

LSRD-SIS 2021
Executive Board Meeting Minutes

April 7th at 1:01 p.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), Elizabeth Manriquez (Secretary-Treasurer), Keelan Weber (Member-at-Large), Heather Buckwalter (Member-at-Large).

2. Approval of Minutes

January 15, 2021 – last Executive Board meeting

- Kevin noted in Section 4, Barbara Ginzburg's name was misspelled
 - Liz stated she would make the correction
- Larissa moved to approve the minutes
- Seconded by Keelan
- All approve and the motion passed

3. Officer Reports

Secretary/Treasurer:

Liz stated the latest received statement from Ruth at AALL is dated 12-31-2020 for the months of Oct-Dec 2020. No expenses and revenues of \$50.00 from dues. Ending balance of \$4,355.90. We will discuss the election later in the meeting.

Vice Chair:

Larissa began by asking for thoughts and feedback regarding the 2021 biannual membership survey. It is on the agenda and will be discussed later in the meeting.

Members-at-Large:

Keelan stated the brochure and volunteer form are both on the website and working. Kevin stated he had problems using the volunteer form with his work email, but it worked fine with a general gmail account. This is something for Larissa to keep an eye on for the future. The Board all replied affirmatively that the placement of the form on the website is good.

Chair:

Kevin has not heard directly from anyone at AALL about programs being accepted. However, he did hear from Rachel Evans as she was referred to LSRD as the sponsoring SIS. Her program was accepted and we will be sponsoring it. Kevin reached out to Jackie Magagnosc, our AMPC liaison. She has been very responsive.

Kevin circulated an email from Lauren Seney, who is with the Professional Development Committee of TS-SIS. They are planning follow up meetings from the Summit. Kevin and Larissa will be invited to that and they hope to bring back ideas and information to share with the LSRD Board.

Kevin has additional web updates to complete but noted that it was mentioned multiple times in the membership survey that they would like to see the website kept more up to date. Kevin plans to have it more up to date before he hands the Board over to Larissa this summer.

The SIS Council just completed their election. The SIS Council is comprised of all the current Chairs from the various SIS's. Vice Chairs are included so they can learn the operations of the Council for when they are Chairs. Taryn Marks was elected to SIS Council Chair. She is active in a number of SIS's. In this position, she will coordinate between the various SIS Chairs and AALL Headquarters.

Past Chair:

Kevin noted Jessica was head of the nominating committee and we will discuss the slate for the election later in the meeting.

Jessica asked Larissa what the completion rate for the survey was last time. Larissa stated it was 86. Jessica noted this most recent survey received about half as many responses. Larissa confirmed the survey is closed. It ran from February 2 to March 2.

4. Old Business:

Membership Survey:

Kevin noted the responses were down. Kevin noted interest in professional volunteerism is down generally this year. He then asked the Board if they had any other general takeaways.

Heather noted that it seemed members who had been in the profession longer were the ones who were answering, primarily members with 20+ years of experience. It seems we are missing those newer people. She also noted many of us are experiencing travel restrictions, even virtual travel restrictions based on budget restrictions. She posited this is putting a crimp in people's ability to volunteer overall. Kevin expanded that this could account for non-responsiveness generally, as members who are not planning to volunteer will not take the time to respond to the survey at all.

Kevin stated he thought loyalty could also account for the higher rate of survey completion in more experienced members. This has been a difficult couple of years, but those in the SIS longer are more invested. Kevin then segued into the topic of outreach. We have a nominating committee but we don't have a membership committee. He thought they do the same thing. In the beginning of the year, we should be recruiting and later in the year you are setting up elections for leadership in the group. Many SIS's have both nominating and membership committees. Everyone has a nominating committee, as required by the bylaws.

Larissa then asked whether drop in new members is related to many library schools dropping cataloging as a degree requirement and many employers requiring dual degrees, MLIS and JD, for technical services librarians. Larissa stated from her own experience that when a technical services librarian job is posted, there are very few applicants and some of them are not qualified. Jessica agreed and recounted when they had a difficult time filling a technical services position at Michigan, even without the JD requirement. The Board agreed this trend is likely to continue as more librarians retire. Jessica stated she agreed that the nominating committee could be doing more throughout the year to support recruitment. She stated it was difficult to get people interested in a three year commitment (vice Chair, Chair, and past Chair), but people were more willing to commit to Member-At-Large. This could be related to COVID and the constraints it has placed on peoples' time. Liz stated she thought the name change may help as well. Prospective members may not know what the OBS section represented and LSRD is more descriptive of member job duties and roles in libraries. We may still see an affect from the name change.

