

# ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

## **2020-2021 Leadership Onboarding**

Tuesday April 14, 2020

11am - 12:30pm PDT / 12-1:30 CDT / 2-3:30pm EDT

GoToWebinar

# Welcome ARLIS/NA leaders!

# Agenda



**Amy Trendler, Vice President**

Architecture Librarian

Ball State University

[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

- introductions
- handout (includes links to resources discussed in the session)
- ARLIS/NA Strategic Directions
- ARLIS/NA membership, board, groups & liaisons
- AEG
- ARLIS/NA Annual Cycle & Key Dates
- Leadership Roles & Responsibilities
- Guiding Documents, Forms, & Reports
- Technology Matrix
- Learning Portal
- Communications, Publications, & Outreach
- Budgets, Reports, & Special Funding
- Leadership Tools
- Leadership Checklist
- Q&A

# Strategic Directions

**Leadership and Advocacy** *advance, validate, sustain, and advocate for the profession and the value of art libraries.*

**Organizational Advancement** *strengthen the profession through increased visibility, collaborative partnerships, international networks, and membership engagement.*

**Art Information Professionals** *support the evolving role of art information professionals through education, mentoring, and professional development opportunities that foster excellence and innovation.*

**Diversity and Inclusion** *promote diversity and inclusion within the profession.*

**Innovation and Technology** *explore, cultivate, and share innovative approaches and emerging technologies in libraries and art librarianship.*

**Collections and Access** *promote the informed management, preservation, discovery, and access to collections amid their evolving publishing manifestations.*



**Laura Schwartz, President**

Arts & Humanities Collection

Strategist, Visual Arts Librarian

University of California, San Diego

[l7schwartz@ucsd.edu](mailto:l7schwartz@ucsd.edu)

ARLIS/NA

ART LIBRARIES SOCIETY OF NORTH AMERICA

# ARLIS/NA Members



**Amy Trendler, Vice President**

Architecture Librarian

Ball State University

[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

- 1000+ individual members
- 12 committees & 8 subcommittees
- 4 divisions
- 4 sections
- 28 Special Interest Groups (SIGs)
- 5 special appointments
- 15 liaisons to affiliated organizations
- 11 members of the Executive Board

# 2019-2020 ARLIS/NA Executive Board

ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

Executive Board 2019-20



Nancy  
Short

• Executive Director



Laura  
Schwartz

President

- Nominating Committee
- DSA Committee
- Awards Committee
- CPAC
- Appointments



Amy  
Trendler

VP | President-Elect

- Divisions
- Sections
- SIGs



Kim  
Collins

Past President

- Strategic Directions Committee
- Grants



Doug  
Litts

Treasurer

- Finance Committee



Rachel  
Resnik

Secretary

- Cataloging Advisory Committee
- Documentation Committee



Lauren  
MacDonald

Education Liaison

- SEI
- Professional Development Committee
- Education Subcommittee
- Mentoring Subcommittee



Lindsay  
King

Advancement Liaison

- Development Committee
- Diversity Committee
- Membership Committee



Suzanne  
Rackover

Canadian Liaison

- Advocacy & Public Policy Committee
- International Relations Committee
- Melva Dwyer Award Committee



Roger  
Lawson

Editorial Director

- Art Documentation Editors
- ARLIS/NA Reviews Editors
- ARLIS/NA Multimedia & Technology Reviews Editors
- ARLIS-I Moderator
- Media Editor
- AWS Content Editor
- AWS Information Architect
- Open Access Coordinator



Stefanie  
Hilles

Chapters Liaison

- Canada
- MOQ
- Ontario
- Northwest
- Northern California
- Southern California
- Mountain West
- Central Plains
- Mid-States
- Ohio Valley
- Twin Cities
- New England
- New York
- Upstate New York
- Mid-Atlantic
- Southeast
- Texas-Mexico



# 2020-2021 ARLIS/NA Executive Board

ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

Executive Board 2020-21



Nancy Short

• Executive Director



Amy Trendler

President

- Nominating Committee
- DSA Committee
- Awards Committee
- CPAC
- Appointments



Mark Pompelia

VP | President-Elect

- Divisions
- Sections
- SIGs



Laura Schwartz

Past President

- Strategic Directions Committee
- Grants



Doug Litts

Treasurer

- Finance Committee



Rachel Resnik

Secretary

- Cataloging Advisory Committee
- Documentation Committee



Heather Slania

Education Liaison

- SEI
- Professional Development Committee
- Education Subcommittee
- Mentoring Subcommittee



