



2018 BHL Annual Meeting

13-15 March 2018

Co-hosted by:
Natural History Museum, Los Angeles County
Los Angeles County Arboretum and Botanic Garden



BHL Annual Meeting Travel Logistics

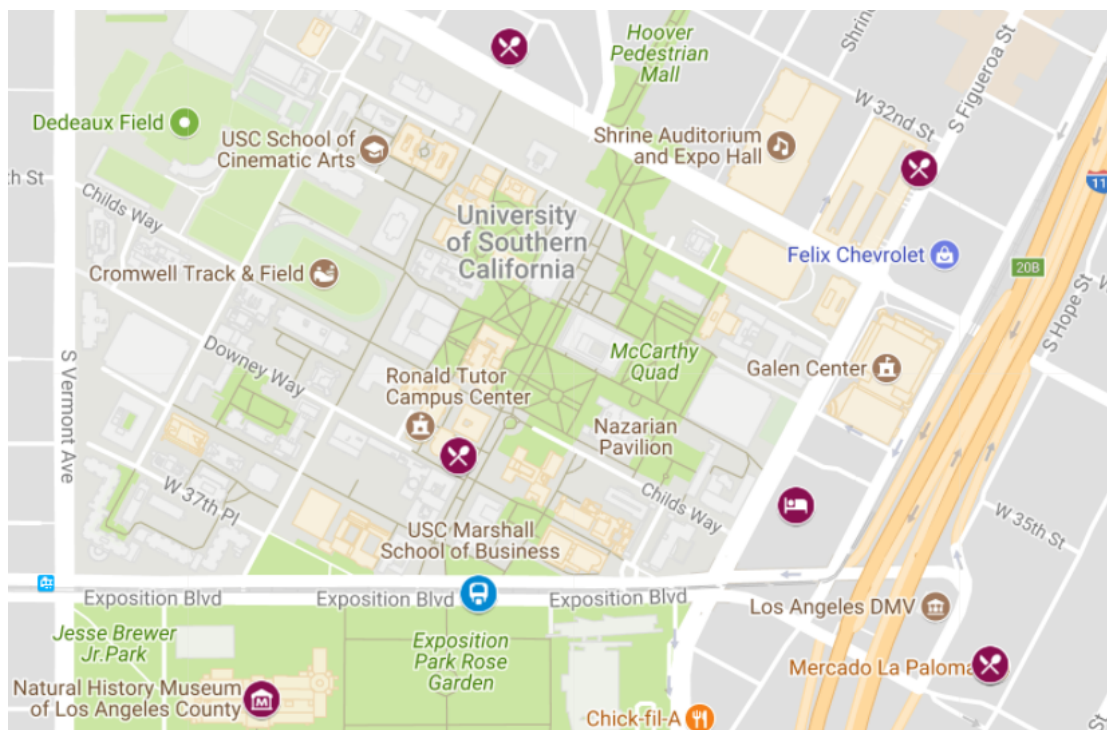
General Travel Suggestions

We will be further discussing travel arrangements during the meeting, but the following will be helpful for you to review before you arrive in Los Angeles

- It is recommended that meeting participants use taxis or car services (Uber or Lyft)
- The [Los Angeles Metro \(Subway/public transit\)](#) is also a possibility for travel between venues. Please review routes carefully and allot an appropriate time for travel.
- We have created a [Google Map of venues](#) of nearby restaurants and points of interest.
- General directions for the venues can be found on their websites:
 - [La Brea Tar Pits](#)
 - [Natural History Museum of Los Angeles County](#)
 - [Los Angeles County Arboretum and Botanic Garden](#)
 - [Huntington Library, Art Collections and Botanical Garden](#)

To the Natural History Museum of Los Angeles County from Los Angeles International Airport (LAX)

- LAX to Natural History Museum
 - [Via Metrorail](#)
 - [FlyAway Bus](#)



BHL Annual Meeting Master Agenda

12 March 2018 (Monday): Excursion

1000-1130: Secretariat Check-in/Set-up, Natural History Museum of Los Angeles County

La Brea Tar Pits

1300-1500: This tour will include both an overview and visit to the active fossil excavation sites and a behind-the-scenes tour of the Fossil Laboratory. [[Details](#)]

NDSR Mentor Meeting (roughly 1630-1800)

Meeting for NDSR mentors to review resident reports and tasks for final report to IMLS. We will meet at the Radisson Hotel Los Angeles Midtown at USC immediately following our return from the La Brea Tar Pits field trip.

