

PTDLA Executive Council Meeting Minutes

Monday, March 26, 2012, 7:30 to 9:00 pm

Marriot Residence Inn, Old Town, Alexandria, VA, room 810

The 2012 Executive Council Meeting of the Patent and Trademark Depository Library Association (PTDLA) was called to order by President Marian Armour-Gemmen.

Present: Marian Armour-Gemmen (President), Walt Johnson (Vice President/President Elect), Robert Klein (Past President), Jim Miller (Treasurer), Martin Wallace (Secretary), John Meier, Spruce Fraser, Esther Crawford, Leena Lalwani, Paulina Borrego, Suzanne Reinman, and Hal Mendelsohn.

Absent: Michael Strickland, Public Libraries Divisional Rep

Approval of last year's Executive Council Meeting minutes (Martin Wallace, PTDLA Secretary, Orono, Maine)

- Approved (unanimous)

President's Report (Marian Armour-Gemmen, Morgantown, West Virginia)

- Full report has been published in the PTDLA newsletter, posted on the website. See: <http://www.ptdla.org/newsletters/2012/presidentsreport>
- New name of organization, the Patent and Trademark Resource Center Association (PTRCA) was chosen by majority vote in February and is to be approved/adopted at our annual business meeting on Thursday, March 29.
- Joanne Colvin, PTRC representative in Baltimore, Maryland, was nominated at last year's PTDLA annual business meeting to serve on the USPTO's Patent Public Advisory Committee, but she was not selected.
- Jared Hoppenfeld, PTRC representative in College Station, Texas, and I [Marian] presented at the ALA Annual conference as PTDLA affiliates. Not well attended, and there was trouble finding and setting up the room. Walt may be interested in attending next ALA on behalf of PTRCA.
- Two big changes: 1) We've seen the discontinuation of the CASSIS system and the USA optical disk products and 2) the implementation of usage metrics from individual PTRCs.
- Two more changes on the horizon: 1) How will the America Invents Act affect PTRCs and 2) changes to the classification system from US Class to Cooperative Classification System.

- Future challenges to stay relevant with online resources and keep up with new technology while maintaining old resources
- As a library organization we should have at least a few libraries that keep the CASSIS/USA disks and microforms; discussion of reasons to keep them, even if in storage and not accessed regularly.
 - Ricin patent only on film and disk, has been removed from USPTO database
 - Film is archival quality
- Director David Kappos attended the PTDLA reception
 - Is asking the USPTO Chief Information Officer to speak to us about issues with program on Wednesday.
 - PubEast and laptops for PubEast
 - Historical back files for patent and trademarks
 - Is part of our mission
 - Technical issues with PubWest
 - PDFs on PatFT, AppFT and PubWest
 - Marian told Chris Kitchens, PTRCP Manager, about the last-minute arrangement so there would be no surprises
- Announced Thursday luncheon/ business meeting and best practices sessions. Vote for new name.

Treasurer's Report (Jim Miller, College Park, Maryland)

- Full pre-seminar report (current 3/21/12) has been published in the PTDLA newsletter, posted on the website. See:
<http://www.ptdla.org/sites/ptdla.org/files/TreasurersReportForNewsletter032112.pdf>
- As of March 20:
 - \$7,181.25 in checking
 - \$331.79 in savings
 - \$5,508.74 in CD
- Anticipates some membership renewals before end of seminar
- Outstanding Sodexo catering bill, including daily coffee/beverages, and PTDLA Day lunch: \$2,410.45
- Outstanding Sodexo catering bill for PTDLA Opening Reception: \$2,437.57
- Problems remain with funding. Maybe enough for two more years unless we raise dues or forgo refreshments at seminar.
- Average # paying members: 60 (@\$25.00 per member = \$1,300.00)
- Need to get the rest to pay dues, preferably *before* seminar
- May be possible to set up table during seminar to collect outstanding dues; Jim will check.

- Dues aren't paid by most institutions but will pay for registration/seminar fees. USPTO can't charge seminar fee and we can't really call it a seminar fee. May call the membership fee a voluntary fee.
- Discussion of ideas to increase paid membership:
 - Ribbons for badges that indicate we're members of PTLDA, may help increase membership (everyone wants a ribbon, right?)
 - Need a brochure explaining why people should join
 - Jim will write a member recruitment letter
 - Will consult membership email list, make a new list of members who are past due in order to contact them
 - Will be mentioned in president's report, treasurer's report and bylaws report on Thurs.
- Discussion of raising membership dues
 - If we raise dues, bylaws will need to be changed
 - Consult bylaws to develop timetable for doing this
 - Discussion of how dues used to be \$40 + \$25 (members) and \$75 for non-members
 - Discussion of incremental increase over several years to return to \$65/year or some other cap
 - Bylaws committee will look into bylaws changes for dues increases