Lindsay King

Advancement Liaison

- Development Committee
- Diversity Committee
- Membership Committee



Amy Furness

Canadian Liaison

- Advocacy & Public Policy Committee
- International Relations Committee
- Melva Dwyer Award Committee



Roger Lawson

Editorial Director

- Art Documentation Editors
- ARLIS/NA Reviews Editors
- ARLIS/NA Multimedia & Technology Reviews Editors
- ARLIS-I Moderator
- Media Editor
- AWS Content Editor
- AWS Information Architect
- Open Access Coordinator



Stefanie Hilles

Chapters Liaison

- Canada
- MOQ
- Ontario
- Northwest
- Northern California
- Southern California
- Mountain West
- Central Plains
- Mid-States
- Ohio Valley
- Twin Cities
- New England
- New York
- Upstate New York
- Mid-Atlantic
- Southeast
- Texas-Mexico

# Groups & Board Liaisons



**Amy Trendler, Vice President**

Architecture Librarian

Ball State University

[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

- Chapters
- Divisions, Sections, SIGs
- Committees and Subcommittees
- Affiliated Organization Liaisons
- Special Appointments
- Editorial Board



# Divisions and Sections

- **Academic Division**  
Ginny Moran, Courtney Baron
- **Art & Design School Division**  
Katy Parker, Abi Sweeney
- **Museum Division**  
Alison Huftalen, Kate Alleman
- **Visual Resources Division**  
John Burns, Maggie Murphy
- **Architecture Section**  
Rachel Castro, Kai Alexis Smith
- **ArLiSNAP**  
Michele Jennings, Alex O'Keefe
- **Cataloging Section**  
Adam Robinson, Zimra Panitz
- **Research & Information Services Section**  
Linden How, Beth Owens

## Board Liaison



**Amy Trendler, Vice President**  
Architecture Librarian  
Ball State University  
[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

# SLGs (Special Interest Groups)

## Board Liaison



**Amy Trendler, Vice President**  
Architecture Librarian  
Ball State University  
[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

# SLGs

- **Archaeology & Classics** - David Platt
- **Art Librarian Parent and Caregivers** - Stephanie Fletcher & Lori Salmon
- **Artist Files** - Sam Duncan & Rebecca Friedman
- **Auction Catalogs** - Rodica Krauss
- **Book Art** - Sha Towers & Shira Loev Eller
- **Collection Development** - Chantal Sulkow
- **Critical Librarianship** - Evan Schilling
- **Decorative Arts** - Beth Hylen & Beth Goodrich
- **Digital Humanities** - Ellen Tisdale
- **Exhibitions** - Caitlin McGurk, Elizabeth Menke, Carol Ng-He

- **Fashion, Textile & Costume** - Shannon Marie Robinson, Olivia Warschaw, Lauren Bradley
- **Graphic Novels** - Caitlin McGurk, Tara Spies Smith, Joan Jocson-Singh
- **LGBTQ** - Vaughan Hennen
- **Management** - Heather Slania & Caitlin Kilgallen
- **Manuscript, Archive and Special Collections** - Jennifer Cohlman Bracchi
- **Materials** - Darin Murphy
- **Photography Librarians** - Robert Gore
- **Provenance** - Philip Dombowsky & Catherine Larkin

- **Public Librarians** - Deirdre Donohue
- **Resource Sharing** - Ralph Baylor
- **Retirement** - Suzy Frechette & Carol Terry
- **Solo Art Information Professionals** - Amye McCarther & Jillian Suarez
- **Space Planning** - Miki Bulos
- **Stimulating Creativity in Practice** - Jill Chisnell
- **Teaching Librarians** - Eva Scippa & Anna Boutin-Cooper
- **Urban and Regional Planning Issues** - Stephanie Beene
- **Web Archiving** - Sumitra Duncan & Andrea Puccio
- **Women and Art** - Shea'la Finch & Annalise Welte

# 2020-2021 Divisions, Sections, and SLGs

## Board Liaison



**Mark Pompelia, Vice President**  
Visual + Material Resource Librarian  
Fleet Library, Rhode Island School of  
Design

[mpompeli@risd.edu](mailto:mpompeli@risd.edu)

# Committees & Subcommittees

- **Awards** - Karyn Hinkle
  - **DSA** - Maria Oldal
  - **Student Advancement** - Courtenay McLeland
  - **Research** - Andi Back
  - **Travel** - Katie Keller
  - **Wittenborn** - Jon Evans
- **Nominating** - Deborah Kempe

