Minutes from ARLIS/Norden board meeting at the University of Oslo Library, 8th of February 2013

Present:
Gróa Finnsdóttir, Island (ordinary member)
Karin Sundén, Sweden (ordinary member)
Lenita Berggren, Sweden (substitute member)
Minna Meronen, Finland (ordinary member)
Hege Charlotte Lysholm, Norway (ordinary member)
Svein A.H. Engelstad, Norway (substitute member)
Ellen Harstad, Norway (treasurer)
Ditte Jessing, Denmark (ordinary member)

Dagordning / Agenda:
1. Election of chairman, minute maker and assessor
2. Approval of the agenda
3. Approval of the minutes from the last board-meetings (10th August, 2012. Helsinki)
4. Constitution of the board (re. last board meeting)
5. Survey of ARLIS/Norden’s accounts for 2012 (Appendix 1)
6. Change of bank (One single account, procedure for Annual meeting accounts)
7. IFLA-membership
8. Membership fees beginning 2014
9. Budget for ARLIS/Norden in 2014 (Appendix 2)
10. Plan of action (Appendix 3)
11. Responsibilities at The ARLIS/Norden annual meeting in Denmark, 29-31 August 2013:
   a) Language at annual meeting (Nordic/English)
   b) Architect group meeting plan
   c) The commitments and responsibilities of the ARLIS/Norden board at the annual meeting:
      i. Practical questions
      ii. Annual report
      iii. Plan of action
      iv. Accounts of the fiscal year 2012
      v. Revision report 2012
      vi. Budget for 2014
         a. Voting for IFLA-membership
         b. Voting for the membership fee
      vii. Elections (new board members etc.)
      viii. IFLA report : Liselotte Winka
ix. Other conferences: Artlibraries.net, IFLA-NA
x. Presentation of the conference in Iceland in 2014
e) Prepare written materials for the annual meeting
f) Possible proposals for voting at the annual meeting
   i. Voting for IFLA-membership
   ii. Voting for new members to the board (??)
   iii. Voting for the membership fee.
   iv. Other proposals from the members
12. Place, date and time for the two board meetings in Copenhagen, August 2013.
13. The website - Report from the web group
14. Reports form each country
15. Additional

Ad 1. Election of chairman, minute maker and assessor
Chairman Svein, minute maker Ditte and assessor Groa.

Ad 2. Approval of the agenda
Agenda approved.

Ad 3. Approval of the minutes from the last board-meetings
Minutes from meeting 10th August, 2012 in Helsinki approved.

Ad 4. Constitution of the board
Svein Engelstad is willing to continue as a chairman of ARLIS Norden. The Norway members of ARLIS Norden board will shift so that Svein is the ordinary member and Hege is the substitute member. We will inform the members about this board decision.

Lenita Berggren is a new substitute member from Sweden – although she was not elected at the annual meeting in Helsinki. The practice that Sweden and Denmark could find a substitute member after the annual meeting was confirmed at the annual meeting in Helsinki by the participants.

Ad 5. Survey of ARLIS/Norden’s accounts for 2012
Appendix 1 was sent out before the meeting.
Svein and Ellen presented the accounts for 2012. The practice is rather complicated because the finances from the annual meeting are finished the year after the meeting took place. E.g. are the accounts from Helsinki annual meeting and conference in August 2012 not finished at the board meeting in February 2013.
It is difficult to get a good overview over the finances.

From the budget 2012 there were 12.500 SEK for Activities – but no money was used at all. The board decided that in the future it could be possible to make activities related to meetings, excursions, museum visits etc. in every country. It will not be accepted to use money for flights – but for smaller travelling e.g. by bus nearby. The board does not want to be too restricted, we want that the money could be used for common activities in the member countries.
Ellen will make minor changes in the accounts for 2012.

All board members will go through the country member list and send changes to Ellen. We need an updated member list.

The board accepted the book keeping for 2012.

