

## **LSRD-SIS 2021**

### **Executive Board Meeting Minutes**

January 15<sup>th</sup> at 4:01 p.m. EST 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**

There were two sets of minutes available for approval: 7/15/2020 and 9/15/2020.

Keelan had previously sent corrections via email.

Kevin had one note for the 7/15/2020 minutes: Officer Reports – OBS Board with pins, should be corrected to the OBS Hat with the pins.

Jessica moved to approve the 7/15/2020 minutes, and Heather seconded the motion. The minutes with the noted corrections were unanimously approved.

Kevin had one note for the 9/15/2020 minutes: very last paragraph, minutes state adjourning Business meeting and we were adjourning a Board Meeting.

Heather moved to approve the 9/15/2020 minutes, and Jessica seconded it. The minutes with the noted corrections were unanimously approved.

#### **3. Officer Reports**

Secretary/Treasurer: Liz submitted the 2019-2020 Treasurer Financial Report to Kevin on October 1, 2020. It was not prepared in time for the July 2020 Business meeting because Liz was waiting on statements from Ruth at AALL. Expenses were limited because the 2020 AALL Annual Meeting was held virtually. Expenses included reimbursements for 2019 AALL Annual Meeting, the FROG grant, and the plaque/gift for Jessica as outgoing Chair. Revenues included \$1,640.00 in dues.

The latest received statement from Ruth at AALL is dated 9-30-2020. No expenses and revenues of \$290.00 from dues. Ending balance of \$4,305.90.

Referring to questions raised at the last meeting, Liz reported the FROG grant is administered as a reimbursement; once receipts are provided the reimbursement is sent to AALL and funds are provided to the recipient. Liz also reported the winner of the free

membership, Erin Lybrans-Wenz, had already joined the SIS for the 2020-2021 membership year. Liz worked with AALL administration Ruth and Kylie to apply the free membership to the 2021-2022 membership year.

Liz apologized for the lateness of the 7/15/2020 and 9/15/2020 minutes and the lost recording.

Vice Chair: Larissa began with questions regarding the 2021 biannual membership survey. She sent a draft out to the Board to review via email. We need to include a question regarding the name change and whether the members like the new name. She will add the question to the survey. Kevin suggested we table this topic until the Old Business segment of the agenda, so that we could review the survey in its entirety as a Board. Larissa agreed.

Larissa and Kevin need to connect in regard to the Education Committee.

Members-at-Large: Keelan provided the report for both her and Heather. Keelan submitted the draft brochure to the Board via email for their review. Keelan contacted Heather Haemker at AALL for guidelines or policies. Haemker did not have any strict guidelines, just requested that we submit the draft to her for feedback. When creating the brochure, Keelan relied on other SIS's format for their brochures. Further discussion of the brochure was tabled until later in the meeting.

Chair: Kevin began with an update from Heidi Letzmann, the Education and Programs Manager at AALL. AALL has two fully formed submissions they are considering for LSRD sponsorship at the 2021 Annual Meeting. They are "Prescient Privacy" submitted by Rachel Evans and "Leading an ILS Migration" submitted by Liz Graham. AALL reached out to LSRD to see whether we would be interested in sponsoring the Graham program. Kevin reached out to Graham previously about sponsorship but had not received a response. Kevin stated that per AALL we are required to have two programs submitted in order for them to consider our sponsorship of a program. Kevin is confident at least one program will be accepted and if not, they can perhaps be repurposed for a mini-program. Decisions regarding what has been accepted will not be issued until late January or early February, so there is still time to figure out schedules and the Summit.

Jessie Tam, chair of the FROG committee, contacted Kevin about the departure of Sabrina Davis. Sabrina is a committee member from the TS side (committee is equally populated with LSRD and TS members) who has to leave the committee before her two-year term has expired. Someone new will need to be appointed. Kevin and Larissa will discuss all the committee assignments that need to be filled, including the chair of FROG and an LSRD member. Heather is cycling off as well, but not as the LSRD member, but as the Member at Large position. Heather stated the FROG committee is an easier, less time-consuming committee to be a part of and the Board agreed this is an importance selling point for Larissa to use in recruitment.

#### **4. Old Business:**

## Brochure:

Keelan provided two style options for the brochure. One was made using Microsoft Sway, modeled after the RIPS-SIS brochure. The other was created using Microsoft Word and is a more traditional version of the brochure. Keelan stated this is a good online option, but we need pictures. Kevin suggested contacting AALL for pictures. Keelan asked whether we had pictures from previous in-person meetings she could use to fill the brochure. Heather stated members might have their own pictures that they took. We could do a call for pictures from the membership. Heather stated she thought pictures of our membership would draw people in. Jessica stated she might have pictures from the ABC Dine Arounds a few years ago. She agreed asking the members for their photos and permission to use their photos was a good idea. She also stated for any photos we receive from AALL, the subjects have already signed a waiver to AALL and we would not have to worry about permission for photos we receive from them.