## Board Liaison



**Laura Schwartz, President**  
Arts & Humanities Collection  
Strategist, Visual Arts Librarian  
University of California, San Diego  
[l7schwartz@ucsd.edu](mailto:l7schwartz@ucsd.edu)

# 2020-2021

## Committees & Subcommittees

- **Awards** - Suzanne Rackover
  - **DSA** - Sylvia Roberts
  - **Student Advancement** - Spyros Koulouris
  - **Research** - Jeanne-Marie Musto
  - **Travel** - Amy Hunsaker
  - **Wittenborn** - Andi Back
- **Nominating** - Laurel Bliss

### Board Liaison



**Amy Trendler, President**  
Architecture Librarian  
Ball State University  
[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

# Committees & Subcommittees

- **SEI Implementation Team**

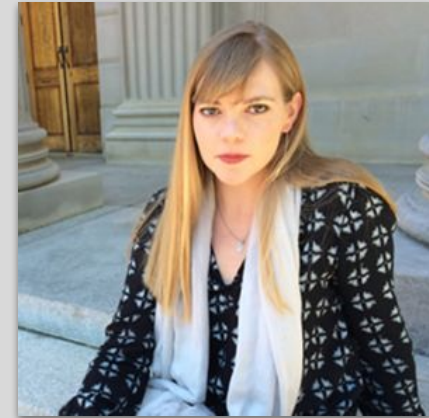
Courtney Baron, Bridget Madden, Molly Syzmanski

- **Professional Development Committee**

Stephanie Grimm

- **Education** - Amy Hunsaker
- **Mentoring** - Megan Lotts
- **Learning Portal Coordinator** - Meredith Hale

## Board Liaison



**Lauren MacDonald, Education Liaison**

Dean, Library and Academic Resources, Museum Director  
Saint Mary's College Museum of Art  
[Imm24@stmarys-ca.edu](mailto:Imm24@stmarys-ca.edu)



# 2020-2021

## Committees & Subcommittees

- **SEI Implementation Team**  
Courtney Baron, Bridget Madden, Molly Syzmanski
- **Professional Development Committee**  
Carol Ng-He
  - **Education** - Claire Payne
  - **Mentoring** - Madison Sullivan
  - **Learning Portal Coordinator** - Meredith Hale

### Board Liaison



**Heather Slania, Education Liaison**  
Library Director  
Maryland Institute College of Art  
[hslania@mica.edu](mailto:hslania@mica.edu)

# Committees & Subcommittees

- **Advocacy & Public Policy** - Serenity Ibsen
- **Melva Dwyer Award** - Suzanne Rackover
- **International Relations**- Beverly Mitchell

## Board Liaison



**Suzanne Rackover, Canadian Liaison**  
University Librarian  
Emily Carr University of Art + Design  
[srackover@ecuad.ca](mailto:srackover@ecuad.ca)

# 2020-2021

## Committees & Subcommittees

- **Advocacy & Public Policy** - Serenity Ibsen
- **Melva Dwyer Award** - Amy Furness
- **International Relations**- Gabrielle Reed

### Board Liaison



**Amy Furness, Canadian Liaison**  
Rosamond Ivey Special Collections  
Archivist and Head, E.P. Taylor  
Library & Archives, Art Gallery of  
Ontario  
[amy.furness@ago.ca](mailto:amy.furness@ago.ca)

# Committees & Subcommittees

- **Cataloging Advisory** - Andrea Puccio
- **Documentation** - Samantha Deutch

## Board Liaison



**Rachel Resnik, Secretary**  
Technical Services Librarian  
Massachusetts College of Art and Design  
[rresnik@massart.edu](mailto:rresnik@massart.edu)

# Committees & Subcommittees

- **Development** - Gregory P. J. Most
- **Diversity** - Amanda Meeks
  - 2020-2021 - Natisha Harper
- **Membership** - Laurel Bliss
  - 2020-2021 - Beth Owens

## Board Liaison



**Lindsay King, Advancement Liaison**  
Associate Director for Access and  
Research Services, Robert B. Haas  
Family Arts Library, Yale University  
[lindsay.king@yale.edu](mailto:lindsay.king@yale.edu)

# Committees & Subcommittees

- **Finance** - Matthew Gengler

## Board Liaison



### **Doug Litts, Treasurer**

Executive Director of Libraries,  
Ryerson & Burnham Libraries, The Art  
Institute of Chicago

[dlitts@artic.edu](mailto:dlitts@artic.edu)

