

# Minutes of the Lever Press Oversight Committee Meeting

May 22, 2017

Present: Andy Ashton, Marta Brunner, Mark Edington, Terri Fishel, Kevin Mulroy, Mike Roy, Peggy Seiden, Charles Watkinson, Becky Welzenbach

Absent: Mark Christel, Dalia Corkrum, Mary Francis, Bryn Geffert, Neil McElroy

## Approve Minutes:

The minutes from the April 24 meeting should be amended to remove specific identification of proposed Lever Press projects. Because these projects are not yet under contract, it is not appropriate at this time to identify them publicly. BW will amend the minutes and send them around again for approval. Minutes conditionally passed with caveat that the projects identified by name will be anonymized.

**Action item: Becky will amend the minutes and circulate them to OC members again. When approved, will post the final minutes to the Lever Press website.**

## Update on Editor search:

The search committee is moving forward with phone interviews -- 6 scheduled conversations to take place Friday, May 26, and Tuesday, May 30.

ME and BG are still figuring out process for the final round of interviews when candidates come to campus. Since half of the search committee is remote, need to determine the best way to engage with candidates at that stage.

## Update on Oversight Committee election:

BW reported that the election is open and about half of the pledging institutions voted on the first day. The committee agreed that MR will send a reminder by mid-week (May 24) and plan to close the election by the end of following week (by June 2).

**Action item: MR will send a reminder to Lever Press pledging institutions to vote before June 2.**

**Action item: BW close the election and report to OC the winners at COB June 2.**

## Graduate student fellow at Michigan

BW reported that a graduate student, Elina Salminen, is doing an 8-week fellowship at Michigan Publishing, primarily around gathering user requirements for different stakeholders in the Fulcrum project. The intention is that much of her focus will be on Lever Press needs. MR proposed that--since engagement with Fulcrum is one of the benefits of Lever Press involvement--that the OC invite pledging libraries to identify faculty/authors who might be interested in doing a short interview with Elina about their digital scholarship needs. CW suggested that the message/invitation also point people to the new three-minute promotional Fulcrum video as a way to capture their interest.

**Action item: when the video is finished, BW will draft a message to pledging institutions sharing the video with them and inviting them to share it with faculty, and be in touch with us if there is interest in learning more and participating in a user requirements interview w/ Elina in the next few weeks.**

## Budget update

The OC looked at the quarterly budget report spreadsheet and narrative summary. BW reported on activity at the Michigan side, calling attention to changes since the last budget update in Mid-December. Notably, travel expenses for the face-to-face Editorial Board meeting have all finally come through, allowing us to see that the full cost of hosting the Ed. Board in Ann Arbor was about 50% more than we had anticipated. As well, we originally budgeted for holding that meeting only once, and now we see the importance of doing it annually--so, we'll need to have an eye on adjusting our expectations/budget for this type of travel going forward. She noted also that in January all institutions were invoiced for year 2 payments. As of the close of March, 97% of Year 2 payments were in. Michigan has yet to disburse Amherst's share of the Year 2 funds--BW will follow up with the Michigan Publishing business manager to trigger that.

ME reported on activity at Amherst, calling attention in particular to the substantial level of outreach and acquisitions travel in March and April. He noted that visiting campuses is a great way to generate interest and make contact with authors, but that going forward we should try to get host institutions to help with expenses where possible. Due to Margy Avery's departure, we will likely be about three months in all without an acquisitions editor at Amherst, so we are under budget on that line item.

In year 2 about 50% of the whole budget for the year was dedicated to editorial and production expenses for publications; we have yet to spend any of this money.

## By-laws

The OC discussed outstanding comments and questions on the draft by-laws document. The OC determined that the OC will have the authority to set the fee schedule (for potential future

changes--the current five-year commitment will not change), in consultation with the membership. Out of this discussion also came the idea to commit to attending ACRL 2019--likely the best opportunity to discuss future business models. The sustainability task force will take up this issue going forward. The OC agreed that it's OK to identify the OC as operating with "10-12" voting members. BW will update the Governance Statement accordingly. The OC discussed the question of when a member of the OC can be removed. They agreed that "unexcused absences" from  $\frac{1}{3}$  of the meetings in a year (i.e., absences without making the group aware that they have a conflict in advance) will be grounds for removal. The OC agreed that a  $\frac{2}{3}$  majority vote of the OC is required to remove someone from the OC. ME moved to approve the by-laws. PS seconded and TF thirded. The OC voted and unanimously to adopt the by-laws.

**Action item: TF will add ACRL 2019 to the Lever Press Facebook calendar**

**Action item: BW will produce a final, clean version of the by-laws and will add a link to them to the LP Intranet, as well as working with ME to determine where they should be posted on the public Lever Press website.**

## Acquisitions Outreach

The OC discussed which channels of the Editorial Program each of them would like to focus on, and most who are staying on the committee past December 2017 signed up for at least one channel. The assignments are as follows:

Great Questions and Grand Challenges -- Mark Christel

Special Collections -- Bryn Geffert, Kevin Mulroy

New Frontiers in the Digital Liberal Arts -- Andy Ashton

Lever Texts -- Mike Roy

Teaching, Learning, and Leading in the Liberal Arts -- Peggy Seiden, Marta Brunner

Action Item: Together, MR and liaison for each channel will schedule a date to report out on what's happening in that channel. OC meeting dates for the rest of the year are:

- June 19 (one week earlier than usual to avoid conflict w/ ALA)
- July 24
- August 28
- September 25
- October 23
- November 27
- December 18 (one week earlier than usual to avoid conflict with winter break)

## Editorial Board Search Update

ME is taking nominations for the editorial board search. So far out of the invitation to membership, only DC has contributed a couple of names.

## Upcoming Events and Outreach opportunities

### Webinar

TF reported that the June 7 12 p.m. EDT webinar on peer review has been announced to the membership and posted to the Lever Press Facebook page. She will be meeting with her staff 5/23 to set up a Zoom invite. We need to find a time for a practice/run-through w/ Terri, Jason Mittel and Mark E. (Co-presenters) and Becky W. (facilitator). TF will hold a time slot for this.

**Action Item: TF to create Zoom log-in info for webinar**

**Action Item: TF to hold a time for practice/run-through w/ presenters.**

### Open Access Week 2017

Discussion postponed for future.

### Ideas/topics for future meetings

- TF reminded the group that we need suggestions for future webinars
- CW raised the question of the agenda for our in-person meeting in Ann Arbor on August 8 (August 7 will be an Editorial Board meeting, August 8 is the day the OC and Ed Board will meet together). He noted that Jack Bernard can join us for dinner on August 7, and/or for a session in the morning on August 8.
- PS reminded the group that in Baltimore we talked about Lever responding in some public way to news or announcements in the Schol Comm/OA/Library publishing world (e.g., the ARL/AAU monograph subvention program). On this specific issue,
- MR proposed that for the future we return to the practice of sending out a reminder/call for agenda items one week in advance of Oversight Committee meetings.

Meeting adjourned just before 5:00 p.m. EDT