The 2013 Executive Council Meeting of the Patent and Trademark Depository Library Association (PTDLA) was called to order by President Walt Johnson at 7:37.

Present: Walt Johnson (President), Ran Raider (Vice President/President Elect), Marian Armour-Gemmen (Past President), Martin Wallace (Secretary), Spruce Fraser (Public Libraries Division Representative), Monique Mason (Public Libraries Division Representative), Paulina Borrego (Academic Libraries Division Representative), Suzanne Reinman (Academic Libraries Division Representative), Andy Wohrley (Program and Outreach Committee), Linda Spiro (Program and Outreach Committee) and Hal Mendelsohn (Election Committee).

Absent: Jim Miller (Treasurer), Leena Lalwani (Database Committee), Jan Comfort (Long Range Planning Committee)

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

- Approved (unanimous)

President’s Report (Walt Johnson, Minneapolis, MN)

- Full report has been published in the PTRCA newsletter, posted on the website. See: http://ptrca.org/newsletters/2013/PresidentsReport2013.
- This was the first year the Association operated under its new name: the Patent and Trademark Resource Center Association. Bylaws and website have been updated to reflect change.
  - Thanks go to Secretary Martin Wallace for updating our logo to incorporate the new letters in our acronym.
- In May Dave Morrison submitted a letter to then-Director David Kappos on behalf of the Association, encouraging the USPTO to recapture the first three million patents issued by the USPTO and make them searchable online. Dave received a reply stating they’d give it careful consideration.
  - It was proposed that the Association bring this to the attention of the acting and/or new director to keep it alive. Walt will talk to Dave about “trying again.”
  - It was suggested that a copy of Dave’s letter be submitted to the Association’s archives. Martin will follow up on behalf of the Publications Committee (which has absorbed the Archives Committee).
- Mande Putnam, former PTDLP manager, retired from the USPTO in October 2012 after 23 years of service in different positions. At her retirement luncheon, PTRCA Treasurer Jim Miller read a letter from the Association acknowledging her years of leadership.
• This was our first full year of reporting metrics to the program office; it is a disappointment that not more libraries are getting their metrics in on time since it was an agreement between the Association and the Program Office to do so. Spruce Fraser mentioned that they have no website to report metrics on. Others may be in the same situation.
  ○ Martin proposed that we investigate to find out specific reasons why libraries are not submitting their metrics, and then propose options to those libraries to help them get the metrics in on time. Some potential reasons include: lack of time, forgetting to collect metrics, forgetting to submit them, not understanding the form, staff turnover (new representative not aware metrics collection).

Treasurer’s Report (Walt Johnson, on behalf of Jim Miller, College Park, Maryland)
• Jim could not attend due to family emergency. He may be present for the business meeting on Thursday April 18th.
• Full pre-seminar report (current 4/3/13) has been published in the PTDLA newsletter, posted on the website. See: http://ptrca.org/files/TreasurersPreSeminarReport040313.pdf.
• As of April 3rd:
  ○ $4,098.23 in checking
  ○ $331.83 in savings
  ○ $5,177.55 in CD
• Today Walt received three member dues, plus one $10 student member. He anticipates more membership renewals before end of seminar. He is collecting these on behalf of Jim, who will later mail receipts.
• Outstanding Sodexo catering bill, including daily coffee/beverages, and PTRCA Day lunch: $2,199.64
• Outstanding Sodexo catering bill for PTDLA Opening Reception: $2,498.61
• Outstanding travel reimbursement and honorarium for Russ Allen to be determined.

Committee Reports:
1. Archives Committee (Martin Wallace, Orono, ME)
   • Martin received the archives from Thomas Diamond at Louisiana State University and now they are being stored in his office (both print and scanned PDFs on a thumb drive)
   • Martin found a fairly good quality printed PTDLA logo in the archives for scanning in order to create the new PTRCA logo.
   • Proposed recruiting an intern, fellow, or practicum student to assist in placing the scanned archives on the Web.
   • Paulina volunteered to contact someone at Simmons GSLIS to see if this archiving project would be appropriate for an intern.
   • It was suggested that perhaps Leena may be able to find a graduate student or intern for working with the archives. Someone will follow up with Leena.
• Proposed a need to find a permanent home for the archives. PTRC office was suggested.
• The Executive Council encouraged Martin to make a secondary backup of the thumb drive where the files are stored.
• In accordance with the Association’s bylaws, Walt dissolved the Archives Committee and merged its responsibilities into the Publications Committee until further necessary.

2. Bylaws Committee (Spruce Fraser, St. Louis, MO)
• Everything has been implemented from last year, nothing new to report.
• Executive Council discussed problems with updating bylaws on website. It was agreed that it is a Bylaws Committee responsibility to ensure they are kept up to date, even if it is the Publication Committee who make the changes on the site. Bylaws Committee should coordinate with Publications and follow through.
• Discussion of keeping the divisional lists in the Bylaws Appendices up-to-date was deferred to “Old Business,” below.

