MINUTES
CEAL 2010 Executive Board Meeting I

Wednesday, March 24, 2010 1:30-3:20
Philadelphia Marriott Downtown, Room 305

Attendees: Rob Britt (Committee on Library Technology), Su Chen (Member-at-Large), Cathy Chiu (Member-at-Large), Vickie Fu Doll (Statistics), Sarah Elman (Committee on Technical Processing), Ellen Hammond (Member-at-Large), Hana Kim (Committee on Korean Materials), Joy Kim (Vice-President/President-elect), Gail King (JEAL Editor), Dawn Lawson (Secretary), Yasuko Makino (Member-at-Large), Philip Melzer (Library of Congress; to present about LC intern program), Haruko Nakamura (Committee on Japanese Materials), Eiko Sakaguchi (Committee on Public Service), Yunah Sung (Member-at-Large), Kristina Troost (President), Ai-Lin Yang (Treasurer), Kuang-tien Yao (Committee on Chinese Materials), Ying Zhang (Member-at-Large).

1. Procedures Related to Minutes of EB Meetings

Minutes of the 2009 meetings had already been approved by e-mail; this works well and all agreed that it would be ideal to continue this way. However, tardiness of submission of minutes by secretary is sometimes a problem. It was agreed that from now on secretary would submit minutes not later than the end of the semester (defined as end of semester at secretary's institution) in which the meetings occurred.

Another issue is that when new secretaries (and other EB officers) are nominated for board positions, they are not always aware that they are expected to attend EB meeting II (and take minutes, if secretary). In future, the Nominating Committee will inform candidates for office of this requirement.

2. Recognition of Executive Board Members

Troost recognized outgoing Executive Board members Jade Atwill, Yunah Sung, and Su Chen and asked them for their reflections. Of the three, only Su Chen was present for this part of the discussion. She apologized for her inability to contribute to the EB over the past 18 months due to her busyness as part of an ARL leadership and career development program. She appreciated the opportunity to learn others' perspectives as a participant in that program and member of the EB. She also expressed the need for a clearer definition of the duties of an EB member-at-large.

3. Election Results and Issues

Troost expressed gratitude to nominating committee chair Yasuko Makino and members Yunah Sung and Cathy Chiu and also to Wooseob Jeong for programming the ballot. Makino reported that even when nominations were plentiful, it was hard to get people to agree to serve.

In the election for membership committee chair and member-at-large with Korean Studies focus, 83 of 175 eligible voters, or 47%, voted. In the election for vice president and general member-at-large, 93 of 177 eligible voters, or 52%, voted.

New board members are as follows:

Membership Committee Chair: Hikaru Nakano, University of Florida, Gainesville
Member-at-large with Korean Studies focus: Mikyung Kang, Harvard University
Member-at-large: Beth Katzoff, Columbia University
Vice-President/President-elect: Peter Zhou, UC Berkeley

Hammond agreed to give Katzoff orientation to her position. Troost agreed to give Zhou orientation. Orientation for the other two new members was not discussed.

Troost noted that there was a large voter turnout for the second election despite the late notice and shorter voting time.

After discussion of the issue of members' confusion over the definition of "CEAL member in good standing" (which allows them to vote) and members' frequent requests to be allowed to become a member in good standing *after* the beginning of the voting period, it was decided that one month before the election, the president would send out a message clearly explaining how to check if one is a member in good standing. There are two steps to this: (1) check CEAL web site to see if one's CEAL membership dues are up to date; Britt and Yang plan to work to mount a list on the CEAL site indicating this; (2) search the membership directory at the AAS web site (http://www.asian-studies.org/) to make sure one's name is listed there. The president's message will also explain that NO exceptions will be made allowing members who are not in good standing to vote by the deadline given in the message.

4. CEAL Internship program with LC

Melzer explained that if the program continues, LC will want CEAL to enter into a legal agreement similar to the one with the Washington Center that was distributed to EB prior to the meeting. Elman reviewed the recommendations regarding the program that were also distributed to EB prior to the meeting.

All agreed that CEAL would like to continue this program.

Regarding the citizenship or visa status of prospective interns, it was agreed that CEAL cannot sponsor a visa for an intern. However, if a prospective intern holds a valid visa, they can be considered, subject to approval of the visa status by LC.

It is desirable to provide interns with financial assistance. Melzer suggested that CEAL look into the possibility of receiving grants for this purpose.