# Committees & Subcommittees

- **Strategic Directions** - Emilee Mathews

## Board Liaison



### **Kim Collins, Past President**

Art History Librarian, Research  
Engagement Services Leader  
Robert W Woodruff Library  
Emory University

[kcolli2@emory.edu](mailto:kcolli2@emory.edu)



# 2020-2021

## Committees & Subcommittees

- **Strategic Directions** - Emilee Mathews

### Board Liaison



**Laura Schwartz, Past President**  
Arts & Humanities Collection  
Strategist, Visual Arts Librarian  
University of California, San Diego  
[l7schwartz@ucsd.edu](mailto:l7schwartz@ucsd.edu)

# Committees & Subcommittees

- **Conference Planning Committee**  
Montréal, May 9-13 2021
  - Programming Co-chairs
    - Jennifer Garland
    - John LaTour
  - Local Arrangements Co-Chairs
    - Adèle Flannery
    - Viveca Pattison Robichaud
  - Conference Development Chair
    - Pierre Landry

## Board Liaison



**Amy Trendler, Vice President**  
Architecture Librarian  
Ball State University  
[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

# Affiliated Organization Liaisons

- **AAM** - Shaina Buckles Harkness
- **ALA/ACRL Arts Section** - Stephanie Beene
- **ALA/CC:DA** - Karen Stafford
- **ALA/MARC Advisory Committee** - John A. Maier
- **ALA/SAC** - Sherman Clarke
- **ALA/Diversity** - Carol Ng-He
- **AIA** - Deborah Stewart
- **AASL** - Cathryn Copper
- **ARM** - Marie-Chantal L'Ecuyer-Coelho
- **CAA** - Kathleen Salomon
- **IFLA** - Viveca Pattison Robichaud
- **MCN** - Karina Wratschko
- **SAA** - Elizabeth Ehrnst
- **SAH** - Aimee Lind
- **SLA** - Richard Husker
- **VRA** - Karen Bouchard

## Board Liaison



**Laura Schwartz, President**  
Arts & Humanities Collection  
Strategist, Visual Arts Librarian  
University of California, San Diego  
[l7schwartz@ucsd.edu](mailto:l7schwartz@ucsd.edu)

# 2020-2021 Affiliated Liaisons

- **AAM** - Natisha Harper
- **ALA/ACRL Arts Section** - Leah Sherman
- **ALA/CC:DA** - Karen Stafford
- **ALA/MARC Advisory Committee** - John A. Maier
- **ALA/SAC** - Sherman Clarke
- **ALA/Diversity** - Carol Ng-He
- **AIA** - Deborah Stewart
- **AASL** - Cathryn Copper
- **ARM** - Marie-Chantal L'Ecuyer-Coelho
- **CAA** - Eric Wolf
- **IFLA** - Viveca Pattison Robichaud
- **MCN** - Karina Wratschko
- **SAA** - Sarah Wade
- **SAH** - Aimee Lind
- **VRA** - Karen Bouchard

## Board Liaison



**Amy Trendler, President**  
Architecture Librarian  
Ball State University  
[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

# Editorial Board

- **Art Documentation Editor** - Judy Dyki
- **Art Documentation Copy Editor** - Eileen Markson
- **ARLIS/NA Reviews Co-Editors** - Rebecca Price & Terrie Wilson
- **Media & Technology Reviews Co-Editors** - Gabriella Karl-Johnson, Alexandra Provo, Melanie Emerson
- **Notable Graphic Novels Review Co Editors** - Tara Spies Smith & Andrew Wang
- **ARLIS/NA Website Content Editor** - Mark Pompelia
- **ARLIS/NA Website Information Architect** - Nick Curotto
- **Media Editor** - Anne Simmons
- **ARLIS-L** - Judy Dyki
- **Open Access Coordinator** - Meredith Kahn

## Board Liaison



**Roger Lawson, Editorial Director**  
Executive Librarian  
National Gallery of Art  
[r-lawson@nga.gov](mailto:r-lawson@nga.gov)

# Chapters

## 2019-2020 chairs/presidents

- **Central Plains** - Andrea Degener
- **Mid-Atlantic** - Stephanie Grimm
- **Midstates** - Anna Simon
- **Montreal, Ottawa, Quebec** - Simon Barry
- **Mountain West** - Amanda Meeks
- **New England** - Olivia Miller Piepmeier
- **New York** - Rebecca Clark
- **Northern California** - Kathryn Wayne
- **Northwest** - Ana Diab
- **Ohio Valley** - Stephanie Kays
- **Ontario** - Kate Johnson
- **Southeast** - Breanne Crumpton
- **Southern California** - Jennifer Kishi
- **Texas/Mexico** - Sunyoung Park
- **Twin Cities** - Beth Goodrich
- **Upstate New York** - Kari Horowicz