Committee Reports:

1. Archives Committee (open, no formal report)
 - Archives were in process of being digitized under direction of former PTDLA member Alexis Carrasquel at Louisiana State University. Alexis has moved on and the status of the digitization is not clear.
 - Committee currently has no members.
 - Martin needs to look through the archives to find a printed (high quality) version of the PTDLA logo.
 - Marian has been in contact with Thomas Diamond at LSU regarding transferring the archives. Martin will contact Thomas to have archives transferred to him.
2. Bylaws Committee (Robert Klein, Miami, Florida)
 - Bob provided handouts for each of the proposed bylaws changes to be voted on at our annual business meeting on Thursday, March 29.
 - Article V, Section 2 [Mentoring responsibilities]: proposed amendment would disambiguate the overlap of responsibilities

between the Vice President, the Division Representatives, and the Mentoring Committee.

- Global revision [Organization name change]: This would simply update all existing references in the bylaws to “Patent and Trademark Depository Library,” and its variants, to Patent and Trademark Resource Center.
3. Conference Committee (Paulina Borrego, Amherst, Massachusetts)
 - Reception
 - 60 USPTO staff people were invited, maybe 10 were there, including David Kappos and Craig Morris
 - Discussion of how to get better turnout, and why so few attended. Possibly because they’re on roadshow
 4. Database Committee (Leena Lalwani, Ann Arbor, Michigan)
 - Hathi trust, Russ Allen sent a list of what was missing and Leena updated some. She’s going to talk to Russ to see what’s left to add, and then see if we can find at other libraries and have Google scan them.
 5. Election Committee (Leena Lalwani, Ann Arbor, Michigan)
 - Election Results
 - Patent and Trademark Resource Center Association (PTRCA)
 - Vice President/President-Elect (one year): Ran Raider, Dayton, Ohio
 - Secretary (one year): Martin Wallace, Orono, Maine
 - Treasurer (one year). Jim Miller, College Park, Maryland
 - Academic Libraries Divisional Representative (two years): Paulina Borrego, Amherst, Massachusetts
 - Public Libraries Divisional Representative (two years): Monique Mason, Akron, Ohio
 6. Long Range Planning Committee (no report)
 - Still needs charge
 7. Mentoring (Walt Johnson, Minneapolis, Minnesota)
 - Contacted each new attendee (12 total) and asked if they needed or wanted a mentor. 11 accepted. This year, due to record low for new attendees, there were more volunteer mentors than there were mentees.
 8. Program and Outreach Committee (Paulina Borrego, Amherst, Massachusetts)
 - Brochure needs to be updated. Will work with publications committee for new logo and update list of libraries.
 9. Publications Committee
 - a. Newsletter (Suzanne Reinman, Stillwater, Oklahoma)
 - 2012 Newsletter posted to website. Otherwise business as usual

- b. IP Journal (Suzanne Reinman)
 - Discussion of restructuring and reorganizing website and making IP journal available but less prominent, since it is no longer being published.
- c. Web site & domain name (Esther Crawford, Houston, Texas).
 - What is new domain to be? Voted for ptrca.org
 - Will set up a redirect from ptcla.org
 - Purchase domain for 5 years
 - Site is being moved to new server
 - Server and domain will be paid with PTDLA debit card rather than by Esther and then reimbursed.
 - Site being updated to newest Drupal version and reorganized to make it easier for PTDLA members to post content.

Reports of Division Representatives:

- Nothing to report

Old Business

1. Membership Fees

- This was discussed during the treasurer's report (above). In addition, it was suggested that during the annual business meeting on Thursday, March 29, that we take a vote of the membership to suspend the bylaws in order that we cast an emergency vote to raise the dues. This is the only way to circumvent the 30-days notice rule in the bylaws.

2. Bylaws Changes from last year

- Discussed during bylaws committee report (above).

New Business

1. Logo Change Committee

- No committee needed, Martin will look for high-quality version of current logo and try to modify it.

2. Committee organization and signups

- Spruce volunteered for bylaws committee.
- Signup sheets will be available at registration table until the annual business meeting, and then passed around at the meeting. Martin will collect the signup sheets and notify new committee members via email after the seminar.

3. Archives Committee

- Since Martin needs to look through the archives, which he will acquire from Louisiana State University Library, he will also serve as an Archives Committee member Martin and house the physical archives at his library in the mean time.
2. Martin inquired about the appropriate procedure for proposing guest speakers for seminars. Walt and Marian remarked that it requires getting security clearance through USPTO/PTRCP, which may take some extra time. The earlier a speaker is proposed and chosen, the easier that process will be. Walt suggested that proposals for guest speakers be made very soon after the seminar in preparation for the next seminar.

Adjournment at 9:00 PM

Respectfully Submitted,

Martin Wallace, PTDLA Secretary