

PTDLA Executive Council Meeting Minutes

Monday, March 24, 2014, 7:10 p.m. to 9 p.m.

Marriot Residence Inn, Old Town, Alexandria, VA, room 310

The 2014 Executive Council Meeting of the Patent and Trademark Depository Library Association (PTDLA) was called to order by President Ran Raider at 7:20 p.m. Present: Ran Raider (President), Spruce Frasier (Vice President/President Elect), Walt Johnson (Past President), Jim Miller (Treasurer), Suzanne Reinman (Secretary), Mary Kordyban (Public Libraries Division Representative), Paulina Borrego (Academic Libraries Division Representative), Connie Wu (Academic Libraries Division Representative), Hal Mendelsohn (Election Committee), Martin Wallace (Webmaster).

1. President's Report – Ran Raider

- Ran referred everyone to the President's report. He would like to find a way to remember Esther Crawford, PTRC colleague at Rice University who passed away this year. It was proposed that a new association award be created to honor her. The Esther Crawford Award of Excellence in Service to the PTRCA will be proposed at the Business meeting. It will be an award that honors members of the Association for their hard work. It will be recognition for excellence and service, "given to those who exemplify Esther's dedication and contributions to this association's welfare and service to our community." Connie asked about recognizing Council members as well.
- To honor the Association's 35th anniversary in part the newsletter will be updated to include article submissions. The PTRCA had a professional journal at one time which ran for several years. This year Suzanne Reinman suggested that we expand the newsletter to include article submissions and change the name to PTRCA Journal. It will not be a professional journal in the sense of peer reviewed, but one where search strategies, ideas, and professional development in more detail may be shared. The President and the Publications Committee members agreed to this. This will be announced at the Business Meeting.
- The association archives have finally found a permanent home. A deed of gift was executed in May between the association and Wright State University Libraries Special Collection and Archives (SC&A). This agreement gives permanent ownership in the archives to SC&A. In exchange, the SC&A will allow us to continue to add to our archive at any time we wish. They will also index and create a "finding aid" for the collection. Spruce asked as to what the discard policies were.
- Most PTRCs have gotten PubEAST up and running. Spruce mentioned the Table Talk that Julie Mason was presenting on Thursday on using social media as a promotion tool for PTRCs.
- Ran mentioned the web page presence among PTRCs. Only nine have a link to a PTRC web page (most public libraries do not have pages). Martin said that PTRCs might find something similar to the eagle emblem that the federal depository library program uses. We need to find a way to encourage libraries to join the association or at list to join the listserv. Jim thought that over half of the libraries are members.

2. **Treasurer's Report** – Jim Miller

- The Treasurer's report was sent to the Council via email. It combined last and this year's report. The bank statements conflict with the fiscal year report. Jim will look into a different program that may be able to better manage this. Jim distributed the statement with the reception cost from Sodexo and the refreshments.
- Ran has had requests to cash in the CD that Jim said has earned us .50 cents. The CD was meant for an emergency. Cashing this CD will be put as a vote to the membership. If it had been cashed this year it would have paid for refreshments.
- Is it worth having the meet and greet? What is the benefit? Spruce said that it is more for the members to socialize than a means to contact USPTO officials. But it is important to attempt to keep a connection with USPTO and to network. Jim is hoping for more USPTO staff to attend. Ran sent emails out a week prior to the seminar using the list given to him by Chris. In past years USPTO was invited by the PTRC Office. Chris did not want to do the Sunday night dinner. We can just organize an early bird on our own. Spruce said that Neil had mentioned that there was going to be a cake for a special event.

3. **Secretary's Report** – Suzanne Reinman

- Approval of last year's Executive Council Meeting Minutes (Martin Wallace, PTRC Secretary, University of Maine, Orono)
 - Board should be changed to Council. This is the name that has been used in the past.
 - Monique Mason is no longer a Public Libraries Representative so remove her from the website.
- Minutes approved, unanimous.

4. **Committee Reports**

Bylaws – Spruce Fraser

- Spruce passed out a summary of the three proposed changes. Ran asked for any questions.
 - Change 1: Article II, Section 4 Membership
Article I, Section 4 Membership will be changed to read Article II, Section 4, Membership and Mentoring Committee so that mentoring new members will become the responsibility of the new Membership and Mentoring Committee.

A change in this section also includes that "Affiliate members may vote, but not hold office in the Association...." Currently the Bylaws state that affiliate members may not vote or hold office in the Association.

- Change 2: Article VII, Section 3 Committees

Currently bylaws state that standing committees are Bylaws, Conference, Election, and Archives. The Mentoring Committee has been successful and is related to membership. It should be included with Membership as a standing committee. It is proposed that standing committees shall be Bylaws, Conference, Election, Membership and Mentoring, and Publications. The Archives Committee was folded into the Publications Committee at the last business meeting.

- Change 3: Article IX, Section 2 Nominations and Elections

Currently the Bylaws state that the Election Committee shall present at least two candidates for each of the offices of Vice-President/President-Elect, Secretary, Treasurer, and the Divisional Representatives.” It is proposed that this should be changed to: “The Election Committee shall present at least one candidate for each of the offices....”

Discussion that followed: Chris Kitchens thought that there might be a conflict of interest with change 1, that affiliate members may vote, but not hold office.