**Stefanie Hilles, Chapters Liaison**

Art and Humanities Librarian

Wertz Art and Architecture Library

Miami University

[hillessa@miamioh.edu](mailto:hillessa@miamioh.edu)

## 2020-2021 chairs/presidents

- **Central Plains** - Katrina Windon
- **Mid-Atlantic** - Jennifer Page
- **Midstates** - Sarah Carter
- **Montreal, Ottawa, Quebec** - Rachel Harris
- **Mountain West** - Stephanie Beene
- **New England** - Jessica Evans Brady
- **New York** - Michael Carter
- **Northern California** - Sandy Sumano
- **Northwest** - Jane Devine Mejia
- **Ohio Valley** - Caitlin McGurk
- **Ontario** - Paulina Rousseau
- **Southeast** - Leah Sherman
- **Southern California** - Jennie Freeburg
- **Texas/Mexico** - Jenny Stone
- **Twin Cities** - Meg Black
- **Upstate New York** - Susette Newberry

ARLIS/NA

ART LIBRARIES SOCIETY OF NORTH AMERICA

# Chapters

- [Chapter Success Book](#)
  - Policies and procedures for chapter business
  - Checklist of chapter officer responsibilities
    - Chair/president
    - Vice chair/vice president (chair-elect/president-elect)
    - Secretary
    - Treasurer
    - Website editor
    - Listserv moderator
    - Communication coordinator
    - Development coordinator
    - Membership coordinator
    - Mentorship/student outreach
    - Archivist
    - Also includes checklists for incoming and outgoing officers



**Stefanie Hilles, Chapters Liaison**

Art and Humanities Librarian

Wertz Art and Architecture Library

Miami University

[hillessa@miamioh.edu](mailto:hillessa@miamioh.edu)



# AEG



**Nancy Short, Executive Director**  
Association Executives Group  
[n.short@arlisna.org](mailto:n.short@arlisna.org)

- Primary Responsibilities:
  - governance
  - administrative
  - annual conference
- Contact information
  - found on AWS under organization
  - executive board, chapters, committees, divisions, sections, SIGs, editorial board, appointments
  - headquarters
    - customer care
    - membership
    - sponsorships and exhibitors

# ARLIS/NA Annual Cycle & Key Dates



**Amy Trendler, Vice President**

Architecture Librarian

Ball State University

[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

- ARLIS/NA's cycle is defined by each year's annual conference
- Online membership meeting (April 2020) - Montréal (May 2021)
- Monthly, midyear, and annual executive board meetings
- Special funding requests--deadline based on type of group and if it's conference based
- Membership year is the calendar year

# Leadership Roles & Responsibilities



**Amy Trendler, Vice President**

Architecture Librarian

Ball State University

[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

- Communicate and report
  - Stay in touch with your group
  - Stay in touch with your board liaison
  - Annual & mid-year report
- Coordinate your group's planning, activities, and projects
- Develop goals for the coming year
  - Review ARLIS/NA Strategic Directions
  - Discuss goals with your group
- Be knowledgeable about ARLIS/NA
- Publicize the work of your group
- Look to your leadership colleagues for ideas or advice

# Guiding Documents, Forms, & Reports



**Rachel Resnik, Secretary**

Librarian

Massachusetts College of Art and Design

[rresnik@massart.edu](mailto:rresnik@massart.edu)

- [Administrative Documents & Tools](#) section of the AWS under “Organization”
  - bylaws
  - policy manual
- Conference Planning Manual
- ARLIS/NA archives & guidelines
- Annual reports
- Project & Service Charters
- IT Request Form [members content]

# Technology Matrix

- AWS = ARLIS/NA Web Site
- Website hosting on WordPress
- GoToMeeting, GoToWebinar
- Survey Monkey



**Amy Trendler, Vice President**

Architecture Librarian

Ball State University

[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

# Learning Portal



**Amy Trendler, Vice President**

Architecture Librarian

Ball State University

[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

- <https://www.pathlms.com/arlisna>
- Developed and implemented by the Education Subcommittee
- Open Access
- Select conference sessions, webinars, lunchtime chats, and other society-driven content
- Submission Guidelines for Content
- Webinars - developed and hosted by the Education Subcommittee
  - Groups and members can also organize a webinar
  - Submit a form via the AWS, Professional Resources pages

