

Minutes  
Board of Directors  
Guild of Book Workers  
November 16, 2023

The Board of Directors of the Guild of Book Workers met on Thursday, November 16, at 7:30 p.m. EST via Zoom video conference. President Kate Levy called the meeting to order. A quorum was present.

The Roll Call noted:

Those present: Jodee Fenton, Kate Levy, Larry Houston, Charlotte Hayes, Rebecca Chamlee, Susie Cobbledick, Bridget McGraw, Kyle Clark, Eliza Gilligan, Jennifer Pellecchia, Todd Pattison, Kristin Balmer, Kirsten Wehner, Lisa Muccigrosso, Marianna Crabbs, Jane Mahoney, Jennifer Buchi

Those absent: Jeanne Goodman, Nicole Cotten/Petrina Bryce

The minutes of the August 17, 2023 Board Meeting, previously sent electronically to members, were unanimously approved.

**Welcome and introductions**—lots to do this year! Kate speaking. For those at standards, great to see and meet, hope rest can join in providence next year! Thanks to Jen!

## **Review meeting/board norms and expectations**

### **Unfinished business**

#### **Vote to appoint Kyle Clark for a 1 year term as Journal Co-Chair**

Official term ended at standards, first go at having a co-chair to have staggered co-chairs.

Motion made and seconded to appoint Kyle for 1 year term as Journal Co-Chair. **Motion carried.**

#### **Vote to approve Nominating Committee and Awards Committee**

Nominating committee: Jesse Hunt, Mary Uthuppuru, John DeMerritt

Awards Committee: Kim Norman, Coleen Curry, Mary Sullivan

Motion made and seconded to approve slate for nominating and awards committees. **Motion carried.**

**Action Item:** Nominating committee will reach out to those whose term is up by the end of the year, be thinking about whether you want to run again and if not whether you have names and suggestions for replacements.

## **Vote to approve funds for video editing for standards videos:**

Discussion:

Standards Chair: \$750 is quote from a company to do the editing. This is what we need beyond what's already been spent. \$75/hour competitive compared to other quotes. Encore did A/V last year but costs were inflated so didn't ask. We need someone to edit every year, they should be able to finish by the end of the year if we approve tonight, has taken a lot longer in the past. Will become a line item in standards budget in the future.

Treasurer: 30K came out of reserve to cover anticipated expenses in last standards and Jen has kept things as a tight ship. Final standards numbers, still getting a few bills, but with video we're still 9K in the hole rather than the 30K we anticipated.

Bridget: 10 hours seems very reasonable, would be great if they could do it.

Jenn: we try to be low maintenance, if we need more in the future we can discuss it in the future.

Lisa: Willing to transfer some of midwest budget to defray cost if that's helpful.

Larry: Nice but not something you've budgeted, so we'd have to do a budgetary transfer, and take it out of operating funds.

Jenn says hold that thought and thank you! There are always expenses at standards.

Kate: Transcription services?

Jenn: Will vote in future about having standards videos for free for members. Older videos don't have transcripts or subtitles. Not consistent quality among videos. Accessibility and limited life of digital copies means we need to prioritize transcription. Carrie Snyder at standards does transcription, she offered to provide services. Offered for free, pays about 5c. per minute for software, that'd be 7-9 dollars per video which could add up. At some point may ask for funds to cover. Willing to do pro bono on 2023 videos. Can't do until videos are edited, though. Could also put into budget for next standards.

Motion to approve line item of \$750 for video editing made and seconded. **Motion passed.**

## **Officer Reports:**

### **President**

Updates/Reminders:

1. Chapter chairs, please [update volunteer roster spreadsheet](#) from last year.
2. Tasks that need volunteers:
  - a. historical record online of past board members. Exist in each newsletter but not searchable.
  - b. Going through the bylaws and standing policies and making them more relevant. Lots of out-of-date information. Linnea Vey and Erin Fletcher did that for chapter chair handbook, is it complete? Todd will check.

- c. Create onboarding documentation for new board members. Currently up to previous chair to provide information to incoming chair. If they don't, we're at a loss.
3. We had a few people use the volunteer form when it was first announced but not since, but when we send emails we should remind people. [Formstack form](#), link in board area of website where we can see submissions. Kate and maybe Marianna get notified. Kate contacts people who sign up to thank them and say the chair will reach out. Three people that could be useful: Eric Alstrom wants to work more on web updates with Marianna; Abra Mueller, wants to help with standards; Marlene Tetter reached out to Bridget, wants to write for newsletter.
4. Use your guild e-mail! Not personal. Please be timely.