Publications – Suzanne Reinman

- The PTRCA Newsletter is now the PTRCA Journal. Thank you to president Ran Raider and the Publications Committee for working together to make this update. This name change will allow us to include a Contributed Articles section. We had five excellent articles submitted this year.
- A reminder will be sent out for article submissions. The Journal is published once yearly in March.
- The Journal is available on the PTRCA website. It includes libraries’ reports, President’s report, Program Office report, Secretary’s and Treasurer’s reports.
- Minutes from the 2013 Executive Council Meeting, Open Forum, and Business Meeting are available.
- Thanks to everyone who has submitted a library report for the Journal. Not all libraries are submitting reports, maybe as all are not on the listserv.
- Suzanne Reinman, Hal Mendelsohn, and Tiffany Mair, Publications Committee, worked over the summer to restore past issues of the Newsletter, 2010/2011 and 2011/2012.
- We are working with Martha Sneed on an article to documents the history of the association. This will hopefully be published in the journal next year.

Conference – Ran Raider/Jan Comfort

- The conference was orchestrated by Jan; Ran coordinated with Sodexo. PTRCA is now hosting the early bird dinner. Are there other restaurants that we could consider for next year? Also, Judy Triplehorn’s son gives tours of the Lincoln Memorial so this may be an idea for an event for next year.

Elections – Leena Lalwani

- Leena sent out the election results. The program that Charlotte uses for the elections has been changed to a different program. Ran asked if someone else would be able to host this other than Purdue in the long run. Could this be done on the PTRCA website? Is Survey Monkey an option? Martin said that it might be possible to do this on the PTRCA website which uses Drupal. He asked for some time to look into this. He will investigate this for next year and will talk with Charlotte. Ran thinks that consolidating things into one place might be a good idea.

Mentoring Committee – Spruce Fraser

- New Business: Membership recruitment duties have been added to the Mentoring Committee.

- The Mentoring Committee has 11 new members. All committee members had the opportunity to be a mentor this year. Spruce contacted each first-timer and asked if the mentor had been in touch with them. Mentors give an overview of things at the seminar, etc. Ran said that it is an important means of outreach. Paulina asked if there would there be a way to follow up with this after the seminar. Membership recruitment duties have also been added to the Mentoring Committee.

Archives – Ran Raider

- Archive materials are now deposited at Wright State University Libraries, in Archives and Special Collections. If anyone needs to request materials from them contact Ran. Martin said we should try to get all of the old newsletters linked on the website. This is a few years off as they will have to be scanned. Ran will try to get these scanned as quickly as possible.

Program and Outreach – Ran Raider

- ALA Program Presentation
 - PTRCA receives a subsidy for attending ALA. PTRCA should have a discussion regarding ALA membership and participation among PTRCs. PTRCA should be represented at the ALA Affiliates table. ALA will pay for registration. If a member of the Council cannot attend PTRCA would subsidize one day of hotel cost for another member to attend. We are required to staff the table for two hours, distribute flyers, etc.
 - Ran advised that neither himself nor Spruce Fraser, Saint Louis Public Library, VP/President-Elect, can attend this year's ALA annual meeting that is being held in Las Vegas, NV. There used to also be a subsidy for the President of the PTRCA to travel to ALA. Jim Miller, Treasurer advised that PTRCA affiliate ALA dues have been paid for this year.
 - Spruce will look into this. Ran will put out a call for members of the Association to represent us.

5. Reports of Division Representatives

- Public Representatives – Mary Kordyban. Mary is concerned about 3-D printers in public libraries, not only because of the cost given budget issues but that 3-D printers are not suitable for all inventors.
- Academic Representatives – Paulina Borrego. Paulina encouraged everyone to share their documents, similar to a commons or a handout Central. Academic libraries are represented in the membership by 50 percent. In the appendix to the Bylaws, the Programs Committee maintains a list of members but they do not break them down by division. Monique was going to make public and academic listings of libraries last year. Jim suggested that Jean Porter may be able to do this. The ALLPTRCs list can be monitored for any update, etc. Paulina also asked about regions which was a division at one time.

6. Announcements

- Retirements of Doug Salser and Bruce Cox (USPTO) were announced this year. Jim will draft a resolution for each and purchase a gift card to buy a frame. Walt mentioned others that needed recognition included the past representative from New York, also Nan Myers and Jim Miller. A decision needs to be made as to how to best recognize individuals.
- Martin asked if the drafting of resolutions is a responsibility of the Secretary. We have used a template for this in the past. Suzanne will get more information about Doug and Bruce from Chris and send this to Jim as to highlights of their service, etc.

7. Call for Service

- Recognition of service to the PTRCA would be another way to highlight members' contributions. We will need a list of committees and current members.

8. Unfinished Business

- A bylaws vote by the membership is needed at the Business Meeting. We will need to suspend the rules of order to do this since it is less than 30 days in advance.

9. New Business

- PTRCA Esther Crawford Award of Excellence in Service; call for a membership vote.
 - Standing Award Committee (created by the President) to be comprised of the Executive Council Officers and Divisional representatives
 - Nomination procedure for Awards needs to be drafted.
 - How will the award be recognized? At what venue, etc.
- Holding of the PTRCA Seminar at another venue
 - Discussion included the possibility of moving the PTRCA program to a non-USPTO facility. The \$65 seminar fee could be used as the registration fee. Martin proposed that Ran form a standing committee to look into this as well.
 - This would allow attendees to submit this fee for re-imburement; currently many members cannot get reimbursement for membership. This fee would help to offset some of the cost for PTRCA program and add to the ability to draw special speakers.
- Should PTRCA continue to hold the Meet and Greet? Spruce, said yes because it is also for the members and networking. A possibility would be to change the name; it was at one time called the Director's reception. It had also been planned by the Program Office. Check with Andy Wohrley as he was president at that time. Another option would be to hold the Meet and Greet at another location, but we would have fewer USPTO officials attending.

10. Adjournment at 9 p.m.

Respectfully Submitted,

Suzanne Reinman, PTRCA Secretary (2013–2014)