



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2021

Executive Board Meeting (Outgoing/Incoming) Minutes

June 22nd at 2:00 p.m. EDT via Zoom Minutes
submitted by Elizabeth Manriquez

1. Call to Order/Welcome/Introductions

In attendance: Kevin Carey (Outgoing Chair), Larissa Sullivant (Incoming Chair), Jessica Pasquale (Outgoing Past Chair), Keiko Okuhara (Incoming Vice Chair/Chair-Elect), Elizabeth Manriquez (Outgoing Secretary-Treasurer), Chris Todd (Incoming Secretary-Treasurer), Rachel Evans (Incoming Member-At-Large), Christopher Thomas (OCLC Committee Chair) and Keelan Weber (Member-At-Large).

All officers introduced themselves and stated their positions at their respective institutions.

2. Approval of Minutes

April 7, 2021 – last Executive Board meeting

- Liz noted that Jessica had emailed her with two typos that needed to be fixed, and she stated those typos would be fixed before final version is submitted
- Jessica moved to approve the minutes
- Seconded by Larissa
- All approve and the motion passed

3. Officer Reports

Secretary/Treasurer:

Liz stated the latest received statement from Ruth at AALL is dated 3-31-2021 for the months of Jan-March 2021, received May 10, 2021. AALL reported an ending balance of \$4,776.30. Revenues equaled \$590.00 from dues and expenses equaling 169.60. She stated there was some discrepancies with the expenses. The majority of expenses come from a reimbursement of \$149.60, with the remainder from the free new member SIS drawing. Ruth processed the expense for \$20 and Kylie at AALL originally instructed Liz to complete the form for \$10. This time the expense was a little different as the winner of the drawing was already a member of LSRD-SIS, so it was determined that the free membership be applied to the next year. This required a form, rather than simply informing AALL of the name of the winner. Past officer reports showed varying ways for the dues to be deducted, there is no consensus. Kevin stated he believed it was a \$10 deduction, with half coming from

the SIS and half coming from AALL. Liz is working on it and will have an answer before the Business Meeting in July. Liz also noted that the George Strait scholarship donation, submitted to AALL in September 2020 was not processed (they stated it was overlooked). Natalia at AALL stated the donation would be made today 6/22/2021 and would therefore occur in this fiscal year.

A successful election was administered from May 5 – 19, 2021. The results being:

Vice-Chair/Chair-Elect

- Keiko Okuhara, University of Hawaii

Secretary/Treasurer

- Chris Todd, University of Pittsburgh

Member-at-Large

- Rachel Evans, University of Georgia

There were 52 ballots received. Officers noted it was a low number, which has been a reoccurring problem during the COVID pandemic.

Vice Chair:

Larissa has been trying to fill in the positions for committees and committee leadership. Chris and Rachel agreed to continue serving as TSSL representatives. Larissa stated we are still in need of Web Advisory chair, and then asked if Kevin was willing to serve as chair. He agreed. Larissa then asked Jessica whether she was willing to continue serving as chair of the Nominations committee and Jessica agreed. Kevin noted we need chairs for OCLC and Local Systems committees. Keiko stated she would like to continue as chair of Local Systems committee, she still has ideas and projects she would like to complete. Larissa agreed and thanked her. Christopher agreed to continue as OCLC chair. Kevin asked whether a meeting was arranged with TS-SIS to discuss ALA Representatives. Larissa is in talks with Joan Stringfellow to arrange this. Kevin thanked everyone willing to continue in their roles.

Members-at-Large:

Keelan and Heather were not present. Kevin stated he knows they are both involved in TS-LSRD Summit planning and coordinating the social event planning for AALL Annual Meeting July, 2021.

Chair:

Kevin worked with TS-SIS Professional Development Committee and the education committee to organize educational programs for the Annual Meeting, specifically Lauren Seney and Jen Mart-Rice. It is fully scheduled. Kevin needs to get information on the website about the programs and he called attention to the flyer created by Rachel stating it would be on the website too.

The Business Meeting has been scheduled for July 13, 2021, in the middle of the Summit. Kevin will share a document or communicate via email seeking items for the agenda.