13 March 2018 (Tuesday): BHL Members and Partners Meeting

0900-1630 (followed by tours and reception/dinner)

Natural History Museum of Los Angeles County

- [Day 1 Agenda](#)
 - Welcome and Opening Talk
 - Panel Session: BHL and Our Users
 - Discussion Sessions for Members and Partners
 - Secretariat Reports
 - Tours of the Natural History Museum of Los Angeles County
 - Welcome reception and buffet dinner: Natural History Museum of Los Angeles County

14 March 2018 (Wednesday): BHL Members and Partners Meeting

0900-1645 (Dinner on your own)

Natural History Museum of Los Angeles County

- [Day 2 Agenda](#)
 - Consortium Introspective: A BHL Symposium
 - BHL Members' Business Meeting
 - Program Director's Report (Martin Kalfatovic)
 - Project Manager's Report and Financial (Carolyn Sheffield)

- Membership Committee Report (Doug Holland)
- Guided Member Discussions
- Dinner on your own

15 March 2018 (Thursday): BHL Members and Partners Meeting

0900-1600 (end of meeting)

Los Angeles County Arboretum and Botanic Garden

- [Day 3 Agenda](#)
 - Executive Session (Member principles only)
 - Focused Business Session (Members, guests, Secretariat)
 - Tour of the Arboretum and Botanic Garden
 - Report of Discussion Sessions
 - Closing Reception and Farewells

16 March 2018 (Friday): Tour and Excursion

Huntington Library, Art Collections and Botanical Gardens Tour

0930 - 1200: This tour will include the Library and Botanical Gardens, and Preservation Lab. Afterwards, attendees are welcome to stay and enjoy lunch and further explore the grounds and collections. [[Details](#)]

List of Documents Provided as Printouts and/or Links

- **General**
 - [2018 Annual Meeting Master Agenda](#) [this document] | Printout
 - [BHL Annual Meeting Travel Logistics](#) | Printout
 - Day 1: [2018 Annual Meeting Agenda](#) | Printout
 - Day 2: [2018 Annual Meeting Agenda](#) | Printout
 - Day 3: [2018 Annual Meeting Agenda](#) | Printout
- **Day 1**
 - Discussion Topic: Topic 1: [Print Retention](#) | Topic 2: [Partnerships and Membership](#) | Topic 3: [How Does BHL Workflow/load Fit in Your Library Internal Organization?](#) | Topic 4: [Sustainability of Moving Wall Workflows](#) | Topic 5: [Addressing the 20th Century Gap: Controlled Digital Lending for In-copyright Material](#) | Topic 6: [BHL and Reference activities for the future](#) | No Printouts

- **Day 2**

- [Approved Actions](#) (Review of Past Electronic Votes & Review of Past Executive Committee Actions) | No Printout
- [Reciprocal Partners Bylaw Changes](#) | Printout
- [Draft Letter of Intent for Reciprocal Partnership](#) | No Printout
- [BHL Technical Discussion Background](#) | No printout
- Financial Documents | Printouts
 - [SIL Support for BHL Central \(2017 and 2018\)](#)
 - [2018 Dues Spending Plan Approved](#)
 - [2017 Dues Actuals & 2018 Dues Spending Plan](#)
 - [2017 Dues Itemized Spending List](#)
 - [Dues & Donations: 3 Year Spending Plan](#)

- **Day 3**

- [BHL Technical Discussion Background](#) | No printout

Agenda: Day 1 (Tuesday)

13 March 2018: BHL Members and Partners Meeting

Location: Natural History Museum of Los Angeles County

Time: 0915-1630, followed by Museum Tour and Welcoming Reception

0900-0930: Arrival

- Check-in and Light breakfast

0930-1030: Welcome and Opening Talk

- Welcome and Logistics: Richard Hulser and Natural History Museum of Los Angeles County Staff
- BHL 2018: Looking to the Future. Constance Rinaldo, BHL Executive Committee Chair (30 minutes)

1030-1100: Networking Break

1100-1230: Panel Session: BHL and Our Users

15 - 20 minutes each

- Moderator/Facilitator: Constance Rinaldo
 - [Dr. Austin Hendy](#) (Collections Manager, Invertebrate Paleontology, NHMLAC)
 - [Dr. Jody Martin](#) (Associate VP of Research and Collections and Curator of Crustacea, NHMLAC)
 - [Dr. Gary Wallace](#) (Currently Research Associate at Rancho Santa Ana Botanic Garden. Botanist, Retired, United States Fish and Wildlife Service)
 - [Dr. Victoria Vesna](#) (Professor, Dept. of Design, Media Arts, UCLA and Founder and Director of the Art | Sci Center + Lab, CNSI, and Visiting Professor, Empowerment Informatics Program, University of Tsukuba, Japan)

