



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2021

Executive Board Meeting Minutes

November 17th at 2:00 p.m. via Zoom

1. Call to Order/Welcome

In attendance: Larissa Sullivant (Chair), Keiko Okuhara (Vice Chair/Chair Elect), Kevin Carey (Past Chair), Chris Todd (Secretary/Treasurer), Rachel Evans (Member at Large), Keelan Weber (Member at Large)

Larissa moves to call the meeting to order at 2:06, the motion is seconded by Keiko and Rachel.

2. Approval of Minutes

Draft minutes for the June 22nd and September 14th were distributed prior to today's meeting. No corrections or additions requested by the board. Both sets of minutes are approved. Chris will send a final version of both documents to Kevin for inclusion in the LSRD website.

3. Officer reports

Secretary/Treasurer: Chris notes that since the last LSRD Board meeting, OCLC has invoiced us for the July WorldShare Collection Manager training session. This payment has been processed along with the reimbursement for plaque and gift card given to our outgoing Chair. Our total balance stands at \$3,726 with no anticipated expenses on the horizon.

Vice Chair: Keiko seeks clarification on the membership survey schedule. Larissa explains that this won't be conducted until 2023 and she has all the relevant information and software.

Past Chair: Kevin has been working on the website with Web Advisory Committee members Keelan and Ismael. This group has focused on updating the highest priority pages first. The front page of the LSRD site will be updated with timely content, particularly following board meetings. Kevin noticed that the [Website of the Month](#) section has not been updated since June and he will work with Keiko restart these updates. Kevin will be stepping into the Membership Committee Chair role in the TS-SIS.

Members at Large:

Keelan seeks input on reformatting the Sway-based digital brochure to a web-based version. She will be reaching out to the membership to request relevant photos for this project. Keelan introduces a proposal to compile a list of LSRD membership and their areas of professional expertise/interest to better facilitate professional communication. The Chair supports this proposal, and it is added to the New Business section of today's meeting.

Rachel, working with the Law Repositories Caucus, continues to organize the Sandbox Series, informal events where members present a short paper followed by a group discussion. She has secured December 13th and 20th for upcoming presentations; Keiko will present on the 20th. Rachel will update the event's branding to reflect co-sponsorship between LSRD and LRC.

4. Old Business

Membership Committee

Larissa shares a draft of the LSRD Membership Committee charge. This document outlines the mission, committee selection process, responsibilities, and meeting schedule for this new committee.

Larissa will be seeking an inaugural chair from the LSRD membership, if there are no responses within a month, she will appoint a chair from the Executive Board. The LSRD Secretary/Treasurer will be on the Membership Committee in an ex officio capacity.

5. New Business

Planning for the 2022 AALL Meeting: LSRD-SIS sponsorship, program proposals

Program proposals are being accepted for the 2022 AALL meeting. We have received two proposals already and more are being solicited from LSRD membership.

Co-sponsorship with Law Repositories Caucus for the Sandbox Series

Member-at-large Rachel Evans is spearheading this project (see Officer Reports section).

LSRD-SIS Professional Development Committee and Liaison to the AMPC

LSRD does not currently have Annual Meeting Program Committee liaison. Larissa will be filling liaison role this year and will be seeking an ongoing chair from the LSRD membership.

Keiko points out that LSRD/OBS chair has traditionally served as the chair of the Professional Development Committee. Rachel notes that LSRD misses out on visibility and marketing opportunities by not having an active role within the AMPC. Rachel volunteers to take over the liaison role in the future.

Website Updates

Kevin shares a link to the [updated homepage](#). He will be keeping the “What’s New” section active and will be promoting LSRD sponsored events on the Facebook as well.

LSRD Areas of Practice

Keelan shares a link to a LibGuide her regional AALL chapter maintains of areas of specialization for their membership. Rachel and Chris will work with Keelan to develop a simple classification system for these skill areas.

6. Adjournment

Larissa calls for adjournment via e-mail, seconded by Rachel. Meeting adjourns at 3:08pm.

Respectfully submitted:

Chris Todd, LSRD Secretary/Treasurer, 2021-2023