

## **2011 PTDLA Annual Business Meeting & Luncheon**

*Thursday, April 14, 2011, 12:30 to 2:00 pm*

*Madison Building, U.S. Patent and Trademark Office, Alexandria, VA*

The 2011 Annual Business Meeting of the Patent and Trademark Depository Library Association (PTDLA) was called to order by President Robert Klein.

- 2009 PTDLA Executive Council meeting minutes approved without change
- 2010 PTDLA Annual Business Meeting minutes approved without change
- There were no 2010 Executive Council minutes, as the EC did not meet in 2010
- All minutes are available on the PTDLA Website

### **President's Report: State of the Association (Robert Klein)**

- Report published in PTDLA Newsletter.
- Bob discussed
  - The postponement of the 2010 Seminar
  - Roundtable discussion with Director Kappos and the need to keep the Director informed about current diverse roles of PTDLs and the value of PTDLs in their communities
  - Thanked to the election committee, Charlotte Erdman and Amy Van Epps at Purdue University for coordination and technological assistance with PTDLA elections.
    - Bob announced that PTDLA will continue using this election process so long as Charlotte and Amy are able and willing to assist.
- PTDLs will soon be required to provide metrics to Director Kappos. This is still being discussed so there are no details yet.

### **Treasurer's Report (Jim Miller)**

- Full report is in the 2011 PTDLA Newsletter, posted on the Website
- Treasure should get in the habit of closing the books every year for IRS purposes
- Non profits such as PTDLA must file electronically with IRS each year
- As of April 12:
  - \$12,190.30 in checking
  - \$331.69 in savings
  - \$5,175.26 in CD
  - About \$245 in-hand awaiting deposit after Seminar, plus some outstanding that he may be able to collect
  - Outstanding Sodexo catering bills, will be paid by 4/14/11:
    - Seminar reception: \$2102.17
    - PTDLA Day lunch: \$3009.51

## Secretary's Report on Resolutions (Martin Wallace)

Martin announced the seven resolutions recognizing past members' contributions to PTDLA. Honorees included Marjorie Cameron, Margaret Collins, Carol Giles-Straight, Godlind Johnson, Rebecca Scarborough, Karon King, and Dawn Rohan. Resolutions have been posted to the PTDLA Website and are included in the 2011 Newsletter. Each honoree was sent a hard copy of the certificate and a \$20 gift card for purchase of a frame. The EC unanimously supported the continuation of this practice for future honorees.

Additionally, a new resolution recognizing the contributions by Bill Schilling is currently being drafted and will be approved via the PTDLA Executive Council listserv.

## Committee Reports:

1. **Archives Committee (Bob Klein):** Alexis Carrasquel has taken archives from Dave Morrison and is in process of having them digitized.
2. **Bylaws Committee (Bob Klein):** Minor changes, i.e. inferences of "regional representatives" to "divisional representatives," approved unanimously by Executive Council, with no need for membership vote. Additional recommendations for change in charge & structure of mentoring committee are under New Business, below (#2). Lastly, PTDLA should provide for possible new duties for the immediate past-president, a possible new Section 5 for Article V, making the current Section 5 into the new Section 6. For a detailed outline of all suggested changes, see the document *Proposed Changes to PTDLA Bylaws – 2011*, available by request from Bob Klein or Martin Wallace.
3. **Conference Committee (Jan Comfort):** Will be keeping Sodexo as catering contractor, they have done excellent job meeting our needs, and are very easy to work with. See also #3 under New Business.
4. **Database Committee (Jim Miller):** We have an Excel file donated to PTDLA from the Linda Hall Library (via Jim Miller). We need to capture roughly the first 3.1 million patents and we need volunteers to do data entry into the database.
5. **Election Committee (Leena Lalwani):** Reported that Walt Johnson will be the new Vice-President/President-elect, Martin Wallace will remain Secretary, Susanne Reinman will rotate on as Academic Divisional Representative, and Spruce Fraser will rotate on as Public Divisional Representative
6. **Long Range Planning Committee (Jan Comfort):** This and other committees are in need of a formal charge.
7. **Mentoring Committee (Bob Klein):** The mentoring committee has been inactive and may soon be moved under the leadership of the Vice President, pending some reorganization and bylaws changes. See #2 under New Business.
8. **Program and Outreach Committee (Jan Comfort):** Jan has revised the PTDLA brochure, having changed inferences of "regional representatives" to "divisional representatives" and will be getting those out to new PTDLs as soon as time permits. There was a proposal that the Program and Outreach Committee take on the planning responsibilities for the ALA program. See #3 under New Business.