Kevin stated he really liked both versions of the brochure that Keelan circulated via email and either option would be excellent. The Board agreed the Sway brochure was excellent and engaging.

Keelan had questions about the language. The Board consulted the Word version of the brochure to review specific questions embedded in the Word version. Kevin asked whether the old version of the brochure referenced a volunteer form. Keelan confirmed it did. Everyone liked the idea of having a volunteer form. Jessica asked whether we could link a volunteer form to the second half of the membership survey, where we ask for volunteers. She also suggested Google Forms. Kevin wasn't sure if Qualtrics would allow us to keep the form open without software issues.

Kevin was also unsure about the Roundtables and Committees listed in the brochure, stating he thought our situation had changed somewhat. The Research Roundtable lists Holly White as the chair and Kevin believes she has left law librarianship and is no longer a good contact. He was also unsure what the Head of Systems Roundtable was exactly. Keelan suggested she send out an working version of the document, and Kevin agreed, though he thought the current version was good and probably set to go. Keelan then stated she liked the way FCIL – SIS included a quote from their bylaws at the top of their brochure and thought it would look nice if we did the same. The Board was receptive to the idea and Keelan said she would look for ideas.

Keelan concluded this topic by asking whether it would be appropriate to reach out to RIPS-SIS and tell them we liked their brochure and used it as inspiration for our own. The Board agreed this would be a good idea.

## Membership Survey:

The Board then reviewed the membership survey draft which Larissa sent to the Board via email before the meeting. Kevin wondered whether Question One, asking members how long they had been a member of LSRD might produce the same answer from everyone, one year or less, and thought it important to note we would like them to

include their years as OBS members before the name change as well.

Kevin further stated the list of the SIS's in Question Three needs to be updated to account for name changes and new SIS's, such as the Black Law Librarians SIS and Computing Services SIS.

Kevin noted that Question Five which asks members which responsibilities account for their time does not include the words Systems or Discovery. Because these appear in our name, we would probably include them, particularly Systems.

Kevin also thought the question about whether members plan to attend the AALL Annual Meeting in Cleveland should include an option that notes the possibility of virtual attendance or uncertainty of attendance. Many members may not know yet if we plan to send survey out soon and this year includes unusual circumstances due to COVID.

Kevin stated he did not think we did any follow-up on the 2020 Virtual Summit with TS-SIS and thought it would be worthwhile to include questions asking whether members liked it and whether they would attend future summits if offered.

Kevin also likes to see consistency in how an institution is referred to throughout a survey, rather than name variations used in different questions.

The Board agreed with Kevin's feedback and suggestions. Kevin proposed sending out a working document for all to review, similar to the brochure. Keelan confirmed and the Board agreed that we should include the questions regarding feedback from the Summit in the membership survey.

Website Updates:

Kevin is working with Barbara Ginzburg to track down documents and update the website. He would like to see the front page updated, it is still referencing the 2019-2021 election. Kevin would like to reference the statement Jessica circulated in 2020 regarding Black Lives Matter, as well as updates to the brochure and the coming election.

## **5. New Business**

### **6. ALA liaisons advisory committee –SIS Council:**

Kevin asked if the Board had a chance to read the email he forwarded from Patrick Parsons and whether there were any preliminary thoughts. Board agreed that there was not much to discuss at this point. We want to be included, but we do not need to think about additional responsibilities and how they would be allocated (maybe the LSRD and TS treasurers would have active roles) until the committee is further along in formation. Participation would need to be voted on by the SIS Council before becoming a committee in that Council.

LSRD election:

Kevin stated planning for the election should be underway before our next meeting. Bylaws state it should start April 1<sup>st</sup>, but there has been leeway in past years. The most important consideration is registering with AALL 30 days prior to the election starting and informing the membership 30 days prior to the election who or what is on the slate.

Jen Fell and Ismael Gullon will be on the nomination committee with Jessica. They have previous experience with nomination committees and are excited to serve. Jessica has an email scheduled for Monday to begin the business of the nominations committee.

## **7. Adjournment**

Kevin Carey called for a motion to adjourn the Business Meeting. Liz Manriquez so moved, Keelan Weber seconded, and the motion passed. The meeting was adjourned at 4:37 p.m.

Respectfully submitted:

Elizabeth Manriquez, LSRD Secretary/Treasurer, 2019-2021