was grateful for the tremendous learning experience serving as secretary had provided.
- Toshie Marra: Kris praised her financial reports as models of clarity. Toshie found that although her work was largely independent, she still got the chance to work closely with various people. She thanked Sarah Elman for her training; Rob Britt for his help with the online directory; Gail King for taking on *JEAL* delivery. CEAL offers a lot for cost of membership.
- Kuniko McVey: Kuniko said it has been a privilege to work with the Executive Board as a Member-at-Large and would like to continue to have ties and make a contribution. CEAL has evolved a lot – perhaps we might eventually have virtual meetings! In particular, she values the voluntary spirit of CEAL.
- Hong Xu: As a Member-at-Large, Hong appreciated the opportunity to serve with

experienced members and encounter fresh ideas. She chaired the nominating committee right after being elected and was grateful for the help and guidance she received from Phil Melzer, Abraham Yu, Toshie Marra, Jim Cheng, and others. She looks forward to changes to the meeting format and hopes the Board can get input from the membership at large. Is there a good way for members to pass on suggestions and ideas? Could Executive Board meetings be more open to non-Board members, even if they can't vote? This might help them be more aware of what's going on. In response, Kris noted that she could post a list of Executive Board members' names and emails on eastlib after the meeting to facilitate contact. Of course, this information will also appear on the website. As far as attendance, certain matters may be confidential (e.g. election results). Would many people come to an open Board meeting? Rob Britt noted that this is the first time for CEAL to have a business meeting; would that address some of these concerns? Vickie Fu Doll suggested that we could circulate the Executive Board meeting agendas in advance so people know what's coming up. Toshie Marra added that having minutes out earlier would help. Joy Kim commented that some members may not realize that the business meeting is for everyone and believe it's closed. Kris agreed that in future we can emphasize both that it's open and important for people to attend. Phil suggested a door prize to encourage attendance.

#### **4. Election results**

Phil reported that the nominating committee had consisted of himself and Cathy Chiu. 4 positions were open for election. On Nov. 28<sup>th</sup> the committee sent out a call for nominations. The committee hoped to put forth 2 candidates for Treasurer, 3 for Secretary, and 2 for each Member-at-Large position. They verified nominees' willingness to stand and eligibility. Wooseob Jeong again graciously prepared the electronic ballot. On Feb. 19<sup>th</sup> the election was announced; on the 20<sup>th</sup> voting instructions were sent; and on March 11<sup>th</sup> voting ended. Spam filters may have blocked some ballots. For this reason, on March 4<sup>th</sup> an announcement was sent to eastlib asking people who believed they should have received a ballot but had not to notify Dr. Jeong or the Secretary to see if they were eligible, if the ballot had been sent or not, and to resend if appropriate.

Election results will be announced at the business meeting later today:

Treasurer: Ai-lin Yang (Stanford University)

Secretary: Dawn Lawson (NYU)

Members-at-Large: Ellen Hammond (Yale University) and Ying Zhang (UC Irvine)

*Presentation of information:* Some found it hard to find the statements and photos on the ballot. Possible options for improvement:

- Have photos and statements under the candidates' names to avoid the need to click. However, this might get too long.
- A note to "Click here for statement."
- Inclusion of a line or two from the statements followed by an "and more..." link. Kris commented that the first two lines might not tell us much about the candidates' thoughts about their role in CEAL since specific ideas about CEAL tend to come at

the end of statements.

- Putting the nominees' names and statements up on the webpage so they can be accessed at times other than voting.

Rob will take up the issue of balloting format with Dr. Wooseob Jeong and look into the webpage option himself. He stressed that it is important to get the information in a timely fashion to allow him to put the webpage together. Eiko suggested also saying something at the business meeting to raise awareness.

*Ascertaining eligibility:* Vickie hoped that the membership directory will eventually bring all data together and make it easier to validate who is eligible to be a candidate and who is eligible to vote. Some people say that they receive ballots even though they are not AAS members. Toshie reported that she has taken AAS membership on trust. There was some discussion as to whether the definition of a CEAL member is sufficiently clear, but it was agreed that the version in the revised bylaws solves that problem. As for membership status, Sarah Elman had when serving as Treasurer sent a list of all people whose *JEAL* subscription was valid to AAS to confirm their status as AAS members, then notify those whose membership had lapsed. She reminded everyone that if membership status is tied in to the directory, someone has to update it. Rob said that it is simple to give the Treasurer access to the directory to allow for direct updating. There are currently CEAL member and *JEAL* subscriber boxes; perhaps he could add an AAS member box to indicate current status.