**Ad.6. Change of bank**
The bank rules have changed in Norway and it is not possible to have bank accounts in five different countries from a Norwegian bank.
It could be possible to have a personal account in Ellen’s name. But the board wanted a precise bank account for an organization. Svein and Ellen will investigate further to this matter and find out if there is another solution to the problem. We have to get a new account very soon.
If we decide to have one single account for the whole ARLIS Norden and not five accounts, we might have to pay more for transfer of foreign currency.

We decided a procedure for the annual meetings: the responsible country must open a separate account which will only be active during the preparations and until the finances for the meeting and conference have finished. The finances for the annual meetings must be finished before 31 December and sent to the book keeper just after.

**Ad.7. IFLA-membership**
Lisalotte Winka is member of the IFLA standing committee of Art Libraries Section until August 2013 - then the elected period is finished.

The board decided to continue the membership of IFLA, Art Libraries Section for ARLIS Norden – but we will not have a member of the standing committee and send a representative from ARLIS Norden to every IFLA conference. The costs are too expensive. Instead members of ARLIS Norden can ask the board for travel grants for participating in IFLA conference. Karin Sundén is also a member of the standing committee and are willing to represent ARLIS Norden in her election period. The annual meeting in Copenhagen have to confirm the decision.

**Ad.8. Membership fees beginning 2014**
Svein suggested that the membership fees in 2014 could be the same as 2013. 925 SEK for institutions and 375 SEK for personal membership.
Ditte sent before the board meeting a document from Danmarks Forskningsbiblioteksforening with membership fee for this organization. The board will discuss the document and the principals at the next meeting. (It should be a part of the discussion about network or member fee organization.)

**Ad.9. Budget for ARLIS/Norden in 2014**
Travel costs for board meetings:

- The ordinary board members will be paid for travel and hotel costs for the winter meeting
- Transport and hotel cost will be paid if your institutions are not able – or do not want to pay
If board members need costs for annual meeting/conference the board will decide from one time to the next.

Svein had two proposals for the budget 2014 (appendix 2)

Proposal 1 – traditional with a total on minus 9,825 SEK

Proposal 2 – an alternative budget based on a ‘network organization’. The organizers will take the costs and surplus.
We don't have cost for book keeper and membership fee administration.
The board will consider the proposal and discuss at the next board meeting.

The board has to make a paper about an alternative way of organizing a new ARLIS Norden networking group without member fees. The board members must make sure that there will be discussions in every country before the annual meeting in Copenhagen. We will propose two different budgets – one with the organization and budget until now and an alternative networking organization and with almost no budget.

After the discussions in every member country we will decide if we want a decision at the annual meeting in Copenhagen August 2013 or if we will wait to the annual meeting in Reykjavik in 2014.

The board will make a presentation in Copenhagen, discussions with the members and maybe a final decision in Reykjavik in 2014. We do not want to force a decision – a broad part of the members must agree.

Ad.10 Plan of action
Svein had a proposal for plan of action of 2014 (appendix 3) – number 6 was deleted.
The board agreed in the 7 bullets of action. Svein will send the revised plan to the board.

Ad.11 The ARLIS/Norden annual meeting in Denmark, 29-31 August 2013
a) Language at annual meeting is English
b) Architect group meeting plan 16-18 Thursday in Danmarks Kunstbibliotek – responsible Ditte
c) The commitments and responsibilities of the ARLIS/Norden board at the annual meeting:
   - Practical questions - Ditte
   - Annual report: Svein
   - Plan of action: Karin
   - Accounts of the fiscal year 2012: Ellen
   - Revision report 2012: Minna
   - Budget for 2014: Svein
     - Voting for IFLA membership
     - Voting for the membership fee (unchanged)
   - Elections
     the following representatives are up to election for the period 2013-2015:
     ISLAND: Gróa Finnsdóttir, board member
     Svanfríður Franklinsdóttir, substitute
FINLAND: Minna Meronen, board member
Piia Pitkänen, substitute
DANMARK: Ditte Jessing, board member