1230-1330: Catered Lunch for Attendees

1330-1500: Discussion Sessions for Members and Partners (Pick 2)

- Moderator/Facilitator: Constance Rinaldo
- Topic 1: [Print Retention](#) (Barbara Ferry | [Note taking](#): Costantino)
- Topic 2: [Partnerships and Membership](#) (Doug Holland | [Note taking](#): Sheffield)

- Topic 3: [How Does BHL Workflow/load Fit in Your Library Internal Organization?](#) (Gildas Illien | [Note taking](#): TBD)
- Topic 4: [Sustainability of Moving Wall Workflows](#) (Susan Lynch | [Note taking](#): Crowley)
- Topic 5: [Addressing the 20th Century Gap: Controlled Digital Lending for In-copyright Material](#) (Chris Freeland | [Note taking/reporting](#): Kalfatovic)
- Topic 6: [BHL and Reference activities for the future](#) (Tomoko Steen | [Note taking](#): TBD)

1500-1530: Networking Break

1530-1600: Secretariat Reports

- Communications and Outreach Report (Grace Costantino)
- Collections Manager Report (Bianca Crowley)

1600-1630: BHL Member Dashboard Presentation

- Introduction to Member Dashboards (Grace Costantino and Bianca Crowley)

1630-1830: Wrap Up and Tours

- Closing Remarks from the Chair
- Tours of the Natural History Museum of Los Angeles County
 - [Marine Biodiversity Center Department](#):
Research laboratory tour and overview of the Diversity Initiative of the Southern California Ocean (DISCO). Efforts focus on accelerating discovery and assessment of amazing marine biodiversity.
 - [Mineral Sciences](#):
Research laboratory tour including special microscopes and other equipment as well as an overview of current projects. Some very special gems and minerals from the vault will be on display that are not on public display.
 - [Entomology](#):
Research laboratory tour including overview of the [Biodiversity Science](#): City and Nature (BioSCAN) project.
 - [Research Library and Archives](#):
Visit to the NHMLAC Research Library with displays of some rare books, items from special collections, and artifacts from the NHMLAC Archives. Digitized films and other items made available online will also be highlighted.
- Group Photo

1830-2100: Welcome Reception

Join us for a welcome reception with invited speakers at the Otis Booth Pavilion under the Fin Whale and North Bridge entry. There will be a buffet dinner and dessert.

- 1900-2100: Buffet Dinner and Dessert
- Speakers
 - Richard Hulser, Librarian, Natural History Museum of Los Angeles County. Welcome
 - [Constance Rinaldo](#), BHL Chair, Mayr Library, Museum of Comparative Zoology, Harvard University
 - [Grace Costantino](#), BHL Outreach and Communications Manager
 - [Alexis Mychajiliw](#), Postdoctoral Fellow at the Rancho La Brea Tar Pits & [Libby Ellwood](#), Postdoctoral Fellow at the Rancho La Brea Tar Pits
 - Followed by questions for all speakers from the audience and mingling

Logistics for returning to hotel - recommended group walks to hotel or taxi/car service (Uber or Lyft)

Agenda: Day 2 (Wednesday)

14 March 2018: BHL Members and Partners Meeting

Location: Natural History Museum of Los Angeles County

Time: 0900-1645, followed by Dinner on your own

0900-0930: Arrival

- Light breakfast and check-in
- Membership Committee Side Meeting

0930-1130: Consortium Introspective: A BHL Symposium

- Introduction of Panel (Constance Rinaldo)
- Kelli Trei, Biosciences Librarian & Assistant Professor, University of Illinois. *What Scientists Value about the Biodiversity Heritage Library (BHL): A BHL Blog Analysis*
- Susan Fraser, Thomas J. Hubbard Vice President and Director, LuEstherT. Mertz Library, The New York Botanical Garden, *BHL -- A Bright Constellation in the Biodiversity Universe*
- Mrs Wai Yin Pryke, Director of the National Library Singapore, *BHL Singapore: Stories Our Collections Tell*
- Mónica Aguilar Rocha, Digital Library Coordinator BHL México, *Integrating digital content: issues and challenges to face in BHL México*

1130-1200: Proposals for Hosting the 2019 BHL Annual Meeting

- **Cornell**
- **Smithsonian Tropical Research Institute (Smithsonian Libraries, Panama)**
- **University of Toronto**