3. Conference Committee (Marian Armour-Gemmen, Morgantown, WV)
• Jan Comfort did most everything, based on last year’s seminar with a few changes. Sudexo labor costs went up, everything else was about the same.
• We scavenged the leftovers from the opening reception for use at later social events (including this meeting).
• Decided to only purchase morning refreshments and none in the afternoons because we’re usually split up and few come down for refreshments, and timing is always off.
• Jan worked hard to get a list of who was invited and of who responded but we didn’t get the lists.
• Marian ironed the tablecloths for the opening reception. Jan made them a few years ago for a reception.

4. Database Committee (No representative present, No report)
• Walt will ask Dave Morrison or Leena Lalwani to report during business meeting.

5. Election Committee (Hal Mendelsohn, Orlando, FL)
• Election Results:
  o Vice President/President-Elect (one year): Spruce Fraser, St. Louis, MO
  o Secretary (one year): Suzanne Reinman, Stillwater, OK
  o Academic Libraries Divisional Representative (two years): Connie Wu, Piscataway, NJ
  o Public Libraries Divisional Representative (two years): Mary Kordyban, Detroit, MI

6. Long Range Planning Committee (No representative present, no report)
• This committee has been inactive for several years, and currently has only one member, Jan Comfort.
• Walt Johnson, in accordance with bylaws, has disbanded the committee until further necessary.

7. Mentoring (Ran Raider, Dayton, OH)
• 19 of 21 first-timers responded and were matched with a mentor for the seminar. There was one first-timer who was not on Ran’s list and therefore was not contacted, but Ran was able to match the newbie with Spruce during Seminar orientation.
  o This was a record number of first-timers.
• Ran sent out packets to new members with information about the Association, and restaurants and area attractions during seminar.
• Ran thanked committee members and divisional reps for mentoring new attendees.

8. Program and Outreach Committee (Marian Armour-Gemmen for Jan Comfort, Clemson, SC)
• Jan made a new brochure listing the libraries. It’s on the information table near the registration table.
• Martin mentioned the spreadsheet that Jan had compiled after the 2012 seminar and asked if it has been kept up-to-date. It is much more convenient for looking up member contact info than looking through the directory provided by the Program Office. Martin will follow up with Jan.

9. Publications Committee (Martin Wallace, Orono, ME)
  a. Newsletter
• Thanks to those who sent in reports for the newsletter.
• The newsletter is available on the site. It includes reports from 32 libraries, the president’s report, program office report, treasurer’s report and secretary’s report.
• Also minutes from last year’s exec. council meeting, business meeting, open forum, and Q&A with CIO John Owens
• Will be working over the summer to restore past newsletters.
  b. Website
• New URL & logo
• Server problems: lost some data and some files
  • Now being backed up weekly (files and data)
• Upgraded to latest version of Drupal (currently 7.2.2)
  • Updated weekly as needed
• Help is needed to get things back in order; Martin will be soliciting for help at the Annual Business Meeting on Thursday, and will follow up with 2013-2014 Publications Committee.

Reports of Division Representatives:
• Division Representatives have nothing to report that wasn’t mentioned in the Mentoring Committee’s report.
• Spruce suggested that division lists (Bylaws appendices) could be kept up to date by the Division Representatives. Others expressed that this was a good idea.
Old Business

- It was concluded that the Division Representatives will maintain the lists of PTRCs by division in the Bylaws Appendices. This will require changes to the responsibilities of Divisional Representatives in the bylaws but it should not require a vote to amend. Spruce offered to work on the changes over the next year so that the new language can be added to the bylaws by next Seminar. The Divisional Representatives will send the updated divisional lists to Martin to add to the site.

New Business

- Next year is 35th anniversary of association. Ran would like to plan something special. Proposes starting an ad-hoc meeting by calling for volunteers at Thurs. meeting.
- Recognition of two retirees: Erminio Denofrio from New York Public Library and Nan Myers from Wichita State University. Discussion about finding information about Erminio from our local libraries and from the program office since not many of us knew/know him. Over the next year the Executive Council will draft resolutions to be voted on at next Seminar.
- The Bylaws specify a minimum of two candidates to run for each office, but due to lack of interest in running it has been difficult for the Election Committee to get more than one candidate for these positions. This has been referred to the Bylaws Committee for preparation for next year. The bylaws committee will change the section that specifies two candidates are needed to one candidate
- Moved to fully reimburse this year’s keynote speaker, Russ Allen, for his travel and one night at the Residence Inn, plus a $100 honorarium. Initially, Walt had volunteered to pay a portion of the expenses out of pocket. The Executive Council does not want to set a precedent by doing this. Reimbursements and honoraria for future speakers will be decided as-needed.
- Walt will investigating prices for a new tablecloth that has the PTRCA logo on it.
- Over the next year the Executive Council will investigate how to gain higher compliance in submitting metrics to the Program Office.
- Over the next year the Executive Council will ask members what they are doing with their CASSIS computers. Some have already indicated that they are moving their CASSIS collections to off-site storage. We’d like to know who will be keeping their ready at-hand.

Adjournment at 9:30 PM

Respectfully Submitted,

Martin Wallace, PTDLA Secretary (2012–2013)