*Communication:* Toshie added that good communication between the nominating committee and the candidates is important; this year there may have been misunderstanding about deadlines. Responses noted that while emails are sent multiple times, spam filters may be hindering receipt and phone contact may also be necessary.

*Report accepted:* Rob Britt moved that the report be accepted, with Jade Atwill seconding the motion. The vote was unanimously in favor.

**Orientation for newly elected board members:** Kris asked for volunteers to give copies of the next meeting's agenda and copies of Vickie's and Kris' remarks about possible ways to reorganize next year's meeting to incoming board members. While it is always good to get information from the broader membership, if we don't make decisions about how to run next year's meeting by the end of the second Executive Board meeting this year, it will be hard to move forward. Haruko asked if there is a standard orientation for new Executive Board members. Kris explained that these materials are more to facilitate discussion and no standard orientation exists.

**Reappointment of *JEAL* editor and CEAL statistics coordinator:** Kris noted that each of these positions has a 3-year term and can be renewed as many times as the person is willing to serve. She reported that both Vickie Fu Doll and Gail King have agreed to serve again as CEAL statistics coordinator and *JEAL* editor respectively. Both are wonderful resources. She thanked Vickie and her committee for putting together the statistics database, especially with past data. Gail is a wonderful editor who sends

suggestions about how to improve articles to people who send her drafts.

*Appointments approved:* Both appointments were unanimously approved.

**Report on LC-CEAL Cataloging Internship, Part I:** Phil reported that the Library of Congress supervisors who would assign work and accommodate future interns are willing to continue the internship under the existing model. They would like to encourage internships and share expertise. The LC may not be able to accommodate people in a certain area due to staffing or budgetary situations (e.g. a particular language) but is very positive about the program. Phil urged that judgments of the value of the internship not be reduced to statistics keeping. One often doesn't know what shape the internship should take until the person arrives and the supervisors have had a chance to talk to them for some time. Designing an internship may take as long as a week to ten days, and training can take several forms (one-on-one instruction, work with several people, etc.).

Joy expressed her appreciation of the Library of Congress' willingness to continue the internship. However, the majority of the CEAL subcommittee members who evaluated the internship do not support the current form.

Joy surveyed the recipients post-internship and found that they were able to land important cataloguing positions and move to major institutions. The internship clearly had a big influence on their careers and their possible contributions to the CEAL community. However, the subcommittee felt that group training might help more people and have more impact than individual intensive training. Joy herself thought both are necessary. Those with experience may benefit a lot from short-term group training. The people eligible for the internship don't have resources at their own institutions for individual, longer-term training. Applicants were non-CEAL members who then joined CEAL in order to be able to get the internship, so the program has helped us expand our membership. She didn't include the survey answers in the official report due to privacy concerns, but her questions included whether the participants would have still taken such an LC internship without the CEAL scholarship. Responses were mixed; one would have taken the internship anyway, but another found it possible only with the CEAL money. Housing continues to be the most difficult part of taking the internship. Everyone is extremely grateful to the LC Japanese team which arranged free housing, but not all interns had that option, nor do we expect LC teams to provide this.

Kris suggested we first have questions, and then make a decision on continuing or discontinuing the program. If we decide to continue, how will we deal with issues of administration?

*Questions:*

Rob asked how much per person does the internship cost CEAL? \$500/person, one each for CJK.

Sarah inquired as to whether Hideyuki Morimoto had been asked to make a report. Joy wrote the report as the chair and tried to represent committee opinion; Hideyuki also

wrote a long memo on his own initiative.

*Discussion:*

Sarah testified that an individual internship outside her own library benefited her tremendously early in her career. She also used it later for staff training, etc. We need long-term vision to appreciate the potential benefit to the profession. Jade noted that organizations and professions are made up of individuals, so programs that benefit the individual also benefit the group. Kris added that the institutions which can then hire the interns also benefit.