1200-1300: Catered Lunch for Attendees

1300-1430: BHL Members' Business Meeting

- Review of [Approved Actions](#) (Constance Rinaldo)
- Program Directors Report + [Technical Report](#) (Martin Kalfatovic)
- Program Manager's report + Financial Report (Carolyn Sheffield)
- Membership Committee Report (Doug Holland)

1430-1500: Networking Break

1500-1615: Guided Member Discussions

- Reciprocal Partners and Associated Bylaws adjustments (Constance Rinaldo) (10 minutes) [[Draft Bylaw changes](#)]
- Strategic Plan Discussion (Jane Smith) (25 minutes)
- Deeper Technical Planning Discussion (Martin Kalfatovic) (25 minutes)
- Votes (15 minutes)
 - Approval/Disapprove Strategic Plan Discussion
 - Approval/Disapprove Reciprocal Partner Bylaws Changes
 - Selection of 2019 BHL Annual Meeting host [Australian Ballot]

1615-1645: Agenda Review and Logistics for Thursday

- Closing Remarks and Agenda Review (Constance Rinaldo)
- Logistics (Susan Eubank)

Dinner on your own

Reciprocal Partners | Bylaws Changes

15 March 2018 (Thursday): BHL Members and Partners Meeting

0900-1600 (end of meeting)

Los Angeles County Arboretum and Botanic Garden

Background

Purpose & Benefits for BHL

Purpose. Reciprocal Partnerships will allow BHL to participate more fully in the greater biodiversity community without additional costs of partnership for either party.

Revenue impact. There will be no loss of revenue for BHL as an outcome of this proposal. Suggested partners are already no cost (e.g. GBIF) or would have an off-setting cost for BHL to join (e.g. CETAF).

Administrative impact. There will be minimal administrative impact; maintaining communications, participation in mailing lists, etc. will not be burdensome for Secretariat staff.

Time/Cost commitment. Participating in these organizations to receive full benefit of the partnership will have a specific time impact on the Executive Committee, Program Director, and Program Manager. Likewise, depending on the level of participation, there will be financial costs associated with participation with these organizations.

Other impacts. Organizations that participate in this arrangement are neither content nor service providers. As such, they should have no impact on collections, technical development, etc. It is expected that Reciprocal Partners will provide input and guidance, but no requirements on BHL technical development.

Benefits. Expected direct benefits will be promotion of the BHL with other partners in these organizations; raising the profile of BHL in the biodiversity community; establishing contacts for joint fundraising; and etc. This is already evidenced in the BHL participation in GBIF.

Participation in BHL. Reciprocal partners would be invited to appropriate portions of the BHL Annual (or other) meetings as non-voting observers. BHL would expect reciprocal treatment from the partners.

Nomenclature. For the purpose of this document, the term “Reciprocal Partner” is being used as a placeholder. BHL would expect to use the appropriate terminology of the participating reciprocal partner in reference to the BHL’s participation in that organization.

Example Partners

- CETAF. CETAF charges a membership fee. In discussions with the CETAF chair, it was proposed that a reciprocal arrangement between BHL and CETAF would be mutually beneficial;
- GBIF. BHL is already an associate of GBIF; this would formalize the relationship and allow GBIF to participate in BHL in a more formal manner (if they wish);
- EOL. EOL and BHL have a special relationship. This could remain as is, or EOL and BHL could more formally participate in this manner;
- Catalogue of Life Plus. BHL already supports CoL+ through attendance at meetings. This would formalize the arrangement and allow CoL+ to participate in BHL
- ICSTI. BHL participates as a non-paying partner of ICSTI;
- TDWG. Would not be covered by this arrangement. BHL is a paid institutional partner of TDWG; unless TDWG waived this fee, it would not be covered by this structure.

Bylaws Ramifications

The following portions of the Bylaws would need amending or changing:

ARTICLE III

Section 2. Composition. The Council is composed of one representative, generally, but not exclusively, the chief librarian, from each BHL Partner institution. Each representative has one vote on the Council. The BHL Program Director and all BHL committee chairs shall serve as ex-officio members of the Council. ~~The Encyclopedia of Life (EOL) may also select an ex-officio representative.~~

Section 4. BHL Membership. Membership criteria and approval procedures, as well as ancillary categories of BHL partnerships are outlined in Appendix II: Joining the Biodiversity Heritage Library. ***[Appendix II would need a class of partnership that covers Reciprocal Partners added. Additionally, the language under Affiliate would need to be revised to parse the partnership class. Specific additions:***

- ***Joining as a BHL Reciprocal Partner***
- ***BHL Reciprocal Partner Responsibilities]***

Proposed Process

As per Article III. Section 3. Duties and Responsibilities, the Members' Council determines the BHL partnership. Adding this category would require approval of the Members.

