



## LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

### LSRD-SIS 2023 Executive Board Meeting Minutes

August 16<sup>th</sup> at 2:00 p.m. EST via Zoom

#### 1. Call to Order/Welcome

Becky Bearden (Chair), Joe Cera (Vice Chair), Keiko Okuhara (Past Chair), Sam Cabo (Secretary/Treasurer), Keelan Weber (Member-at-Large)

Becky called the meeting to order at 2:00 pm EST.

Becky welcomed Sam to the board, and all attendees introduced themselves.

#### 2. Approval of Minutes

Becky moved for the confirmed approval of the July 7<sup>th</sup> meeting minutes, and the approval of the July 16<sup>th</sup> meeting minutes. No corrections or additions are requested by the board, the minutes are approved as written.

#### 3. Officer reports

Secretary/Treasurer: Nothing to report. Sam introduces herself.

Vice-Chair: Nothing to report. Joe notes that by-laws review discussed at the July 16<sup>th</sup> meeting is a work-in-progress.

Members-at-Large: Keelan reports that she and Bee (Bornheimer) met to discuss the role and responsibilities of the Member(s)-at-Large, as well as ideas for the LSRD brochure. Their focus is currently on the LSRD Areas of Interest. Keelan presents a mockup of the Areas of Interest Form wherein members select their areas of interest from a list and enter questions or comments. Keelan asks if forms need to be linked with an active board member's email address. Keiko confirms and says the linked email address can cause

issues: when Keiko's email address was linked with a form previously, her organization's firewall(s) prevented members from accessing it. Keiko suggests that Keelan's email address be linked to the Areas of Interest Form to prevent similar access issues. The board agrees that the mockup form is ready to go live. Keiko suggests that Keelan reach out to Chris (Siwa) to coordinate uploading the form to the website and linking it to Keelan's email address so she will receive submitted forms.

Keelan and Bee want to create Slack channels for the various interest groups, so they have a more-casual communication option to My Communities. Keelan asked Rachel Evans if she has the LSRD marketing images; she's waiting on Rachel's reply. Otherwise, Keelan reports that the images should be in Becky's Google Drive.

Past-Chair: Keiko and the Chair of the Web-Advisory Committee scheduled a meeting for August 31<sup>st</sup>. Keiko and Becky are still working on committee assignments.

Keiko asks the Members-at-Large to keep the Web-Advisory Committee updated regarding the Areas of Interest Form, since it will live on the website, and the committee is in the best position to make recommendations regarding such.

Chair: Becky reports that she drafted the minutes for the July 16<sup>th</sup> meeting (due to the Secretary/Treasurer vacancy), as well as the draft agenda for this meeting (August 16<sup>th</sup>). Becky met with board members individually for introductions. Becky and Keiko are working on inviting and confirming committee members. Becky thanks the board for being willing to serve on committees.

#### **4. Committee Chair Reports**

Membership: No update from Larissa. Becky will check in with her.

OCLC: No update from Christopher. Becky will check in with him.

Keiko and Joe discuss the OCLC Committee's Google Scholar webinar (August 8<sup>th</sup>). Keiko reports that the webinar attracted interest and attendees have asked for the recording. Keiko will share the recording after she edits it.

Education: Becky reports that she's recruited new committee members: Samantha Thorn (NCCU), Angela Jones (SMU), and Faye Bates (UConn). Keiko will serve as ex officio member. A committee meeting will take place on August 22<sup>nd</sup>. Becky is looking for one more member, ideally a law firm librarian since they are asking for more representation in LSRD programming. The committee reached out to a few potential candidates but have yet to find someone. Becky will post the vacancy to the LSRD Listserv.

Keiko believes the current number of committee members is sufficient and the board (and membership) should instead encourage members to attend the committee meetings.

Nomination: Becky reporting on Lauren's behalf: The committee must have three members. Keiko and Becky identified Heather Buckwalter (Creighton Law) as the second member, and Becky has reached out to a third person who gave their name on the

volunteer opportunities survey. Becky will revisit the search if the member cannot participate. Becky asks the board to let her know of any members they would recommend for the remaining committee seat(s).

Web-Advisory: Nothing to report.

Local Systems: Keiko hosted the Local Systems meeting at AALL in Boston and received some suggestions for topics for an Alma session during the meeting's breakout session. Heather shared her experience using Alma Analytics to generate various reports for her institution. There are suggestions to produce a report for ALLStAR, however, the ALLStAR questionnaires will be revised and its Website won't be available for the next year. Keiko will schedule a committee meeting for early October.

Strategic Planning: Joe reports there are eight committee members. He will schedule the inaugural meeting for September.

## 5. Old Business

LSRD-SIS Areas of Practice: No additional notes or comments.

Digital brochure and using Canva for all marketing materials: Dependent on getting the LSRD images. Nothing else to note as of now.

Roles for the upcoming year – review bylaws, descriptions of board member roles, and committee information: (Board) members are currently reviewing these materials.

Website Updates, Facebook Management, Forms, etc.: No additional comments regarding forms. If the LSRD-SIS Website needs to be updated, the request should be sent to Keiko. Once the Web-Advisory Committee Chair assumes the role, website update requests can be sent directly to the Web-Advisory Committee Chair. Chi Song will be in touch with Kevin Carey regarding Facebook. Keelan suggests deleting the Facebook page and redirecting efforts to another platform like LinkedIn. Keiko suggested that we wait for the Web-Advisory Committee's recommendations before making a final decision.

### Committee Assignments for 2023-2024

- a. Spreadsheet setup: The spreadsheet has a tab for each committee and lists the names and email addresses of the committee members. Becky already shared the spreadsheet with Keiko and Joe. She will add it to the Google Drive.
- b. Confirming members and setting up meetings: Becky is still confirming, and meeting with, new committee members. Committee assignments need to be updated on the website.

Board meetings via Zoom for 2023-2024 academic year will be held monthly on Wednesdays at 2:00 pm EST. Becky sent the board a recurring meeting invitation. She will continue to send monthly meeting reminders, including the zoom link, when she distributes the agendas.

## 6. New Business

Treasurer/Secretary position: Becky announces the addition of Sam Cabo to the board (Dani Elder resigned since the July 16<sup>th</sup> meeting). The board thanks Sam for her willingness to serve as LSRD Secretary/Treasurer.

## 7. Adjournment

Becky calls for adjournment at 2:33 pm. The board's next meeting will be Wednesday, September 20<sup>th</sup> at 2 pm EST.<sup>1</sup>

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

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<sup>1</sup> Becky sent the board a revised meeting invitation on September 1st. The next meeting will be Wednesday, September 27<sup>th</sup> at 2 pm EST.