

**CEAL Executive Board
Meeting II
Minutes**

Thursday, March 21, 2013
8:00am-9:00am
Edward Room A
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), Sarah Elman (Chair, Committee on Membership), Ellen Hammond (Vice-President), Gail King (JEAL Editor), Kenneth Klein (Secretary), Dawn Lawson (Member-at-Large), 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), Hyokyoung Yi (Member-at-Large), Peter Zhou (President).
Absent: Ying Zhang

President Peter Zhou called the meeting to order at 8:01 am.

Welcome and Agenda Review. Zhou reported receiving a request from the Small Collections Roundtable to be allowed to schedule its meeting early on the Wednesday of next year's CEAL meeting, at a time the Executive Board would schedule its own meeting I. Zhou indicated that he intended to deny this request for two reasons: first, some Executive Board members are also Small Collections Roundtable members and cannot attend the Roundtable due to the schedule conflict; second, the late evening time slot currently given to the Small Collections Roundtable can be moved earlier, perhaps to 7pm-8pm on Wednesday, thus solving the problem of a late time slot. No Executive Board members objected to this suggestion. Thus, Zhou will report back to the Small Collections Groups about the Executive Board's decision.

Introduction and Welcome to New Board Members. Zhou welcomed the three new Board members, Members-at-Large Hyokyoung Yi and Dawn Lawson, and Chair of the Membership Committee, Sarah Elman. He noted that none of them was new to the Board.

Report from this Year's Program Committee. Wen-ling Liu, Chair of the Program Committee for 2013, thanked the Board for the experience of planning this year's program. She thanked the three other members and all of the others who assisted with the work. She especially thanked Rob Britt for his help with technical problems and for alerting us to the room change for the reception.

The Committee had been charged with the following tasks:

- Plan the retreat dinner, including venue, menu and budget

- Plan the CEAL reception, including venue, who should be included, what to serve, and how to treat beverages.
- Double check room equipment for all CEAL meetings.
- Design and prepare for distribution the *2013 CEAL Conference Evaluation*. When all of the forms have been returned, they will be turned over to Jade Atwill for analysis and possible publication of the results in JEAL.

Zhou thanked the Committee.

Report on this Year's Annual Meeting and the Luce Grant.

- Budget. The Luce Foundation awarded CEAL with a two-year grant totaling \$40,000, out of which was spent a bit more than \$18,000 this year. The retreat and accompanying dinner were not originally in the budget and will not be among the budget items in next year. The reception cost about \$6,000 (final amount not yet certain). Liu spoke about the itemization of expenses for the reception.
- Reception. Zhou said he received much positive response to this year's reception. Many said they preferred it to the customary Fellowship Dinner, in that it was a more flexible format, with opportunity to meet with more people. In a rough count, Liu said that there were over 250 attendees, including some vendors and CORMOSEA members. One question is, after the end of the Luce grant, how will CEAL be able to continue to sponsor the reception? Zhou put forward the option of inviting twenty vendors to serve on a CEAL sponsorship program, on a long term, multi-year basis. We would ask each to sponsor at a level of \$500. This should be sufficient for funding the reception and for speakers' honorariums each year.
 - Liu pointed out that, at ALA, vendor-sponsored receptions are initiated by the vendors, rather than by ALA. She advised us to consult AAS to ask if this would compromise AAS / CEAL's non-profit status.
 - Rob Britt mentioned that a representative from the Ethics Department at the University of Washington talked about the various ways in which employees could be liable for ethics violations. He said, for example, that Britt could not ethically attend a vendor-hosted dinner. As long as we do this in a transparent manner, it would be okay. Peter's suggestion is for a CEAL-originated event.
 - Hammond pointed out that continuing to host a reception would take pressure off of the members from the host city having to make banquet arrangements. She did, however, agree that she is uncomfortable with inviting vendor sponsorship, pointing out that the ethics question is interpreted differently by different people. She asked if membership dues could cover the expenses, but Zhou said that could only happen if we decide to have JEAL go all digital; plus we may well have other needs for those savings.
 - Hyo-kyoung Yi asked why we would need to limit the number to 20 vendors; others might feel left out.
 - Dawn Lawson asked if non-paying vendors would be invited to attend the reception, to which Zhou replied that they would.
 - Doll suggested that we could also ask members to pay \$5-10, whereas having vendors pay would give them basis for making demands.

- Elman suggested that we also might approach AAS for help in sponsoring the reception, on the idea that registration fees are used for the AAS reception.
 - Zhou said that a decision was not necessary right away, as we do have funding for next year.
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 - Plenary Meeting. Zhou asked for reactions to the Plenary meeting.
 - Hammond said she thought the speakers were great.
 - Lawson said she heard comments that the survey should have been online, while Xue suggested that that would make it possible for some people to submit two forms.
- Hammond and Sung suggested that if we were to switch the Wednesday and Thursday programs next year, that would make it possible for more people to hear the most highly featured speakers. Zhou indicated we will need to study the ramifications of such a switch.

Next Year's Annual Meeting Planning. Zhou discussed the theme for CEAL's 2014 annual meeting. While this year was centered on the "supply side" of open access, next year will be turned towards the "demand side" of the process. For that reason, he suggested that the theme be changed to reflect the needs of scholars and asked Board members to help refine the theme. Hammond asked what sorts of speakers we would invite. Zhou mentioned several possible speakers for next year, including William Kirby, Pauline Yu, Dan Walters or James Scott as possible invitees. Zhou and the Committee chairs will re-convene later this year on this issue. Zhou was impressed with how heavily attended this year's CJK Collections Plenary was, so it will likely take considerable work to identify and attract suitable speakers next year to highlight interdisciplinary and large-scale national collaborative research endeavors in CJK countries. He said we would again offer honorariums for three speakers of each of the Collections and Services Plenaries if no other costs such as travel and accommodation are needed, and will offer to pay only one speaker for each of the Collections and Services Plenaries if honorarium, travel and accommodation are all required.

After discussion, it was agreed that the theme selected for the 2014 meeting would be "Scholarly Networking, Inter-disciplinary Research and the Implications for East Asian Libraries." Zhou requested that Britt be prepared to project the theme at the closing plenary, and to request that the OCLC Users chair not dismiss people before Zhou had a chance to conduct the Closing Plenary.

RDA Practices for East Asian Place Names. There is a newly approved RDA 16.2.2.12 alternative instruction on allowing the name of the first-level administrative division [i.e. province, state, etc.] to be recorded preceding the name of the country as part of preferred name of a place. This instruction expanded its application beyond CEAL's original proposal for Chinese place names. So Shi Deng brought up a question on whether we want to apply this alternative practice to all of East Asia. Elman explained that the issue was, China being so large, there was felt to be a need to include the province name in local names, rather than just "China." Japan and Korea being smaller, it is not clear whether this is to be the recommended practice. CEAL will have a major say in this matter, but there is time to consider what we as a group wish to recommend for Japan and Korea. Yi said she thought there was no urgent need for Korean place names, but will ask

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her Korean library colleagues. Toshie Marra said that the case was similar for Japanese place names. Some members see the value of this practice for user discovery. Since this was more of an issue for the Committees on Korean and Japanese Materials, rather than for Technical Services, Elman suggested that CJM and CKM prepare a study respectively among Japanese studies and Korean studies communities including librarians, faculty, and students to see if they like the application of adding province/state in qualifier for a place name in addition to country per new 16.2.2.12. The tentative timeline was suggested two months.

Zhou said we could continue the discussion via email.

Zhou adjourned the meeting at 9:08 am.