Kevin then asked how we want to disseminate the results of the survey to the membership. Jessica administered the last one, Kevin asked her how they delivered the information last time. It will be posted on the website and appear in TSLL, but we also want to do something with MyCommunities and/or the website. Kevin noted he just learned that there is a place on the website for previous surveys. He asked Jessica for a PDF of the last survey for inclusion in this list. She said she would send it to Kevin. She thought she wrote about it in the From the Chair column in TSLL, but perhaps that was the only way they delivered the information last time. Kevin stated he wanted to reach out to the membership with the results. Larissa stated that was fine by her and they agreed to work together on an email to send to membership with access to the results of the survey.

Kevin noted there were no negative comments regarding the Summit. Everyone indicated they would or might attend, no one stated definitely they would not attend.

LSRD Election:

Jessica and the nominating committee produced a slate despite the difficulty in getting people to commit, there were many people concerned with the time commitment.

Here is the election slate:

Vice-Chair/Chair-Elect

- Keiko Okuhara, University of Hawaii

Secretary/Treasurer

- Chris Todd, University of Pittsburgh

Member-at-Large

- Heather Buckwalter, Creighton University
- Rachel Evans, University of Georgia

Rachel Evans questioned whether it was ok for her to run for Member-At-Large in multiple SIS's, as she is also running in LIT-SIS. Jessica stated she did not think it would be a conflict and if people saw her running in multiple elections, it is likely they will vote for her in one and not the other. Kevin reached out the SIS Council Chair in response to the question posed by Jessica and there is nothing in our or AALL Bylaws that state a member cannot have SIS Board positions in multiple SIS's at one time, just

more work. This was communicated to Rachel, who has been very active in SIS's recently. Kevin stated it was great to see both Chris Todd and Rachel running for the Board as they are both newer members.

Jessica also stated there were a number of people that expressed interest in running for office next time, or expressed COVID related concerns. She will pass along the list of prospectively interested members to the next Chair.

Liz stated she had everything she needs to set up the election, we just need to select a date. AALL needs 30 days before the start of the election, so she could register the election that day and set it for as early as May 7. She confirmed she had the candidate statements and the Board agreed on a May 7 start date. Kevin will send an email out to the membership announcing the slate and election dates. Liz asked how long we wanted the election to run, she suggested 30 days. Kevin stated he thought that was how long they have run in the past. Liz stated if the election ran for 30 days then it would be concluded June 7, how would this interact with the incoming/outgoing officer meeting. Kevin stated that would work, with the meeting occurring in late June or early July, sometime before the Business meeting in July.

ALA liaisons advisory committee –SIS Council

Kevin did not have an update on this item, but wanted to keep it on the agenda; it is possible we will address it at the next meeting, which is incoming/outgoing officers. He thinks it is something that may have to be approved by the AALL Board and therefore should remain on the agenda for the next Board.

Website updates:

Kevin is working with Barbara Ginzburg on the website. He is aware of the updates that need to occur and encouraged people to reach out with ideas. He stated he didn't want to do a full bylaws review, but given the changes the SIS has undergone in the past few years, it might be a good time to review the Procedures Manual. There are many places where it is confusing and also not in accord with the bylaws, or with our general order of operation. For instance, Jessica served as Chair of the nominating committee this year, as have other Past Chairs in years past (Past Chair generally performing duties as needed). However, the bylaws state the Chair of the Nominations committee cannot be a member of the Executive Committee. The Executive Committee is comprised of all officers and the Past Chair. We also commonly refer to ourselves as the Executive Board, not the Executive Committee as written in the bylaws. Do we want to change the bylaws or change the way we have been doing business. Kevin would like to create a shared document where we can all look at our roles and responsibilities, noting discrepancies and make meaningful updates. The timing of the Education Committee Chair is also confusing. Kevin stated we are supposed to do a full review every 5 years, but there are items that could use a little tidying up at this time. This is related to the topic of forming a Membership Committee and what the responsibilities of the Chair of that committee will be and who will occupy that role. Whether the Past Chair of the Executive Board will serve as Chair of the Nominating Committee is an importance consideration for the future of the possible Membership Committee. Kevin will be sharing more information on the Procedures Manual in the coming weeks.

5. New Business

AALL Conference & TS/LSRD Virtual Summit schedule/planning:

Kevin stated there would be more conversation on this topic with the Education Committee of LSRD, the Professional Development Committee of TS, and our Executive Board. Kevin wants to hear from as many voices as possible. Right now, we are scheduling for AALL Annual and the Summit. We have Rachel's program for the conference to schedule. In addition, Carol Collins' reading of Lauren Seney's survey results from the Summit last year was that most respondents favor a Summit before AALL consisting of two days of educational programs and roundtables, with two to three afternoon sessions of 45-60 minutes each. This is much more limited than last year, which was intensive.