9. **Publications Committee (Suzanne Reinman):** Newsletter has been posted to the PTDLA Website; otherwise nothing to report.
  - a. Esther Crawford requested clarification about committee terms so that she could keep the Website accurate. Bob Klein responded that it is understood that a committee term is for one year, beginning after the annual Seminar once new volunteers are identified.

## Announcements

1. Marian Armour-Gemmen announced that she is seeking PTDLA members who will be attending ALA conferences to help with programming.
2. Call for Volunteers to PTDLA Committees, & signup sheets were passed around.
3. Marian recognized Andy Wohrley, Bob Klein and Chris Kitchens for their contributions and presented them with gifts.

## Old Business

1. At the beginning of the meeting, Andy and Jim informally discussed the importance of maintaining our non-profit 501(c)3 status and tax exemption. These points were then covered in more detail in Jim's treasurer's report. It seems that Jim has managed to tie up any remaining loose ends regarding the treasury.
2. Joanne Colvin nominated by PTDLA for the USPTO's Public Advisory Committee. We brainstormed for other good candidates to serve this function so that we don't end up nominating the same person each year. Esther Crawford was named as being another good candidate for nomination.

## New Business

1. **Membership fees:** May need to raise membership fee by \$40 annually in order to pay for reception at seminar. PTDLP has covered this charge in the past, and passed the charge along to attendees as a "seminar fee." However, they have since discovered that they are not allowed to do this, due to a law prohibiting them from charging for facilities. If we maintain the current model, in five or six years PTDLA would be broke due to paying for the reception out of its coffers. Consensus of EC is that most PTDLA members will agree that the reception is important enough to warrant charging an additional \$40 for membership, especially in light of having already extremely low membership dues of only \$25. Some problems are:
  - Would require amendment to bylaws
  - Can't make everyone who attends Seminar also join PTDLA; thus members would be subsidizing reception costs for non-members
  - Can't make everyone who joins PTDLA attend the Seminar, or the reception, so those members may not want to pay the increased dues.
  - Need to have a dues structure that will allow the most amount of Seminar attendees to be reimbursed the most amount of money. Many institutions will not cover membership fees but will pay for conference registration. It may be best to make the additional \$40 a conference registration fee rather than a membership fee.
    - Jan suggested a bracketed dues model.

Bob is going to discuss the predicament with Chris Kitchens, as maybe she will have some thoughts or suggestions.

- 2. Proposed Changes to PTDLA Bylaws--Mentoring responsibilities:** Proposed amendment to bylaws regarding the overlap of responsibilities between the Vice President, the Division Representatives, and the Mentoring Committee. Proposal would add the following **bold and underlined** clause to Article V, Section 2: “The Vice-President... **shall serve as the organizer of the Mentor Program for the new attendees at the annual PTDLP Training Seminar.**”

In addition, the charge of the Mentoring Committee be changed to “**Coordinate the matching of new members with either their divisional representative or a seasoned PTDLA veteran to ensure that they feel welcome and informed.**”

Further discussion led to the suggestion that the Mentoring Committee consists of the Vice President as ex-officio committee chair and each of the four division representatives, along with any willing volunteers.

- 3. Conference Committee and Program Committee Charges and Name Changes:** The Program and Outreach Committee and the Conference Committee need charges. It was suggested that ALA program planning be added to the duties of either the Conference Committee or the Program and Outreach Committee. If given to Conference Committee, “Conference” committee will become “Conferences” committee.
- 4. Create a list of libraries who will retain Cassis disks**

Adjournment at 2:00 PM

Respectfully submitted,

Martin Wallace, PTDLA Secretary