Vickie remarked that employers value training by LC so much that they hire an LC-trained person with 5% time on Japanese cataloguing instead of someone who has 50%. A program like this helps library students and others to break into the profession and may attract library students into CEAL. At the same time, however, this leads to competition and might work against CEAL members.

Phil stressed that the point of the program is to provide targeted training and experience to people who lack resources for training at their institutions or who have assignments beyond their capabilities and can't get training locally. Joy added that this doesn't prevent group training but provides another option. Sarah brought up library school students. They are usually in class during the year, but might be able to go to LC in the summer.

Phil reported that LC is currently thinking about a general cataloguing internship and surveying public libraries, institutions, etc., to gauge interest. The proposed length of the internship has been cut back because institutions say they can't support people being away for too long. LC tries to be flexible.

Hong raised the question of CEAL's financial situation. Whether the intern stays 2 weeks or 2 months, CEAL provides the same amount of money. Can we afford this? Rob confirmed that the CEAL award is not pegged to the amount of time spent at LC, although Phil remarked that at least a month is usually needed to have a substantive result.

Kris suggested we go first to the treasurer's report, which will address this question.

**Treasurer's Report**

Toshie noted that the numbers are affected depending on when checks are processed and the timing of CEAL. It is important to check the end balances.

Sarah added that the cost of meetings, equipment, and so on varies, so outlays are not constant. Some years people do multi-year subscriptions, so there is influx of cash in one year and then no payment for a couple of years.

Kris remarked that CEAL is carrying a long-term positive balance and that expenses and income are roughly same, so we do get interest.

Rob inquired as to why there is no Japanese committee fund. Haruko said that it has just been established and should soon have some funds. Kris reminded everyone that this is fundraising by committees for committees.

*Report accepted:* Phil Melzer moved that the Treasurer's Report be accepted. Kris Troost seconded the motion. The report was unanimously accepted.

### **Report on LC-CEAL Cataloging Internship, Part II**

Discussion resumed over whether to continue the program as is or with the modifications suggested in the committee's report, or to cancel it.

Possibilities for modification suggested in discussion:

- *Reworking the selection process:* Should candidate selection be given entirely to LC? Phil thought that CEAL looking at applications and screening was helpful, but LC could also take that on, since LC ends up reviewing the applications and negotiating the terms of the internship anyway. However, he personally felt that if CEAL will be supporting the person, CEAL should have a role in selection. The small number of applicants and the fact that CEAL recommends only while LC has final approval and decides the training had made the committee's role in selection awkward. CEAL selection might be more meaningful if we had more applicants. Alternately, a CEAL member might serve on the LC committee that decides the internships. CEAL still has a responsibility to make sure that the basic qualifications (e.g. CEAL membership) are met in the initial screening.
- *Reworking selection criteria:* A taskforce could look at selection requirements and process; for example, candidates have not typically had limited familiarity with language. Expanding the collection size (currently less than 50,000 CJK titles) and / or the years of experience of professional cataloguing (now 2) from which applications are permitted might expand the applicant pool. Is either stipulation even necessary? For example, one might work for years as a cataloguer but then be given a task outside one's capabilities.

*Program continued:* Rob Britt moved to continue the program (leaving aside details of whether and how administration might be modified). Sarah Elman seconded the motion. It passed unanimously.

*Further Discussion of Program Administration:*

- *The state of LC:* CEAL may offer the scholarship, but LC may not be able to host a Japanese-language person for the next year or two.
- *Expanding financial support:* CEAL could seek a grant to support 1-3 people to spend 1-3 months at LC and help with living costs in expensive DC; this might include paying the recipient's salary. The intern then negotiates with their own institution about how long they can be away; taking time off can also be difficult. Perhaps the Executive Board or the Oversight Committee could work on such a grant.
- *More on selection criteria:*

- Allowing graduate students to apply would be very helpful to the entry –level members of the profession. Students can join AAS.
- CEAL membership is necessary and should be kept.
- Is the strict requirement that the applicant have no CJK colleagues or support in–house necessary? Perhaps it is enough that needed training is not being given.

Working out details of the criteria and administration changes was left to the oversight committee; their recommendations will be sent to the Executive Board. Philip Melzer, Joy Kim, Sarah Elman, and Vickie Fu Doll agreed to serve.