

## **CEAL Executive Board**

### **Minutes, Meeting I**

Wednesday, March 14, 2012

8:00am-9:50am

Oxford Room

Sheraton Centre Toronto Hotel

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 (Member-at-Large), Mikyung Kang (Member-at-Large), Beth Katzoff (Secretary, Member-at-Large), Joy Kim (President), Gail King (JEAL Editor), Hikaru Nakano (Committee on Membership), Setsuko Noguchi (Chair, Committee on Japanese Materials), Yunah Sung (Chair, Committee on Korean Materials), Susan Xue (Chair, Committee on Chinese Materials), Ai-Lin Yang (Treasurer), Jidong Yang (Chair, Committee on Public Services), Ying Zhang (Member-at-Large), Peter Zhou (Vice President).

Absent: Tao Yang (Member-at-Large)

### **1. Election Results and Issues - Ying Zhang**

Zhang, Election Committee Chair, announced the 5 newly elected CEAL Executive Board members:

Vice President – Ellen Hammond, Yale University

Secretary – Kenneth Klein, University of Southern California

Treasurer – Hee-sook Shin, Columbia University

Members-at-large – Toshie Marra, UCLA, and Wen-ling Liu, Indiana University

Zhang reported that voting was based on membership as of February 11, 2012. There were 109 ballots submitted out of 146 ballots, a 75% response rate.

The election timeline worked well in general. Zhang shared a few observations.

#### **1. Online ballots**

Zhang praised the online ballots prepared by Rob Britt. After discussion, it was agreed that in future elections, “Abstain” would be added to each category as a valid choice on the ballot.

#### **2. Defining candidates’ specialties**

Zhang said that the Bylaws VII.D.3 stipulates that “the Election Committee shall prepare a list of nominees ... giving due consideration to the geographical areas, specialties/research interests, and sizes of East Asian language holdings in order to insure

a broad and balanced representation of CEAL membership.” However, Zhang said that defining specialty was tricky. For example, an East Asian Studies librarian who is a native speaker in one of the CJK languages may in fact be responsible for all three languages. Kim responded that the rationale for this provision in the Bylaws is to ensure diverse and equitable representation of different constituents in the EB. However, there should be flexibility in interpretation when faced with a dearth of candidates. The Election Committee should use discretion and judgment in order to secure an adequate pool of candidates.

### 3. Missing e-ballots during the final stage of the election

Zhang said that some members who were eligible to vote did not receive e-ballots initially. Rob Britt explained that the missing e-ballots were due to the way Microsoft Access columns were set up. It was easy to inadvertently uncheck a box for membership. With the help of Treasurer Ai-lin Yang, they were able to determine if the membership box had been wrongly unchecked.

Britt said the confusion related to the fact that we currently have 2 columns for CEAL membership in our files. He said the membership status should be based on the column that has the year in it.

At present, there are 3 columns of information.

- CEAL member yes/no
- CEAL membership paid through
- AAS member

Yang said the public should just see the first column. Britt said people could check their AAS status themselves, and then pay CEAL dues if needed. Zhang said that having 2 due dates for payments was confusing.

This led to the discussion to the need for cleaning up files. Britt pointed out that the Treasurer is the only EB member authorized to make changes to the membership field. What people will now see online is a Yes/No for CEAL membership. This would be based on 2 things – whether they have AAS membership and whether they have paid through the current year.

### 4. Election timeline and recruitment challenges

The Election Committee allotted 4 weeks for the nomination period and 3 weeks for the period in which to seek the permission of candidates. Zhang suggested an adjustment in future election calendars by allocating less time for the nomination period and more time for seeking candidates’ permission. Zhang found Mikyung Kang’s experience from last year’s election invaluable.

In response to Ellen Hammond’s question as to whether this year was any different than past years’ elections, Kang said it was about the same as last year. The election

committee faces similar challenges in getting people to run for positions every year. The positions with higher responsibilities tend to be more difficult to fill.

## 5. Terms of EB positions

This led to a discussion of Tao Yang's email to the EB dated Wed. 29 Feb. 2012 (Yang is Member-at-large, absent from this meeting), recommending a reform of our organizational structure. Yang recommended a) reducing the term of presidency to 1 year, b) creating a position of Business Manager to take care of routine business. Yang suggested that the 5 year commitment (2 years VP, 2 year President, and 1 year Immediate Past President), is too long which might deter some qualified candidates from running. A Business Manager (or just Special Assistant to the President) could take care of routine business, freeing up the time of the President, so he/she can focus on more creative and strategic issues. Kim shared her personal experience that the VP responsibilities were minimal; in fact, the 2 years as VP were an important and necessary time period for learning and preparation. Active commitment is required for only the 2 years as President. Kim said that a 1 year presidency may not be enough for planning and implanting the President's ideas and programs, citing the grant that Peter Zhou secured as VP as a good example of the 2 year preparation time as VP used productively and creatively. Zhou concurred and said that he learned a lot in his 2 years as VP getting to know people, policies, and procedures of CEAL. Kim added that her role as Past President will be minimal, offering advice and institutional memory only when needed. It was suggested that the Election committee should explain to potential candidates that, although 5 years sounds like a long commitment, in reality it requires only 2 years of active commitment. The election committee could also start the process earlier, and seek help from other Board members when there is a dearth of willing candidates.

