

CEAL Executive Board Meeting I

Wednesday, March 26, 2014
8:00 am – 9:50 am
Marriott Room 410
Philadelphia Marriot Downtown

Attendees: Jade Atwill (Member-at-Large), Rob Britt (Committee on Library Technology), Shi Deng (Chair, Committee on Technical Processing), Sarah Elman (Membership), Vickie Fu Doll (Statistics), Ellen Hammond (Vice-President), Gail King (JEAL Editor), Kenneth Klein (Secretary), Dawn Lawson (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), Hyokyong Yi (Member-at-Large), Peter Zhou (President).

Absent: Wen-ling Liu (Member-at-Large)

Welcome and Agenda Review. President Peter Zhou called the meeting to order at 8:04 am.

Election Committee Report. Chair of the Election Committee, Dawn Lawson, said that they were fortunate to have had Toshie Marra and Susan Xue as members, both of whom had had previous experience on the committee. She recommended that some sort of guidelines or calendar be prepared for the benefit of future committees. In this year's election, seventy percent of eligible members (125 of 178) voted. The results were as follow:

- Vice President: Jim Cheng
- Chair, Committee on Chinese Materials: Hong Cheng
- Chair, Committee on Japanese Materials: Michiko Ito
- Chair, Committee on Korean Materials: Miree Ku
- Chair, Committee on Technical Processing: Erica Chang
- Chair, Committee on Public Services: Sharon Domier
- Members-at-Large: Michael Meng and Tomoko Bialock

Publication Committee Report. Chair of the Publication Committee, Gail King, had previously distributed her report. Subscriptions have continued to grow, as have expenses due to publishing costs (color printing, mailing costs). The committee members have not yet seen a report for the February issue, but the printing and publication costs were \$4726.25; mailing cost \$554.81.

The report of the Task Force on JEAL (previously distributed to the Executive Board) will be the subject of discussion by the CEAL membership as a whole later this spring.

Treasurer's Report. Treasurer Hee-Sook Shin's report had been previously distributed. Expenses exceeded income by \$2,593.92. 166 members subscribed, with ten new members joining this last year. Seven new institutional subscriptions were added, bringing the total to forty. Since 2011, CEAL expenses have risen from just over \$3,000 to more than \$12,000. If the publication of JEAL is changed to online version only, CEAL will lose the income from institutional members (ca. \$1800/year), but gain back the costs of publication (ca. \$9000), so CEAL will be saving considerable amount of money.

Ellen Hammond pointed out that the costs of renting audio-visual equipment constitute a significant expense.

A sustainable budget for CEAL. Zhou said that funds from the Luce Foundation grant had paid for most of the costs for the 2013 and 2014 annual meetings. In coming years, CEAL will not have that grant backing, but may gain expected savings from switching to an online publishing policy. If we plan to continue the meeting format introduced in these two years, CEAL will have to find sufficient sources to fund expenses up to \$15,000. (Zhou reported that, of the \$40,000 Luce grant, \$3000 was paid to AAS each year for overhead expenses, or a total of 15% indirect cost for the entire grant.)

Hammond said this is an opportunity to rethink our finances, for example what should be the individual membership dues and for what purposes that money is used. One possibility for a new revenue stream would be to ask vendors to pay for their participation in meetings.

Marra suggested that non-CEAL members could be charged for participation in the annual meetings and that it might be time to increase individual dues. Robert Britt said that charging separately for the meeting would require additional work, such as checking people in, etc. This might include distributing CEAL badges for the meetings. Tao Yang mentioned the additional value of attending pre-conference workshops, in response to which Vickie Doll said that priority for participation in those meetings generally has been for CEAL members, with nonmembers being bumped to a waiting list.

Hammond asked why CEAL has maintained a standing balance, over the past several years, of more than \$25,000 and wondered when that began. Britt then raised a question about the standing balances indicated for CKM, CCM, and CJM. It was explained that these committee had done their own fund-raising and kept the balance in these separate accounts maintained by AAS.

Zhou said that the largest expense—roughly \$7,000 a year—is generally the CEAL reception, and suggested that we charge perhaps \$10 for participation, if outside funding is not available. The total cost of honoraria can be as high as \$4,000 a year, but several of those invited have declined the money. EH said that heads of foundations do not take honorariums, nor do some

University Librarians. Transportation costs do have to be paid. This year, faculty speakers were offered honoraria, but not transportation, while two forum speakers were given transportation, but not honoraria. Zhou stated that CEAL should be able to sustain a program with an \$8,000 budget, perhaps a bit more, and the standing balance from CEAL's current budget reserve can be relied on for occasional overruns. Sometimes, additional expenses present themselves on the spot.