Recommendations of Executive Committee:

- Draft document for RP
- Propose draft Bylaws change
- BHL EC reviews and revises this document;
- Proposal is put in the form of a motion for the Members to discuss on the 14 December call; vote on the motion is called;
- Going forward, language should allow for the BHL EC to approve Reciprocal Partners without the approval of the Members

Draft Language for Appendix II

Joining as a BHL Reciprocal Partner

BHL Reciprocal Partners are those institutions or organizations that wish to reciprocally participate in the BHL in an collaborative or advisory capacity. These will typically be national or international biodiversity organizations, and discipline specific organizations. It does not include library consortia, publishers, or other potential providers of BHL content or services.

The BHL Chair and/or Program Director will sign, upon legal review, any formal letter of participation or memorandum of understanding to formalize the reciprocal partnership. The BHL Executive Committee will appoint appropriate representation to the Reciprocal Partner organization from either the Secretariat or Members Council.

Costs of attending meetings or other events are the responsibility of the Reciprocal Partner unless specifically approved by the BHL Executive Committee.

Institutions or organization who request BHL services or require technical assistance may be required to sign either an MOU or customized agreement that defines their level of participation and may incur service fees. The Reciprocal Partnership term will be reviewed annually and may be terminated by either BHL or the Reciprocal Partner with due notice.

BHL Reciprocal Partner Responsibilities

- *Reciprocal partners will promote BHL to raise awareness with their partners. They will include BHL representatives as observers in their meetings. Joint fundraising possibilities will be explored and shared.*
- *More words?*

Strike from current Affiliate Section of Appendix II

Joining as a BHL Affiliate BHL

Affiliates are those institutions or organizations that wish to participate in the BHL but are unable to pay the full annual dues or come from another part of the biodiversity community with related interests in the work of the BHL. Examples of affiliates are institutions that can contribute content, technical or other in-kind services; publishers for whom BHL is hosting content; and biodiversity organizations with allied interests that provide continuing support for the BHL. Institutions and/or publishers who request BHL services or require technical assistance may be required to sign either an MOU or customized agreement that defines their level of participation and may incur service fees.

Agenda: Day 3 (Thursday)

15 March 2018: BHL Members and Partners Meeting

Location: Los Angeles County Arboretum and Botanic Garden

Time: 0900-1600

0900-0930: Arrival (Members Only)

Arrive at Visitor Services Center, will be directed to Oak Room

- Light breakfast and check-in

0930-1000: Executive Session (Oak Room)

BHL Member Representatives only

1000-1100: Focused Business Discussion (Oak Room)

BHL Member Representatives, invited guests, & Secretariat only

- Strategic Discussions (Jane Smith & Constance Rinaldo) (30 Minutes)
- [Technical Discussions](#) (Martin Kalfatovic) (30 Minutes)

1100-1230: Tour of the Arboretum and Botanic Garden

Gather in the Arboretum Library at 1100

- Welcome from the Chief Executive Officer, Richard Schulhof
- Brief tour of the Arboretum Library led by Arboretum Librarian Susan Eubank
- Gather at the tram stop where we will join two senior plantsmen, Timothy Phillips, Arboretum Superintendent, and Jim Henrich, Curator of Plant Collections, to enjoy a tram tour with the brain trust of the plant and facilities knowledge at the Los Angeles County Arboretum & Botanic Garden. The 127 acres of geographic collections, historic buildings, and specialty gardens will delight all. The region's Mediterranean climate allows for spectacular displays from the five Mediterranean climate areas as well as stretching the boundaries into special areas such as Madagascar, cycads, palms, bamboos, species camellias, and a native Engelmann Oak Grove.

1230-1330: Catered Lunch for Attendees (Cafe Terrace or Ayres Hall)

Catered lunch for attendees (Members, Affiliates, and guests). If the weather is good, lunch will be served outdoors.

1330-1500: Report of Discussion Sessions (Ayres Hall)

Constance Rinaldo, Leader; Secretariat, Note taking

- Members and Partners - discussion leads reporting out, 5-7 minutes each to present summary of table discussions, then discussion of all at end.

1500-1600: Closing Reception and Farewells

- Host Appreciation & Group Photo 2
- Reveal 2019 Host
- Closing Comments from the Chair

A Fond Farewell and See you Next Year in ... To Be Announced!