OCLC World Training contract has been signed and the link has been shared, people are already signing up for the program. OCLC is going to invoice AALL for the \$300 cost. Kevin will create a reimbursement and share it with Liz to get it paid before the Annual Meeting. However, he is not sure of the timing and it may need to be re-dated and submitted by Larissa to Chris if it occurs after the Annual Meeting.

Kevin submitted all his “From the Chair” columns to TSLL on a timely basis and they have been published. One of his last acts of business is the Annual Report, which he hopes to have finished in time for the Board to review, but it may not be possible. In that case, the Board will review at the Business Meeting with the members.

CONNELL marketplace will be virtual again. We will have a breakout room where people can come and visit and then we will enter them in the drawing for a new membership. This is the same procedure that was followed at AALL 2020.

Kevin received his Plaque as Chair and he thanked the Board, he has been looking forward to it for a number of years. He is also going to pick up the new LSRD Hat on his way home today (to replace the OBS Hat).

Kevin stated Committee chairs are expected to provide an oral report at the Business meeting, but if they are unable to attend they can submit a written report and we will read it at the Business Meeting for the record.

4. Old Business:

ALA liaisons advisory committee –SIS Council

There have been some changes regarding how the liaisons are funded over the last couple of years. It's unclear how it was handled before, but now there is a fund that individuals or SIS's can pay into and that is used to cover the liaisons' expenses. The SIS Council is proposing that an advisory committee be formed to oversee distribution of the funds. It would mostly be TS and LSRD be involved, and it has been proposed that the Treasurers and Chairs of these two SIS's serve on the committee. More information on this to come.

Website/Procedures Manual updates:

Kevin noted that there have been many updates, but they will continue. This is an evergreen project. Kevin is focused on keeping up with general record-keeping of reports and minutes and thinks he will have more of a chance going forward as Chair of the Web Advisory Committee. AALL responses to requests for edits have not always been timely, lots of work left to do.

Kevin is planning to put out a shared document to update the Procedures Manual. Something we can all reference, update and discuss the procedures for each committee and officer. Now is a good time because we are transitioning in and out as a Board.

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

Planning is complete; the next step is to send out the agenda.

George Strait Minority Scholarship fund donation:

Liz already reported on the donation from last year. Kevin stated with the state of our finances this year, after two years of limited expenses from AALL Annual Meeting being held virtually, he feels this is another year to propose that we make the same donation to the fund. We can bring it to the membership at the Business Meeting, discuss it, and then vote. We hope AALL processes it a little more timely than they did last time.

LSRD committee and representative assignments for 2021-2022:

As Larissa stated, most assignments have been filled. We still need to figure out what is being done with the ALA representatives, but this is done in conjunction with TS and does not need to be completed before July.

LSRD Membership Committee:

Jessica put out a message on the list for interest in this new committee. There were no responses. Possibly this was a bad time of the year and people are hesitant. We do not have to revise the bylaws to establish the new Committee. The Nominations Committee is the only committee defined in our bylaws, as it is necessary for our continuation. We can bring this matter to the membership and have them vote on it. The new Committee will be a standing committee and does not require membership approval. However, the membership survey made clear that they do want to be informed of these things. Kevin has samples of other committee language and he will send it to the Board. There isn't a specific time period required to get it to the membership, it is sufficient to include it when we make the agenda for the Business Meeting. Kevin asked if there were any other questions or comments. He then reiterated the need for such a committee and mentioned ideas that were previously introduced, such as the mentoring program suggested by Keelan, or promoting members work and nominating members for awards.

Keelan then joined the meeting and apologized for getting the time wrong. She introduced herself and stated her position. Keelan then delivered her report as Member-At-Large, stating she and Heather Buckwalter had met with another Heather and Michael to organize the Meet and Greets for the Summit, occurring at the end of each day. There will be ice breakers and a discussion of how people enjoyed the Summit.

5. New Business

There was no new business. However, Kevin thanked everyone who had served on the Board, served as Committee Chairs, and created educational programs. He thanked everyone for being involved and LSRD and for all their hard work. He promised Larissa would have the hat before the Annual Meeting, which really makes the transition official.

6. Adjournment

Kevin Carey called for a motion to adjourn the Business Meeting. Larissa Sullivan so moved, Elizabeth Manriquez seconded, and the motion passed. The meeting was adjourned at 2:41p.m.

Respectfully submitted:

Elizabeth Manriquez, LSRD Secretary/Treasurer, 2019-2021