No vote was taken on the specific criteria for interns or on CEAL's role in the program. Rather, Melzer agreed to send a draft LC-CEAL legal agreement to Kim and Elman. After the three of them generate a final draft, they will forward it to the EB for approval.

5. Committee on Library Technology (CLT)

Britt noted that the CLT has acquired many more "functional" duties than other CEAL committees, including (1) providing technical assistance to all other committees during the CEAL meetings; (2) "webmastering" the CEAL server and many CEAL web pages; (3) coordinating the server with all other committees who use it; and (4) managing the CEAL Directory database. Doing all of the above and also planning and putting on an annual session at the meeting is onerous. In addition, "technology" is now embedded in most of the work East Asian librarians do, making it important and necessary to deal with technology as one part of most East Asian library discussions, not as a separate topic.

All of the duties handled by CLT in fact put the CLT chair in a position similar to the editor of JEAL or the CEAL Statistics coordinator. Therefore Britt proposed that it would be better to model this position on those roles, instead of the current setup with the person being chair of a committee on technology.

This proposal led to a discussion of its implications, e.g., changing it would necessitate a change to the by-laws, which can be difficult; it is desirable to have institutional memory regarding the CEAL web server; some members appreciated learning about technology from CLT.

It was decided that Britt and Kim would submit a proposal regarding this issue to the EB.

6. CEAL website

The following decisions were approved by the EB on January 22, 2010.

Groups with an interest in East Asian librarianship that are not part of CEAL and who wish to share information about their activities with the community, such as the NCC, KCC, Shashi, Japanese art librarians, OCLC-CJK users group, will be linked to a page devoted to "**related groups**": http://www.eastasianlib.org/othergrps.htm.

The CEAL annual meeting schedule will include meetings of all CEAL committees, task forces and groups, related and affiliated groups, such as Shashi, the NCC, and OCLC-CJK,as well as the various consortia who meet during CEAL/AAS.

At this meeting, the following decisions were approved.*

The current ROMAX link on CEAL home page will be renamed CEAL Technology Tools. The landing page of that link will include ROMAX and other appropriate information, such as about IMEs.

The Membership Committee's Mentor/Mentee program will be moved from the secondary link bar and placed under Join CEAL.

Groups and task forces that are supported by CEAL have a link in the secondary link bar on the homepage (below the CEAL logo). Like CEAL's committees, they will be responsible for maintaining their own content. Groups and task forces that are currently linked will remain so (Small Collections). Affiliates (e.g., Genealogy and STM) that are currently linked will remain linked until there are too many to fit in the secondary bar. When CEAL adds more affiliates, there will be a link to "Affiliates" in the secondary bar on the homepage, and then Genealogy and STM will move to the secondary page. Both affiliates and task forces/groups will be responsible for maintaining their own content. See 2010 EB Meeting II Minutes for discussion of affiliates.

The CEAL annual meeting schedule will **not** include meetings scheduled by vendors.

CEAL election candidate names and bios will be included both in the message to Eastlib announcing the sending of the ballots and on the ballots themselves.

The EB decided to not make a policy decision regarding whether the EastLib listserv can be used to announce vendor-sponsored meetings one time before the annual meeting or vendor products throughout the year. We decided to defer making such a decision until it becomes problematic.

At adjournment, many agenda items remained, which we decided to discuss at the second EB meeting.

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*Note: Subsequent to the meeting, the Board discussed this issue and approved the following on April 1, 2010:

1) We remove the link to Affiliated Groups (currently labeled "CAG") from the top (green) link bar.
2) We retain the link to Affiliated Groups in the yellow secondary link bar (appearing on the home page only), but we drop "CEAL" from the designation and we call them Affiliates, as in the CEAL By-laws.
3) We also drop the direct links to the three current affiliated groups from the yellow link bar (since we now have a separate Affiliates page, which explains CEAL policy about Affiliates and links to the current groups).
4) We retain the acronyms for the main CEAL bodies in the main (green) link bar, with the pop-ups that provide a somewhat more complete name. The designations to retain are:
Home, Executive Board, Chinese Materials, Japanese Materials, Korean Materials, Library Technology, Membership, Public Services, Technical Processing, Publications, Statistics, Eastlib.
5) We keep the name "Affiliates," as specified in the CEAL By-laws.
6) We postpone for now the creation of a new category of groups (such as "interest groups").