

LSRD-SIS 2020

Executive Board Meeting Minutes

September 15th at 11:03 a.m. EDT via Zoom
Minutes submitted by Elizabeth Manriquez

1. Call to Order/Welcome/Introductions

In attendance: Kevin Carey (Chair), Larissa Sullivant (Vice-chair), Jessica Pasquale (Past Chair), Keelan Weber (Member-at-Large), Heather Buckwalter (Member-at-Large).

2. Brief Remarks

Liz Manriquez (Secretary/Treasurer) unable to attend due to health reasons. Kevin unable to attend last Executive Board Meeting, on July 15, 2020 due to wifi issues. There are no meeting minutes to approve from the 7/15/2020 meeting due to computer issues and missing Zoom recordings. Jessica stated there were no actionable items from the 7/15/2020 meeting, merely introductions and preparation for the AALL Annual meeting.

3. Approval of Minutes

Kevin remarked that several meeting minutes are missing. He verified with Jessica that we are missing minutes from 8/21/2019, 12/18/2019, and 7/15/2020. Jessica checked her calendar and verified these are the dates that are missing minutes. For the sake of getting caught up, Kevin still thinks getting them into the queue of approval is important to reflect the work that has been done by the Board. Kevin will follow up with Liz regarding getting caught up.

4. Officer Reports

Secretary/Treasurer: Liz not in attendance. Kevin asked Jessica if Liz submitted a Treasurer's report for 2019-2020, he checked the website and there was not one available. Jessica stated Liz had done a brief report at the beginning of the 2020 Business Meeting. Kevin stated he is looking for something more formal on paper. Kevin stated there was probably little to report given COVID and that Liz probably reported using the end of May report. Kevin stated there was probably little in the way of expenses as the Annual Meeting was virtual this year, maybe the plaque and gift for Jessica and other little things. Kevin asked if the new member received their free membership. Jessica checked her email and confirmed the person was Erin Lybrand-Wenz. Kevin will follow-up and make sure we got her membership applied. He also inquired regarding the funding of the liaisons and the George Strait Scholarship donation.

Past Chair: Jessica reported that the 2019 biannual membership survey went out in late fall, and it closed in December or January. Jessica will share everything she has on that, it is in a Google Drive folder. Kevin informed Larissa that Jessica will forward everything

she has on that as Larissa will be responsible for the 2021 survey. Kevin stated many questions carry over each time, but some questions, such as the naming of the SIS, will not be applicable. We need to follow-up on whether people are happy with the new name. Kevin stated we can send that around and see what questions people can contribute to that one, or as a group what we are trying to get back from that one. Kevin asked Jessica whether it included any questions about willingness to volunteer. Jessica stated yes, we added it on at the end. It was technically a survey within the survey and was optional. Kevin asked whether the anonymous survey ended and then it broke away to a place where you could add your information and Jessica confirmed this was the procedure. Kevin also stated that he and Jessica had discussed in the procedures manual and the description of the Board positions, the timeline or the schedule of the Education Committee rules is a little bit unclear. Kevin will contact Larissa after the meeting regarding what we want to do with that process and getting the Education Committee set up next so that we are on the same page with when the new committee takes over, the timing of it. Kevin stated there were inconsistencies regarding timing. He also stated he is unsure that what it says in the procedure's manual coincides with the way we have been doing it the last couple years. He stated he and Larissa would talk about it separately.

Members-at-Large: Kevin stated one thing in the position description that is appropriate this year is updating the membership brochure; he is unsure the last time that was done. He thinks it is intended to be done periodically. Kevin assumes the last time it was done was when we updated the object of the section a few years ago. It has been removed from view on the website because it still says OBS and looks quite dated. Kevin is unsure what kind of guidance we are getting from AALL. He stated they have standardized their brand guidelines a little bit more than they have in the past. Kevin stated he was unsure whether Keelan or Heather wanted to take it on, or whether it could be a joint effort. Kevin stated the first person at AALL to check with is Heather Haemker, she is the person who created our new LSRD branding for avatars and headers of documents. He thinks she might have a template for us to use. Kevin stated he thinks AALL is willing to print a certain number of those for meetings, assuming we are having them in person, so that we can formally distribute them in that way. Keelan stated she is happy to look into that, with some oversight from Heather (Buckwalter). Keelan asked if there was a place that all these documents live so she can consult them. Kevin stated we might have it, although the link has been disabled. Kevin stated Chris Siwa is the person to contact at AALL for a copy or for anything that is hosted on the site, including archived pages.

Kevin stated the other two items of interest for Member-At-Large are the Dine Arounds and the poster, applicable to the live in-person Annual Meeting. Although the poster part maybe recreated virtually. Kevin asked if anyone knew whether they included a modified poster experience at AALL 2020, such as a virtual poster session. Heather stated she was not able to attend and was unsure. Keelan was able to attend, but did not see anything about a poster session. Kevin stated he thought they might have a similar experience to the virtual CONELL session that he and Jessica were able to attend, but no one had heard anything. Kevin stated he wasn't sure if the poster session was a first year or second year Member At Large responsibility. Virtual dine arounds didn't come together last year with the short term planning, but Kevin would like to see something

virtual to replace the Dine Arounds this year. We'll think more about them going forward. Heather asked if they should work on the poster at the same time as the brochure. Kevin stated he didn't think so, he thinks the brochure is the more immediate project to get out on social media to publicize. It's still unclear what is possible for this year's Annual Meeting.

