

ALL-SIS EB Meeting

Oct. 13, 2016

1. Meeting called to order.
2. Motion to approve September minutes: passed.
3. Review of committee charges.
 - a. ALL-NEW. The committee worked on revising their charges last year, but it appears that any revisions they had decided on never made it to the Executive Board. Prano has followed up for more information.
 - b. Awards committee. The committee is satisfied with the charges as they currently appear on the website, with the addition of a reference to the Leadership Academy and Management Institute to the awards listed in the first bullet point.
 - c. Bluebook: Waiting for a response.
 - d. CALL: Waiting for a response. This committee is one that we had previously discussed sunsetting.
 - e. Collection Development: This committee apparently also re-evaluated their charge last year, but no information on this came through the board. Prano is seeking confirmation of whether web version was updated as part of that process.
 - f. Continuing Education: Waiting for a response. Genevieve will seek confirmation that emails to chair (Kate McLeod) are not being bounced or filtered.
 - g. Continuing Status/Tenure: The committee seeks clarification on some of their charges:
 - i. The first bullet point calls for the committee to “Develop and maintain the committee’s information on the ALL-SIS website. This seems confusing and not parallel with other committees’ charges. There is also some confusion about whether committee information that ought to be on ALLNET is housed other websites.
 - ii. The second bullet point charges the committee to “Develop a ‘white paper.’” Committee is happy to take this on if board agrees, but isn’t actively working on a white paper project.
 1. Rather than task the committee to write a white paper, we could ask them to prepare a bibliography or literature review, which could be useful on its own or as a starting point for a future white paper. The bibliography could also be posted to the committee’s web page.
 - iii. The third bullet point charges the committee to “collect and disseminate data on librarian and staff compensation.” This seems redundant of AALL’s own biennial salary survey project.
 1. All agree that this can be dropped.
 - iv. As to the other charges, the board will ask the committee to propose new language that specifies what they would like to do in terms they are comfortable with.
 - h. Faculty Services: Waiting for a response.
 - i. Legal Research & Sourcebook. The committee is fine with the charge as it currently appears on the website.
 - j. Library Marketing & Outreach. Waiting for a response.

- k. Local Arrangements. They have proposed detailed new charges, specifying tasks to be completed for each major event at the annual meeting.
 - i. The detail is out of step with other committees. We will ask them to eliminate the bullet points and keep the main headings as charges. The extra detail should be retained for the committee's internal use. Genevieve will respond to Lei on this.
 - l. Membership: Waiting for a response.
 - m. Newsletter: Waiting for a response.
 - n. Nominations: Waiting for a response.
 - o. Public Relations: Waiting for a response.
 - p. Scholarly Communications: The existing charges are fine, although the committee would like to drop the final listed charge regarding the preparation of a finalized report. This project has already been completed. [As a side note, the board agreed that it should discourage including specific dates in committee charges.]
 - q. Statistics: Waiting for a response.
 - r. Student Services: Waiting for a response.
 - s. Social Media: Prano has been in touch with the chairs; this a new committee still working on drafting a charge. More information will be forthcoming.
 - t. Task Force on Best Practices for the 21st Century Law Library. Nothing in charge will change.
4. Timelines: Some work began last year on creating timelines for each committee, but the project is incomplete. When we have updated timelines, where should they be housed?
 - a. The plan is to create a separate page with all the timelines for all the committees together. The layout can be analogous to the committee charges page. Prano will speak with Ellen about creating such a page and will pass on the six timelines we already have in final form.
 5. Copyright issue: The Legal Research & Sourcebook committee raised a copyright issue last month, when they sought approval to have contributors use a Creative Commons license in connection with their sourcebook materials. Prano took this to Meg Kribble, who reported that it was fine because only AALL committees (not SISs) are required to copyright their materials. We passed this on to Caitlin Hunter, the committee chair.
 - a. Prano will forward most recent communications from AALL so our records will be clear and the committee can proceed accordingly.
 6. Event Sponsorships: Prano received an email from Kim Rundle forwarding information from Kate Hagen regarding event sponsorships. We had asked that the three events we sponsored last year—the business meeting breakfast, middle managers breakfast, and the reception—be funded at the same level as last year, if possible.; AALL has made no commitments, but we typically receive good support from the main vendors and we anticipate this will continue.
 7. Annual meeting scheduling. Prano received an initial message about limiting SIS event scheduling. We have yet to receive the scheduling matrix or other follow up material. The deadline for all event planning is Dec. 1. We can put out a general request for committees who want to have a meeting time at the annual meeting; each board member will follow up with our committees accordingly. If we get more than ten meeting requests, we will have to decide how to choose among them. One suggestion from AALL was to use one large room to house multiple

smaller meetings. Caroline might also want to reserve one meeting slot for a meeting with new committee chairs to discuss expectations.

8. Strategic Planning requests feedback: The ALL-SIS strategic plan was supposed to have been completed last year, but this hasn't happened. Amanda Runyon recently reached out; she indicates that only one other committee member has been able to help her, contributing to the delay. Prano has reached out to all the committee members to seek assistance or confirm if they'd like to allow others to step in as replacements. While the committee seeks more direction from the board, the strategic plan is really intended to allow the membership to direct the board on its priorities.
 - a. The board can help by reading the current draft and giving comments. It's available as a Google doc, to which Prano will distribute a link.
[\[https://docs.google.com/document/d/1qPLiH57UjGVlSI14m70lyQYBbT7qZkXDUPJOdhI35g/edit?usp=sharing\]](https://docs.google.com/document/d/1qPLiH57UjGVlSI14m70lyQYBbT7qZkXDUPJOdhI35g/edit?usp=sharing)
9. Budget: Genevieve will be creating a 2016-2107 version of our budget as soon as we have our annual data from ALL-SIS. This should be arriving soon.
10. Prano will circulate another Doodle poll for November; aiming for the week before Thanksgiving.
11. Each board member will continue following up with committee chairs re: charges.
12. Should we be circulating info about board meeting afterwards? Some version of the minutes? Will defer this conversation until we have Jocelyn and Kate in the meeting. Will be on November agenda.
13. Meeting adjourned.