## **Vice President**

Todd has had 2 volunteers for scholarship award committee—halfway there!

## **Treasurer**

Thanks to everyone who helped with guild scholarship auction, raised \$17,273 toward scholarship for RI! 2nd highest total ever—Jennifer's gotten highest and second highest!

## **Secretary**

No report

## **Standing Committee Reports:**

### **Membership**

Eliza got stamp, still looking to connect with Cheryl. Working with Larry on checks and documentation.

### **Standards**

Thanks for everyone who came to standards! Lots of volunteerism. Especially thanks to Larry for negotiating prices and aftermath. Please get in touch with feedback from San Francisco or ideas for next year.

## **Communications**

1. Can segment emails on the GBW side so that we can communicate with different chapters.
2. Now working with Henry to do a book worker public list on website. Do we use the existing list of members, or a different opt in and out system? Need to develop a system that's automatic and aware of privacy. Will give members time to update information. Want to be the go-to place for folks looking for book workers! Contact Marianna with thoughts or ideas.
3. Kate: Did Henry create an event listing location on the website over the summer? Was there followup on how chapters could add events?
  - a. Yes: [test page linked here](#)

Marianna remembers him talking about calendar, but not sure where that was left. Will check.

### **Newsletter**

1. Glitch in last month's newsletter: AAB sent 4 ads, and only one ran. We're compensating them by running the ads for free this month.
2. Already working on transition document so we can stagger 3 co-chairs out.
3. Volunteer has offered to index newsletter, may also be helpful in indexing former board members.

### **Journal**

1. Vol. 53, publishing next year, currently have 7 submissions with 12 contributors; deadline in March. If you have an article, let us know, but may need to push to next year.
2. [Centennial online edition \(vol. 42\)](#) may not have all articles online. Kyle checked files on google drive and all of the articles are present, but not all listed as final. Need to go back, connect with authors and update versions to publish. Could also scan the print edition to ensure the most current version of articles is published online. May be simplest solution.
3. May add 1-2 new members to journal team in the next couple months.
4. Some ongoing problems with membership mailing list and number of print copies ordered.
5. Maintaining journal backlog: Don't get a lot of orders, sporadic at best. Many have been given to Jeanne Goodman, who will try to sell/use them at exhibition venues to let them know about GBW. Still have half a pallet of Vessel at publisher.

**Exhibitions:** Jeanne absent.

### **Unfinished Business:**

**Discussion: making all videos on Vimeo free to all members. We will still keep a rental/purchase rate for non-members.**

President: Follow-on from conversation at Annual Meeting. As a membership benefit, should we have videos be free to all members?

Treasurer: Currently pay \$400/year for hosting on Vimeo. We make around \$1700 per year. Total financial hit would be \$1300/year. Are these renters members or nonmembers? Should be able to pull through analytics in Vimeo.

New perk alongside hike in membership rate. Can there be an additional cost for people showing videos to students? Students should have to purchase membership to watch the videos—if it's being used as a textbook, they can purchase it like a textbook.

**Action Item:** Write out clearly exactly what we're voting on, and Kate will look into analytics, so this will be ready to vote on at next meeting in January. Tabled.

### **New Business:**

**Discuss moving the annual meeting (and removing Business from the name) away from and before Standards. Would be held via Zoom and recorded for more members to be able to attend.**

Possibly hold a month before standards on Zoom, much more accessible to all members, allowing more people to come, disseminating information more broadly.

Leads to a discussion of when terms end and begin. Standards is all over the calendar, so a Zoom meeting will possibly be more stable and correspond better to 12-month terms and turnover.

A hybrid meeting is too much work, requires too many volunteers and cost. Zoom fatigue is an issue, but don't want a divide between members who can travel to standards and those who can't. Can also record for people who can't make the Zoom meeting.

Jenn: Seems as though standards schedule is a little clogged, annual meeting is not well attended in person anyway, just removing something from the calendar.

Would a webinar format work better?

**Action item:** Secretary will look into this.

Timing annual meeting at the end of the fiscal year would be helpful, because we do a lot of work then anyway.

**Action item:** Put in notes and codify for voting in January. Can be added to bylaws if it passes. Tabled.

There being no further business, the meeting was adjourned. The next meeting will be held on **January 18, 2024**

Jennifer Buchi, Secretary