In answer to Hammond's question about the results of the survey evaluating the reception, it was reported that the reception was popular, although there were criticisms of the limited space at last year's reception and of the time required to enter the room.

Xue pointed out that with the possible advent of the online-only policy for the publication of JEAL, there might be a drop off of individual membership dues received. Doll said that the CEAL mentality will have to change from thinking that the dues are largely for JEAL to an appreciation of the value of the conference. By charging a high rate for non-members' attendance, we will encourage people to continue or join as members.

Setsuko Noguchi asked if there might be a conflict with AAS if CEAL decides to impose extra charges. At present it is possible for some people to attend CEAL meetings without actually joining either AAS or CEAL. Hyokyoung Yi said that in the past people would check membership badges for CEAL meetings, but that has not been the case in recent years.

AAS pays up front for meeting room charges and equipment, but then asks affiliate organizations to pay for the room afterwards. This year and last, CEAL has been able to directly charge room costs to the grant. Shin said that 2013 costs were a bit over \$2,700 (rooms and audio-visual).

Yi asked to continue discussion of the idea of charging vendors for such things as vendor banners at the reception. Zhou said that the unused balance from a foundation grant usually has to be returned to the foundation, unless the balance is small and the foundation agrees to let CEAL keep it. Doll said that, as long as no strings are attached, we can ask for vendor contributions. It would be okay for advertisements, but not to become part of the program. Jade Atwill said that she feels uncomfortable about advertising banners.

Membership Committee Report. Membership Chair Sarah Elman had previously sent out the committee's report. The committee brainstormed ideas for projects and divided responsibilities of committee members into four major areas (see the written report for details). Last year's activities were focused on promoting the mentorship program. We have many junior colleagues and many of them work in libraries where they are the only librarian working with East Asian materials. Mentorship provides great opportunities for them to network and learn from senior colleagues outside of their institutions. Several applications were received for mentorships, but mostly from new members, so the committee had to seek out mentors individually. Eventually, eight mentees were paired with nine mentors. In response to Yi's question as to how mentor pairings are arranged, Elman replied that each junior member was asked what his or her

particular interests are and then the committee tried to identify an appropriate experienced member to serve as mentor.

The Committee also worked with the Committee on Technical Processing to carry out a survey to gather technical expertise of CEAL members to facilitate consultation and collaboration. The survey result is posted on the Membership Committee's website. The coverage can be expanded to other areas in the future as needed.

The Committee's 2014 annual program will be held tonight at 7:00 pm and will cover two main themes: Orientation to CEAL committees and the introduction to the CEAL mentorship program. They invited past mentors and mentees to share their experiences.

Update on Membership Database and Committee on Library Technology Report.

Committee on Technology Chair, Rob Britt, had previously sent out a summary report. Working with the Treasurer, a smooth process has been used to maintain and update the membership database. Zhou and Hammond have designated Tang Li to gradually succeed Britt as Chair. Zhou pointed out how important Britt's contributions have been to CEAL operations and raised the question of how Li can be given the training she will need to fill Britt's role eventually. At some point, before the end of Britt's current three year term (just now beginning), he would like to have Li come out to Seattle to be directly trained in the complicated procedures she will need to learn.

The Online Training Taskforce was created last year, but not much has been done in the past twelve months in terms of formal discussion or planning. Some online programs have been conducted, but so far it is likely that interested chairs or others have worked out the details on an ad hoc basis.

Shin reported that sometimes an individual record in the database has been lost, along with important CEAL dues payment information, when there is a change of institution. She requested that the CEAL Membership Chair and Treasurer be notified when such changes are made. Britt said that the way the database is structured (linked personal and institutional records) means that moving information in an individual's record to a new institution is not simple. The old individual record must be deleted, and a new one linked to the new institution must be created. Also, using the online interface, users (so-called "designated updaters") were previously able to delete "personnel" records. Britt removed the deletion option from the online interface, and also added an instruction to updaters to please notify Britt or Shin by email when deletions are needed. In short, any deletions will need to be routed through Britt or Shin so that any membership-payment information can be preserved during the Directory update process when an individual changes from one institution to another.