## 6. Archiving election records

Bylaws V.D.4.b) stipulate that election records should be archived for three years. Britt suggested they be kept in a private area on the CEAL server. Zhang will send the Excel spreadsheet containing this year's election information to Britt.

Kim thanked the Election Committee members and Treasurer (Ai-lin Yang) and Membership Chair (Hikaru Nakano) for their hard work to make this year's election successful.

## 2. New EB Members

Kim said that newly-elected Board members need to be reminded to attend the 2<sup>nd</sup> Executive Board meeting. It was agreed that Sung would inform Hee-sook Shin, Zhang would inform Toshie Marra, Doll would inform Wen-ling Liu, and Kim would inform Kenneth Klein.

## 3. Report on *JEAL* as Peer-Reviewed Journal - Gail King

As per the new format, this year the first issue of the *Journal of East Asian Libraries (JEAL)* contained reports (Feb.), while the second issue (Oct.) will be peer reviewed. King said it worked well to have members-at-large review articles. Tao Yang's article was in this last issue. King hopes to create guidelines for peer reviewers so that the procedures are less vague this year. She reminded all that we need people to support *JEAL* and write articles. King will report on *JEAL* at the plenary session, encouraging people to write articles for *JEAL*.

#### **4. Report on CEAL/LC Internship Program – Shi Deng**

Even though the scholarship was increased to \$1000 from \$500, there were fewer applicants than expected. Discussion ensued over costs of the program and the need for applicants to use some personal funds due to the insufficient amount of the scholarship. Shi suggested more promotion of the program to encourage applicants. An email was sent to Eastlib to advertise the program. Britt suggested we also add a CEAL news post, so that the information would go on the webpage. Katzoff said that East Asian library directors could encourage their own staff to apply. Kim gave examples of how the program has helped specific past interns in their career advancement.

#### **5. Report from the Membership Committee – Hikaru Nakano**

(see attached)

Based on the Treasurer report from 2011-2012 as a reference, CEAL membership decreased by 30 people from 2010 to 2011. The sharp decline may have been due to the change in how members were defined (only those current in payment). Hammond underscored the startling 25% membership decline and wanted the Membership Committee to clarify who these people are - are they people who left the profession? Or, did they just decide to drop membership in our organization? The ensuing discussion centered on initiating and nurturing new members, expanding CEAL membership, and instituting different membership categories.

Nakano pointed out that a discounted student membership rate is mentioned in the CEAL brochure in PDF, but in no other place on the CEAL Website. Britt affirmed that the PDF on the website is outdated and should be removed. The question was raised as to whether CEAL should have a student rate. There was general agreement that we should have a special rate for students, rather than saying there is an unspecified discount. Jidong Yang noticed some previous members stopped paying a few years ago and convinced a few of them to rejoin. A. Yang sent 2 reminder emails to help prevent the loss of members. The first was when membership was about to expire, and the second was before the election occurred at the end of 2011. The cutoff date for the purpose of ballot distribution was Feb.1. Zhou suggested the Membership Committee contact those who did not renew membership in recent years. Xue raised the question of benefits to joining CEAL – including serving on committees, subscription to *JEAL*. Hammond said we can't afford to check and see if all the people who attend CEAL meetings are CEAL members. Zhou suggested we send an announcement and encourage those whose membership expired to re-join. Britt suggested setting up an on-site membership table at annual meetings to sign

up non-members to join. King suggested a retired member category for those affiliated with CEAL, but without AAS membership. Zhou also suggested creating an emeritus member status for retirees, who would get *JEAL* and be involved, but wouldn't necessarily be a member of AAS. Zhang proposed a *JEAL* subscription-only membership and Hammond said this should be for corporate subscription only. Kim suggested the Membership Committee initiate a nurturing program for newcomers, something like a new members roundtable offering support and orientation.

To accommodate these changes in the CEAL directory database, it was suggested that 2 additional membership categories be added: 1) Student, and 2) Retired (non-voting)

It was suggested a new task force be appointed to look into these membership issues, including Hikaru Nakano (Membership Committee Chair), Hee Sook Shin (the New Treasurer), and Rob Britt (Chair of Technology Committee). Recommendations would be made through email.

### **6. 50 Year History of CEAL Statistics: a Preview – Vickie Doll**

Doll announced that she is working on a report for a special issue in *JEAL*, with help from the Kansas University's Data Center. She does not yet know when it will be completed.