- IFLA report: Liselotte Winka
- Other conferences – artlibraries.net - Ditte ask Danmarks Kunstbibliotek to report, IFLA NA in Pasadena, CA – Svein will participate and report
- Presentation of the conference in Iceland in 2014 - Groa

e) Prepare written materials for the annual meeting – Agenda, Budget, Plan of action – Ditte
f) Possible proposals for voting at the annual meeting – signs for voting – green and red
  - Voting for new members to the board
  - Voting for membership fee
  - Other proposal from members
  - Voting for the membership fee

The board decided to try to simplify the voting system for elections for 2013 in Copenhagen. Svein ask Sidsel to be at voting committee for all countries. We send a common email to all members – institutions and personal and ask for candidates. Ditte will prepare a proposal for new rules to the annual meeting. We have to get the approval from the annual meeting to this change to the rules (not decided by the annual meeting).

Ditte will clear in the rules about the treasurer as a part of the board, which we agreed was a good idea.

Ditte resent a draft program and a draft budget for the Copenhagen annual meeting and study tour. Everybody was very satisfied with the program and the topics for the study tour. Fee for Annual meeting and Copenhagen Study tour – can easily be raised to 1000 or 1500 DDK.

12. Place, date and time for the two board meetings in Copenhagen, August 2013.
The board will meet Wednesday 28 August at 16:00 and have a common dinner in the evening.
Saturday 31 August at 13:30 the meeting will be nearby Design Museum
Ditte responsible

13. Web site – report from the web group by Groa
The web group:
Per Nordgren, SE – webmaster
Ellen Harstad, NO
Groa Finnsdottir, ISL
Rune Rasmussen, DEN
Suvi Juvonen, FIN

It is necessary to make the front page more attractive. We would like to have the webmaster
in the board – so we can take active part in the discussions about the website.
The web group should have the responsible person on technical matters.
The board is responsible for the content as well as the annual meeting etc. But it is also important that the web group is committed to develop the website and they are not overruled by the board. It must be collaboration about the website.

14. Reports from each country
In Sweden there are two groups – Stockholm and Gothenburg.
Stockholm – one meeting a year.
Gothenburg – meetings know and then – architecture library – introduction. There are new enthusiastic members.

Finland
Last meetings were about conference and annual meeting in Helsinki August 2012. We have normally two meetings a year. A lot a merges in the libraries – in this way 2012 was a typical.

Iceland
4 meetings a year. Content - what is going on in the libraries and the institutions and lectures from staff.
At Christmas – we just had fun at the meeting, a concert paid individually by the members.
Good moral in the group. The personal contact is very useful.

Norway
Not very much activity - but a meeting in October. The background, history, content and future of the database "Kunsthistorisk bibliografi (Kunstbib)" was discussed.
Munchmuseet and Kunstbiblioteket – both could be relevant for artlibraries.net. There are technical difficulties. Svein informed about a Digital edition of Norsk Kunstnerleksikon.
Planning a meeting in Trondheim – wikipea and article share is topics for the meeting.

Denmark is preparing Annual Conference and Study tour in Copenhagen August 2013.

15. Additional
Groa asked if anybody knew about the result from the artists´ books project since the conference in Iceland in 1998 in resp. countries.
The project started in the wake of a proposal from Åse Markusen at an annual meeting in Helsinki in 1996. As a result the main theme at the conference in Iceland 1998 was artists´ books in a broad aspects. The group members were Kaarina Liljanto, Statens Museum for Kunst, DK, Arndís Árnadóttir, The Icelandic Academy of Art, IS, Eva Sundberg, Grafikens hus, SE, Emmi Martin, Richardsgatans bibliotek, FI and Herlof Hatlebrekke, Henie-Onstad Kunstsentet, NO (see article about the project in ARLIS/Norden Info, 1998:1 s. 23-24, and also in Info 1998:2/3 and 4).
It would be very interesting to get a joint summary from the group – or individually from each country – in order to be able to continue a future work, as many museums and galleries have a great interest in these matters nowadays, especially concerning digitisation etc.
The board members were willing to ask the relevant persons in each country in the project’s group about the status.

Ditte Jessing  
Secretary

Groa Finnsdottir  
Co-secretary