Minutes from ARLIS/Norden board meeting at the Kiasma, Helsinki 31st January 2014, 09:00-16:00

Present:
Svein A.H. Engelstad, Norway (chairman)
Hege Charlotte Lysholm, Norway (ordinary member)
Ellen Harstad, Norway (treasurer)
Ditte Jessing, Denmark (ordinary member)
Sidse Buck, Denmark (substitute member)
Karin Sunden, Sweden (ordinary member)
Lenita Berggren, Sweden (substitute member)
Minna Meronen, Finland (ordinary member)
Piia Pitkänen, Finland (substitute member)
Margrét I. Ásgeirsdóttir, Island (ordinary member)
Gunnhildur Björnsdóttir, Island (substitute member)

1. Election of chairman, minute maker and assessor
Chairman Svein, minute maker Gunnhildur and assessor Margrét.

2. Approval of the agenda
Agenda approved with minor changes in the timetable. Discussions in local groups about the future of ARLIS added.

3. Approval of the minutes from the last board-meetings
Minutes from meeting 31st August 2013 approved.

4. Survey of ARLIS/Norden’s accounts for 2013
Ellen presented the accounts for 2013 (appendix 1) which show a net profit of SEK 21,605.

The profit from the annual meeting in Helsinki has been entered into the society’s books. The society will contribute SEK 7500 to annual meetings and conferences. The society has managed to simplify the bookkeeping and reduce expenses, e.g. bank service charges. There is no need to pay for a web hotel anymore, just for web address. A sum of SEK 1500-2500 per year is reserved for activities in each country. All financial statements related to annual meeting and conferences should be submitted to the treasurer before the end of the calendar year. The treasurer has to set deadlines. Accounts approved.

5. Membership fees 2015
Membership fees remain unchanged. In the last few years, many institutions and artlibraries have merged, resulting in lower income from institutional membership fees. Discussed the feasibility of changing the membership fee and linking them to the size of each member. Could be difficult in practice as the operation of some big libraries is only linked to art and design in a relatively small way. A compromise could be to count the number of artlibrarians employed by each member. The Danes will make a proposal to this effect at the annual meeting. We also have to try to attract more individual members. Marketing is important. It is also important to check and update the membership lists in each country, and delete those who haven’t paid their fees. Ellen will send lists of non paying members to the board.

6. Budget for ARLIS/Norden in 2015

Svein introduced the budget for the year 2015 (appendix 2). Institutional membership fees are reduced to SEK 60,000 and personal membership fees reduced to SEK 10,000. Some funds are set aside for travel grants. Members can apply for travel grants when going to conferences, like ARLIS, IFLA etc. Guidelines are needed for travel grants and an application form on the web. ARLIS is not sending a delegate to IFLA anymore.

7. The website - Report from the web group

The web group’s last met in Copenhagen in August. The land hosting the annual meeting and conference is supposed to maintain a special conference web. There should be a conference guide (seminariekokbok) on the web. It would be desirable to have more new and interesting material on the frontpage of the web. The new logo needs to be accessible on the web in print/high resolution. More information on membership is needed. Minutes on the web should be in pdf format or html, and it would be desirable to put the newest material on top.

8. Future of ARLIS/Norden

Discussions about the future of ARLIS/Norden continued in local groups. Majority of the members wants to continue ARLIS as it has been over the years. Now that bureaucracy has been scaled down, it has become more relevant to keep it as it is. It would be desirable to have more workshops and in the future members should be encouraged to establish more groups of special interests.

9. Plan of action

Svein introduced plan of action for the year 2015. (appendix 3). Guidelines added to 1st. item. Facebook added to 2nd item. Guidelines about travel grants published on the website added to 7th item. Item number 8 deleted. Svein will send revised plan to the board. Also important to stimulate members to be active e.g. building groups and organize workshops of special topics like information literacy, performing arts etc.

10. Place, date and time for the two board meetings in Reykjavik, June 2014

Margrét introduced the preliminary program and budget for the conference in Reykjavik on June 12th to 14th. Discussions about if it could be possible to apply for grants earlier in the process, as that would make the planning easier. The Icelandic group will make a backup budget - plan B – where no allowance is made for any substantial grants. The board dinner will be held on
Wednesday at 19:00. Board meetings will take place on Thursday morning at 9:00 to 11:30 and Friday afternoon at 16:00 to 17:30 at the National museum. Fee for the annual meeting and conference will be around DKK 2000.

11. Responsibilities at The ARLIS/Norden annual meeting in Iceland, 12-14 June 2014

a) Language at annual meeting is English.
b) Architect group meeting will be at the same time as board meeting.
c) The commitments and responsibilities of the ARLIS/Norden board at the annual meeting:
   i. Practical questions.
   ii. Annual report – Svein
   iii. Plan of action - Ditte
   iv. Accounts of the fiscal year 2013 – Ellen
   v. Auditors report 2013 – Steen
   vi. Budget for 2015 - Svein
   vii. Elections (new board members etc.)
viii. Other conferences:
   ix. Presentation of the conference in Sweden in 2015 - Sweden
e) Prepare written materials for the annual meeting
   Printed material will be distributed on web only
f) Possible proposals for voting at the annual meeting
   i. Voting for IFLA-membership
   ii. Voting for new members to the board
   iii. Possible other proposals from members (announced before the end of April).

12. Reports from each country

Board members reported major activities in each country. Apart from meetings, members have been visiting libraries, institutions, museums etc. New members are joining the society in Sweden and Iceland. The Danish group had discussions about simplifying the rules of the organizations. The Norwegian members celebrated the 30th anniversary of ARLIS/Norge, where among other things, Åsa Markussen one of the founder of the organization, told the story of the first years. It could be interesting to put reports from activities in each country on the webpage.

Gunnhildur Björnsdóttir