### **7. Report on CEAL News Blog and the Logo Task Force – Rob Britt**

Britt will make an announcement at the plenary regarding the blog and logo. If you post something to the News Blog, it now automatically goes out to Eastlib. If you have a post that should go out to CEAL members, you can send it first to Britt. He is looking for someone to take over some editing, including looking over Eastlib job announcements. He also has templates to help revise committee homepages.

Logo Task Force Committee members include Britt (Chair), Xue, Noguchi, Sung, and Zhou.

### **8. CEAL Meeting Programming Concerns - Vickie Doll**

Doll shared her 2 major concerns:

1. 2 meetings of interest occur concurrently (e.g. China and Korea are together today, OCLC and NCC conflict as well). People with multiple language responsibilities cannot attend both. We need to accommodate more people.
2. Workshops are not always in English. Doll proposed that all official CEAL meetings be held in English. Workshops not funded by CEAL could be outside of CEAL and in other languages.

Sung and Kang explained that different levels of workshops require different levels of language competencies. Since there is no Korean rare-book expertise within CEAL (even LC doesn't have guidelines for Korean rare book cataloging), this year's Korean rare-book workshop (sponsored by the National Library of Korea, NLK) is taught by NLK's rare-book experts who lack English skills. Once the Korean Studies librarians are trained, they would be able to teach others in English. In response, Doll suggested the following: 1) Consider using a translator; 2) For workshops not taught in English, the announcements should clearly indicate that fact, and give enough notice before travel arrangements are made based on this information.

Zhou expressed his concern as to when a program is considered a part of CEAL meetings. What is CEAL's jurisdiction vis-à-vis other groups? Needing longer discussion, this topic was tabled for the EB II meeting.

## **9. EastLib Posting Policy**

Kim had been asked about CEAL's policy related to Eastlib for posts by vendors advertising their services or products. Hammond asked about the nature of Eastlib's affiliation with CEAL and the criteria for joining Eastlib. Britt replied that Eastlib is open to all; those interested only need to contact Wooseob Jeong and Hsi-chu Bolick to subscribe. Kim's understanding has been that Eastlib is the official listserv of CEAL. Kim will leave this matter to Zhou for the EB II meeting.

## **10. Recognition of outgoing members**

Kim recognized the following outgoing members:

Ai-lin Yang – Treasurer  
Beth Katzoff – Secretary  
Ying Zhang – Member-at-Large  
Ellen Hammond – Member-at-Large  
Joy Kim – President

Kim thanked for their outstanding service during her time as President. She also thanked the continuing Board members, saying that EB is the engine and heart of CEAL. The EB members (especially committee chairs) do the actual hard work, and she got to enjoy the benefits. Kim affirmed the reappointment of the Chairs of the three committees: King (Publication), Britt (Technology), and Doll (Statistics), which had been approved by EB prior to the meeting.

Outgoing members were asked to share their parting words of wisdom. Hammond (outgoing member-at-large) said she was happy to do the referee work for *JEAL*, but perhaps we could make more purposeful use of the members-at-large. The by-laws do not prescribe much work for these members. On the other hand, according to Kang, this shortage of serious responsibility is what makes it easier to get people to run for that position compared to positions with more responsibilities, such as VP and Secretary.

Zhang thanked the Board, saying that it has been a great learning experience. A. Yang agreed, and related that this year the files switched from Excel to Access, which necessitated a lot of cleanup of old data.

### Actions Items

No	Item	Who	Deadline	Issues
1	Tweak election calendar	Election committee	Election season	allow 4 weeks for seeking permission of candidates and 3 weeks for the nomination period
2	Archive election data	Zhang and Britt	asap	Zhang to send 2012 election archive to Britt; Britt to store them in a private area of CEAL web
3	Tweak CEAL Membership file	Britt? Shin? Nakano?	??	Reduce columns from 3 to 2 for CEAL membership
4	Tweak online ballot	Britt	Election season	Add "Abstain" as valid voting option
5	Guidelines for <i>JEAL</i> peer review	King	summer?	Create and distribute guidelines for <i>JEAL</i> peer reviewers
6	Internship program promotion	Deng, Britt	??	Deng to announce the program to Eastlib and outreach to library directors; Britt to add a CEAL news post.
7	Update Web	Britt		remove outdated PDF from the website that mentions a student discount, RB has removed these as of 4/16/12
8	Membership Issues Task Force	Zhou	??	Appoint task force (with members: Shin, Britt, Nakano). Charge: make a recommendation to EB on various membership issues including: A student rate; expanding membership; on-site registration during annual CEAL meetings; adding a "retired member" category, etc. etc.
9	Special report on CEAL Statistics	Doll		prepare a report on statistics for a special issue of <i>JEAL</i>
10	Define CEAL programs (vis-à-vis programs by other groups)	Zhou		Define CEAL's jurisdiction on annual programs vis-à-vis other groups
11	Eastlib	Zhou		Define CEAL's relationship with Eastlib and develop posting policies