Chair: Kevin stated he was recently in contact with Jackie Magagnosc, last year's past chair and our liaison to the AALL Annual Meeting Planning Committee. She noted they are extending many of the timelines for conference planning. The call for proposals is going to come out next month and be open until the end of November, that's twice as long as usual. There is a link to the Ideascap page of all the votes given. LSRD and TS ideas have good feedback. There will be more to come about that. Kevin will be in touch with Larissa and the Education Committee.

The Procedures Manual needs some work, scheduling and other things. Along with the website, there are extensive changes to be made.

5. Old Business:

Black Lives Matter:

Kevin stated that we committed to a donation to the George Strait Scholarship fund, Kevin needs to make sure that was done. Kevin praised the statement issued by Jessica in June. What do we do next? TS started a committee or roundtable on the subject. Kevin stated the Black Caucus is transitioning to a SIS, the Black Law Librarians SIS. They have been reaching out to experienced members looking for knowledge on that process. Do we want a special committee to address this? Keelan stated we had previously discussed waiving fees for minority members, or other strategies to foster diversity. Kevin stated waiving membership fees costs us \$10, as we pay AALL for the half of the \$20 they are not collecting. Given our low costs for 2020, that should not be a problem if we wanted to do something like that on a significant level. Jessica stated she thought we discussed waiving the fees in lieu of the donation to the Strait Scholarship fund. Kevin asked how we would go about publicizing this strategy. He suggested putting it out on My Communities, stating we are looking for minority members. We could put out a call saying this is what we do, we would love for you to come join us.

Heather suggested Kevin put the call out to council chairs and other leaders. There are multiple minority SIS's and sometimes My Community messages can go unseen. Kevin agreed.

Jessica suggested we recruit people that are not in AALL as there is a lack of diversity within the broader membership. Keelan stated we may be able to reach non-members through their member coworkers, however you do need to be a AALL member to join a SIS. Kevin stated it is undetermined right now whether SIS's can cover full membership costs.

Heather suggested getting the word out to different chapters because there are people who are members for their regional chapter, but not AALL. They could be an area of recruitment.

Keelan verified whether we are opening this up to all minority members, not just Black members. Kevin affirmed. Kevin stated you can search within the member search and see if someone lists themselves as a minority in the directory. Kevin discussed how the council chairs met over the summer and discussed the letter written by Dawn Smith to the Board. It was discussed that responses in the summer of 2020 were specific to the Black Lives Matter movement and the Black experience, but our current effort to become a more diverse organization is broader in its reach and not specifically tailored.

Kevin will reach out to the Council and the Black Law Librarians SIS and hopefully we will have something more concrete to vote on next time, like a dollar figure.

Section Name Change:

Website has been changed. Our New Bylaws were approved by the AALL Bylaws and Resolutions Committee. The reason for the delay was they had some discussion whether we wanted to include the Anti-Discrimination clause that's in the Model SIS Bylaws now. That was the first question our Bylaws committee had as well. At the time, the Board stated that wasn't the charge of the committee and with the shortened timeframe we did not want to address it. As the language is in the AALL Bylaws, it still applies to us and the Committee was okay with it. However, Kevin's takeaway is they suggest we consider that going forward. Maybe we can address this later in the year.

TS voted to approve the changes to the TSSL structures and policies page.

Facebook page was updated, and people are viewing the page. Kevin is the only current board member that is an administrator on the page. Kevin will see if Larissa is interested, or our webmaster Barbara Ginsberg.

6. New Business

Funding ALA liaisons:

Kevin stated this is now a standing fund that we contribute to. Our commitment is \$300. Jessica made a motion to approve the funding for the year. Heather seconded it. No objections and passed by unanimous consent.

Carol Collins, chair of TS, noted that Rachel Decker (a liaison) is at Chapman University and they are not paying any professional dues. Carol was asking if the SIS groups that are already covering the program would sponsor her dues this year. She was going to reach out to the other SIS's: ALL; GLL; & PLL, to see if they would consider splitting a half year membership, if you renew after December 1st, it's \$135. Would we approve between \$31 (split 5 ways) or \$77 (split 2 ways). Kevin agreed to bring it to the Board, however Carol contacted him in the morning and asked him to wait. She had been in contact with

Vani Ungapen at AALL and there is some discussion as to whether SIS funds can be used to pay AALL membership fees. Carol said she will know by their next TS Executive Board Meeting on October 2nd. Kevin will follow up when he hears back from her.

Funding FROG grant:

Reimbursement grant administered with TS for up to \$1000 total, \$500 each. Heather moved to approve up to \$500 in funding for the FROG grant. Keelan seconded it. All voted to approve.

Post-Summit survey:

Kevin asked Jessica if she had reached out to Carol Collins a few weeks ago about a Post-Summit survey. Jessica confirmed she reached out, but has not received a response. Jessica thinks we should do a survey and she will also follow up with Carol. Board members stated they do not think they have seen one from TS. Discussion about whether it should be joint. Kevin suggested we might tie this into the membership survey and get a better response. Jessica suggested we poll members about whether they attended and why not. Kevin will follow up with Larissa. Heather asked whether we will poll people about whether they can attend Cleveland. Kevin stated we will. If it becomes clear that many of our members will not be attending AALL this year, we will be holding the Summit again. Kevin stated AALL is already looking forward to presenters being either virtual or in person.

Website updates:

Kevin is working with Barbara Ginsberg on the website. Ismael Gullon is assisting her with the updates and participating on the Web Advisory Committee.

7. Adjournment

Kevin Carey called for a motion to adjourn the Board Meeting. Keelan Weber so moved, Heather Buckwalter seconded, and the motion passed. The meeting was adjourned at 12:02 p.m.

Respectfully submitted:

Elizabeth Manriquez, OBS Secretary/Treasurer, 2019-2021