Xue asked whether the change in Technology chairs will present problems relating to the server for CEAL's data, but Britt replied that the server is with a company (Parcom Internet Services) and not tied to the University of Washington or any other institution. Xue suggested that Li be

invited to participate in the Executive Board meetings to begin familiarizing her with procedures. Britt said that perhaps she could begin participating as soon as this year's Executive Board II meeting, but it is not urgent. Xue questioned whether Li has really committed to such a long-term responsibility, six years into the future (Britt's remaining three years plus her own term as Chair).

Lawson moved that Li be invited to this year's Executive Board II meeting. The motion was seconded. Vickie Doll argued that it is not critical for her to attend so soon; it being more important for her to become acquainted with the server and database. The majority voted in favor of inviting her, beginning this year.

Recognition and Remarks of Outgoing Executive Members. Zhou thanked all of the following on the completion of their three years of service on the Executive Board and invited each to give parting remarks.

- Susan Xue, Chair of Committee on Chinese Materials. Xue said it was a pleasure to work with the committee and with the Executive Board. It was a great experience. She is happy with the three years of CCM programs, especially the training program. Unfinished is the Chinese rare book training program, working with the National Library of China, which begins this year and will be continued, it is hoped, next year. It is also important that a dialog be maintained with vendors.
- Setsuko Noguchi, Chair of Committee on Japanese Materials. Noguchi said she greatly appreciates the support of the Executive Board over the past three years. She is also thankful for advice she received from other chairs, especially from Susan Xue and Yunah Sung. As for CJM projects, the Japanese Rare Books and Japanese Romanization groups are of particular note, and need to be continued in the coming years. She stressed that both junior and senior librarians need to participate in the discussion of issues. Online training is a priority that needs additional attention. She had wanted to establish closer relations with Japanese vendors, but the issues of open access, etc. prevailed for the committee's attention.
- Yunah Sung, Chair of Committee on Korean Materials. YK. Sung said her term had been a great experience. As Korean librarian at Michigan, she was always kept busy, but the opportunity to be chair gave her a broader perspective, nationwide and on issues relating to vendors and materials in Korea. CKM's E-Resources Subcommittee was established to deal with that important area of collections. She had not previously had experience of being a CKM member, so had not known the cultural issues involved with working only with Korean colleagues. This made things a little bumpy in the beginning, so she recommended that some sort of succession process would be good. The writing of the Korean librarianship handbook has been a big project, involving nineteen librarians and published with funding from the Korean National Library.

- Shi Deng, Chair of Committee on Technical Processing. Deng thanked everyone for their support. She said that she had had the advantage of having Sarah Elman as a role model and of having been a member on the committee under her leadership. She tried to provide training and she feels proud that the CTP has served a role in preparing for the advent of RDA. The task force had been formed just last November and successfully carried out the workshop yesterday (Tuesday). There are a lot of unfinished or continuing issues to focus on. RDA remains an area to be worked on by a subcommittee. CTP will continue to work with CJM on Japanese Romanization and with several other committees on specific issues. It is important that collaboration between the different committees continue.
- Jidong Yang, Chair of Committee on Public Services. Yang remarked that this was the first time for him to be a chair or a member of the Executive Board. He thanked all Board members, and especially the CPS members. He is proud of the interesting program planned for this year's meeting. Public Services represents, he feels, the future of CEAL and of East Asian librarianship. It is sometimes hard to find representative speakers for their programs, but he expressed hope that the incoming committee is able to actively promote its agenda.
- Jade Atwill, Member at large. Atwill expressed the hope that the election process is able to present opportunities for younger members to participate on the Executive Board through more diverse election ballots. She also said she felt it important that the process for review of JEAL articles is made clearer, so that reviewers and contributors have a better idea of what to expect.
- Tao Yang, Member at large. Yang said it had been a great experience to serve as Member-at-Large. He worked on the editorial board of JEAL and with elections. One general lesson he learned was the importance of the CEAL By-laws: how to interpret them, and so recommended that they be understood fully in order to avoid problems. The By-laws importance in the election process is of particular importance. He stressed the need for guidelines or procedures that pay attention to the By-laws.
- Peter Zhou, President. Zhou said that he came to his term as President with a mission to make CEAL more outgoing and enterprising. The success in this regard is due to the support CEAL received from the Luce Foundation. It is important now that a sustainable budget be established so that the progress can be continued.

Orientation of New Members. Zhou asked that each outgoing Board member talk to his/her incoming successor and invite him/her to the Executive Board II meeting.

Shi Deng asked CEAL EB members to read the CTP subcommittee's report and recommendation (sent via email) and discuss at the CEAL EB II on strategies of increasing the number of applications.

The meeting was adjourned at 9:48 am.