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ART LIBRARIES SOCIETY OF NORTH AMERICA

# Communications, Publications, & Outreach



**Roger Lawson, Editorial Director**  
Executive Librarian  
National Gallery of Art  
[r-lawson@nga.gov](mailto:r-lawson@nga.gov)

- Publications: *Art Documentation*, *ARLIS/NA Reviews*, *Multimedia & Technology Reviews*, *Notable Graphic Novels Review*, and ARLIS/NA Research and Reports
- Featured Projects
- ARLIS/NA Website (AWS)
  - News and Events
  - Events Calendar
- ARLIS-L postings
- ARLIS/NA social media
  - social media disclaimer
- ARLIS/NA Commons



# Budgets & Special Funding

- Responsible for financial health of Society
- Drafts annual budget
- Manages annual and special funding requests



**Doug Litts, Treasurer**

Executive Director of Libraries,  
Ryerson & Burnham Libraries,  
The Art Institute of Chicago

[dlitts@artic.edu](mailto:dlitts@artic.edu)

# Annual Budget & Requests



**Doug Litts, Treasurer**

Executive Director of Libraries,  
Ryerson & Burnham Libraries,  
The Art Institute of Chicago

[dlitts@artic.edu](mailto:dlitts@artic.edu)

- Administrative year is between annual conferences
- Fiscal year follows calendar year
- If project is new, fill out the project and service charter form
- Annual budget requests are considered during midyear Executive Board meeting
- To be spent within the next fiscal year
- No funding limit
- Deadline due 1 month before EB midyear meeting
- Final report due 1 month upon completion of project

# Immediate Funding



**Doug Litts, Treasurer**

Executive Director of Libraries,  
Ryerson & Burnham Libraries,  
The Art Institute of Chicago

[dlitts@artic.edu](mailto:dlitts@artic.edu)

- Can be submitted at any time; must be spent within 12 months
- If project is new, fill out the project and service charter form
- Due by the last day of the month; request considered at next EB meeting
- Funding is typically limited to \$500 but larger amounts may be considered dependent on the fiscal health of the society
- Reviewed within 30 days of submission
- Final report due 1 month upon completion of project

# Leadership Tools



**Suzanne Rackover, Canadian Liaison**  
University Librarian  
Emily Carr University of Art + Design  
[srackover@ecuad.ca](mailto:srackover@ecuad.ca)

- Engaging the group
  - Goal setting
  - Developing projects
  - Delegating work
  - Managing expectations
- Remember we are all volunteers!

# Leadership Tools



**Suzanne Rackover, Canadian Liaison**  
University Librarian  
Emily Carr University of Art + Design  
[srackover@ecuad.ca](mailto:srackover@ecuad.ca)

- Preparing for your meetings
- Running a meeting
  - Robert's Rules of Order
  - Consensus decision making
    - <https://www.seedsforchange.org.uk/consensus>
  - Audio-video vs. in-person
  - Meeting Security
- Group Agreements
  - <https://www.seedsforchange.org.uk/groupagree>

# Leadership Tools

- ARLIS/NA Code of Conduct



**Suzanne Rackover, Canadian Liaison**  
University Librarian  
Emily Carr University of Art + Design  
[srackover@ecuad.ca](mailto:srackover@ecuad.ca)

*ARLIS/NA is dedicated to providing collaborative experiences that are free from all forms of harassment, and inclusive of all people. As a professional community we expect conscious actions from our membership to foster a safe, supportive, and positive work environment, including but not limited to acts as simple as respecting the diverse viewpoints and conversations happening within ARLIS/NA, accepting peers for all aspects of who they are personally, and both accepting and receiving constructive critique graciously. ARLIS/NA does not tolerate harassment, and it is important for our membership to understand what constitutes these behaviors.*

- <https://www.arlisna.org/about/code-of-conduct>

# Leadership Checklist



**Amy Trendler, Vice President**  
Architecture Librarian  
Ball State University  
[aetrendler@bsu.edu](mailto:aetrendler@bsu.edu)

- ✓ Identify your group's Executive Board liaison
- ✓ Read the sections of the ARLIS/NA Policy Manual that pertain to your group and your role
- ✓ Spend time talking with your group about the Strategic Directions and planning your goals and activities for the year
- ✓ Explore the Technology Matrix
- ✓ Consider what special funding request(s) your group may wish to submit

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ART LIBRARIES SOCIETY of NORTH AMERICA

Q & A