Right now the AALL conference is July 19-23, 2021, so if people want the Summit to occur before the conference, Kevin thought we would probably go the week before, nothing too far ahead of AALL. We also have the OCLC meeting and the Local Systems Roundtable, Kevin stated he thought they are better placed in the Summit. The OCLC meeting slot is the WorldShare Collection Manager training coordinated by Keiko. This is a pretty specific topic close to our SIS mission and of the type of training that would make sense to include in the Summit. Kevin also stated he thought would make sense to have the Business Meeting during the conference, so we will have a little representation at both events. In addition, Liz Graham submitted an ILS migration program that we are able to sponsor, so Kevin will mention to Lauren that it is out there and perhaps she will be interested in doing a mini-program for the Summit.

Jessica then asked for clarification of the survey results, that members preferred the Business meeting occurring during the conference instead of during the Summit. She also asked whether we are keeping it open to everyone whether or not they attend the conference because we want to encourage as many attendees as possible. Kevin stated he believed that Business meetings are open to section members whether they attend the conference or not, and that this has been the policy even before COVID or the advent of virtual meetings. He is almost certain that is the case. Kevin consulted Lauren's email and they are scheduling business meetings outside of the Summit so they can focus on educational offerings during the Summit, so it might be during the conference but not necessarily.

George Strait Minority Scholarship fund donation:

Kevin verified with Liz in what fiscal year the last donation occurred in. He thought it occurred in the last fiscal year, but Liz thought it was in our current fiscal year because the amount was not approved by the membership until the Business meeting in July 2020. She will double check. If we follow the same process as before it will fall in the next fiscal year and there will not be overlap.

Kevin then asked Jessica about expenses from last year's virtual conference. He questioned whether we were charged for what we included in the schedule and whether we were charged for any Summit work, or was that handled internally. Jessica and Liz agreed that they did not think there were any expenses or charges from the virtual conference or Summit. Liz will doublecheck the statements.

Kevin stated as our expenses will be very low, he would like to repeat this donation and would like to see it stay on the agenda for future consideration. Kevin wondered what the procedure was last time. Liz confirmed that it was discussed during the incoming/outgoing meeting and then brought to the full membership at the Business meeting, where there was discussion and a vote for approval.

Keelan then brought a question to the Board about a previous discussion regarding recruitment, where the Board spoke about offering a free membership to bring in more diverse members. She asked whether it was something we are still looking into doing. Kevin stated that he would look into putting something in place this coming year and thanked her for bringing it back to the Board's attention. Liz stated now would be a great time to do act on this suggestion as everyone's memberships are up for renewal at this time. Jessica suggested it be brought to the SIS Council for coordination. We need a process for determining who would be interested in a free membership. Kevin stated there was a lot of discussion after the BLM statement about what groups specifically we want to open this up to, only Black members or all minority groups. Kevin will reach out to both AALL HQ and the SIS Council for more information.

LSRD committee and representative assignments for 2021-2022:

Kevin included this item for Larissa's consideration. Last year, Kevin and Jessica had a shared working document with all the committee and representative assignments, and they worked together to get them filled.

LSRD Nominating Committee change:

Kevin believes we can be doing more to recruit new members and support current ones. This topic came up earlier in the meeting, but Kevin felt it warrants further discussion. For instance, we could form an Awards Committee that can assist members apply for AALL awards. Kevin has served on the AALL Awards Committee in the past; he noticed that while the Awards Committee is supposed to represent all AALL members, when a TS OBS(LSRD) person came up for consideration, they would be shuffled to a lower spot because they did not have as much name recognition. He would like to see more promotion of LSRD topics and members. He also felt sending a letter to new members would be a nice connection builder. The information is not readily available, but he feels certain it can be attained. The Membership Committee could be doing that work. Keelan supported the idea and suggested a mentor program would also be beneficial.

Kevin stated if we want to create this committee, it would have to be done by changing the bylaws and therefore we would need to form another Bylaws Committee to review and amend the bylaws. They would give notice to the membership and run any changes the AALL Bylaws Committee.

Jessica then stated that she was currently reading the bylaws on our website and the Executive Board can create a committee as they feel fit, but she supported the idea of involving membership. Kevin stated if we did it that way, there would be a subsequent bylaws update.

Kevin then asked Jessica as chair of the Nominating Committee to post on MyCommunities asking for discussion of a possibility of a Membership Committee. She agreed.

6. Adjournment

Kevin Carey called for a motion to adjourn the Business Meeting. Elizabeth Manriquez so moved, Heather Buckwalter seconded, and the motion passed. The meeting was adjourned at 2:03 p.m.

Respectfully submitted:

Elizabeth Manriquez, LSRD Secretary/Treasurer, 2019-2021