



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2022 Executive Board Meeting Minutes

February 10th at 2:00 p.m. EST via Zoom

1. Call to Order/Welcome

In attendance: Keiko Okuhara (Chair), Becky Bearden (Vice Chair), Larissa Sullivant (Past Chair), Chris Todd (Secretary/Treasurer), Keelan Weber (Member-at-Large).

Keiko calls the meeting to order at 2:00 pm EST.

2. Approval of Minutes

Draft minutes for the January meeting were distributed on February 3rd. Approval of these minutes will be tabled until March to give Chris time to incorporate feedback sent by Keiko.

3. Officer reports

Secretary/Treasurer: Our bylaws state that the LSRD election must be concluded by May 1st. The group agrees to run the election from April 3rd – April 17th. Jessica and the Nominations Committee have provided headshots and statements for each of the four candidates. Next steps are to post this information on the LSRD site, set up the balloting system with AALL, and send a preliminary message to the membership with links. The election duties of the Secretary are outlined below:

- Conducts the annual election of LSRD-SIS officers in accordance with the Bylaws.
- Collects biographical information on the candidates from the Nominations Committee chair and arranges for its posting on the LSRD-SIS web site.
- Coordinates online officer elections with AALL headquarters staff. Notifies the Chair and all candidates of the election results and posts a message on the LSRD-SIS distribution list.
- Announces the results of the election during the LSRD-SIS Business meeting.

Since our last meeting we finalized the \$300 donation to the BLL-SIS. I will give a copy of this transfer to the incoming Secretary/Treasurer as it has the correct routing and deposit numbers, easing future contributions. We still have \$300 earmarked for the ALA Catalog Liaison Fund and \$40 for giftcards as part of our biennial membership survey. Less these expenses, our projected balance is \$4,826.

Members at large: Keelan Weber mentioned that she was planning to announce the LSRD-SIS Areas of Practice LibGuide to the membership via the e-mail list. Keiko asked that the LibGuide linkback to the main LSRD site. Keelan will work with Kevin on the updates.

Past Chair: Larissa reported that she is working on the TS-SIS's Hot Topic Program concerning usage statistics and vendors.

Vice Chair: (*Report provided by Becky via e-mail*) I reported that there were 42 responses to the membership survey, and that I'd be sending out a reminder email today, 2/14/23 (1/2 way through the survey). I also said that I would work with Chris when the time came to purchase the two \$20 Amazon gift cards. Chris suggested that I purchase on my own and then provide receipts. I added that I would get digital only gift cards so that there would be no need for postage.

Earlier in the meeting Keiko had brought up that the program I had originally come up with, "Batch Please : Leveraging Batch Record Loading For Integrated Library System Improvements and Enhancing Resource Discovery" was accepted and that planning was underway. We had met with Rachel Decker (Chapman University) and Susanna French (UCONN Law) earlier last week, and are looking for one more speaker to talk about institutional repository batch loading. (I do have a lead on this!)

Chair: (*Report provided by Keiko via e-mail*) Keiko Okuhara is coordinating the VIP Program for the annual conference in Boston. Kat Berry, Head of Information Resources Management at UMass Amherst Libraries was recommended and tentatively agreed to present on FOLIO. Keiko was also thinking about contacting Lynn (Lauterbach) Bailey, Chief Executive Officer at Index Data Rensselaer Polytechnic Institute Boston, Massachusetts; however, Kat is willing to present so Kat will be our VIP guest. Keiko is still waiting for AALL's reply to confirm Kat's participation.

4. Committee Reports

Local Systems: Keiko Okuhara reported that there was a virtual local systems meeting on Feb. 3rd with the breakout session. This time a group of IRs, facilitated by Karen Shephard and Keelan Weber, but nobody came to this group this time.

Education Committee – The board reviews and approves the updated language (below) outlining the Vice-Chair/Chair-Elect taking on the Chair of the Education Committee role on January 1st following their election. Keiko suggested that an education committee be added to the section of Committee. Chris suggested that the same text below should be added to the [LSRD Calendar of Events](#) in January.

The LSRD-SIS Vice-Chair/Chair-Elect will be the Chair of the Education Committee as of January 1st after their election. The reasoning for taking on chairmanship of the Education Committee in January is to ensure a smooth transition and based on the timing of the annual meeting programming. The program ideas have to be developed to craft program proposals in time. The Chair of the Education Committee is responsible for coordinating, planning and submitting program proposals for the following calendar year's annual meeting.

5. Old Business

6. New Business

7. Adjournment

Keiko calls for adjournment at 2:45 pm, the board's next meeting will be Friday March 10th at 2pm EST.

Respectfully submitted:

Chris Todd, LSRD Secretary/Treasurer, 2021-2023