



## LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

### LSRD-SIS 2023 Executive Board Meeting Minutes

September 27th 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), Bee Bornheimer (Member-at-Large), Keelan Weber (Member-at-Large), Larissa Sullivant (Membership Chair), Christopher Thomas (OCLC Chair), Lauren Seney (Nomination Chair), Chi Song (Web Advisory Chair)

Becky called the meeting to order at 2:02 pm EST.

#### 2. Approval of Minutes

Becky moved for the approval of the August 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 (Sam): Prepared minutes for the September 27<sup>th</sup> meeting. The most-recent quarterly fiscal statement arrived on 08.16.23. The ending balance (as of 06/30/2023) is \$7,085.11. An updated statement should be available in early October.

Vice-Chair (Joe): Currently reviewing the LSRD bylaws. A Strategic Planning Committee meeting is scheduled for October 4th (a reminder will go out to all invitees).

Members-at-Large (Bee): The LSRD Areas of Interest Form is live and there are four responses as of today (September 27<sup>th</sup>). Another announcement regarding the new webform will be sent to all LSRD members.

Past-Chair (Keiko): Nothing to report. See Web Advisory Committee report for updates.

Chair (Becky): Becky and Keelan got the Areas of Interest webform online and functioning as intended. Committee assignments are complete. Jake Kubrin (Stanford) is the new LSRD Representative for the TSSL Newsletter. Becky is attending the Council of SIS Chairs meeting later this afternoon and will share any updates at the board's next meeting. See Education Committee Report and Old Business for Volunteer webform updates.

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

Membership (Larissa): The Membership Committee has not met due to scheduling conflicts. Larissa asks if we can get the names of new LSRD members so the Committee can send them welcome letters. Sam confirmed (via Anna VanDeKerchove) that AALL does not track new SIS memberships generally, but they do keep a record of any SIS dues paid when a member first joins AALL. Anna will send rosters of current LSRD members to Sam on a bi-monthly or quarterly basis, and Sam will compare the rosters and share any membership changes with the Committee. Larissa hopes reaching out to new members will drive volunteerism, noting the need for more committee members. Larissa does not know whether new members have been formally welcomed in the past. Sam suggests sending out an LSRD-wide email to welcome anyone who has joined in the meantime.

Keiko notes that AALL captures new membership data at the Chapter level and asks if there's any way that process could work for the SISs. Anna told Sam that AALL can't track new SIS members because SIS memberships are an "add-on" option offered when a member joins or renews their AALL membership. Becky says she will ask whether anyone has found a way to track new member data (or a more efficient way than Sam's proposed method) at the Council of SIS Chairs meeting. Becky suggests an LSRD-wide email welcoming new members, thanking existing members for their participation, outlining LSRD membership benefits, and introducing the Membership Committee and its mission.

OCLC (Chris Thomas): Nothing to report. Becky notes that Chris is doing a great job of sharing relevant webinars with the membership.

Education (Becky): The Committee met on September 19<sup>th</sup>. They have three potential programs for the AALL Conference. Becky and Keiko will meet on September 28<sup>th</sup> to figure out submission requirements what LSRD needs to do. Becky will keep the board updated.

Becky will email a call for Batch Please volunteer presenters who will speak to their specific systems and batch-loading procedures. The Committee also plans to move forward with a Wikidata Webinar (via Joe and Keiko) soon.

Nomination (Lauren): The Committee is scheduled to meet on October 6<sup>th</sup> for a brainstorming session. Lauren reached out to Jessica (Pasquale) to ask if there's a record

of members who had an interest in participating on the board in the future. The goal is to call for nominations in October and lock candidates in by the end of the year. The board can send any candidate recommendations to Lauren, Heather (Buckwalter), or Jennifer (Noga). Lauren asks the board the following:

1. Are the procedures for (descriptions of) the positions, currently posted to the website, up to date? Lauren notes updates from 2019 and 2022. Becky says nothing (to her knowledge) has changed; whatever is on the website can be considered current. Website updates will be revisited by the Web Advisory and Strategic Planning Committee in the future. Keiko has nomination recommendations she will send to Lauren.
2. When is the deadline for candidates to submit their statements/biographical information? Lauren notes that the slate deadline is February because it's published in the March TSSL issue, so the Committee should target the same deadline for candidate statements and/or bio information. Keiko and Becky agree.
3. Do we want candidates to submit a photo of themselves? Majority says to make photo submissions optional.

#### Web-Advisory (Chi):

Website updates: The Committee is currently conducting a review of LSRD's ~70 webpages. The project is broken into two steps:

1. General housekeeping, proofreading, verifying links work, etc.
2. Compiling a proposal of suggested changes with an overarching goal of simplification, considering the format of the menu and how many clicks it takes to get to specific content.

The bulk of the review (~50 webpages) will be complete in the beginning of October. The Committee is planning to have their proposal ready for the board by the end of October/beginning of November. The proposal will include content that can be simplified, consolidated, or deleted from the website, and suggestions for navigational improvements and addressing technical issues like redirecting links.

Facebook updates: Chi asks whether the board wants to keep the Facebook page, noting it's not very active (the last post is from the 2022 AALL Conference). Depending on the board's vote, the Committee will either draft a proposal for ongoing maintenance or a proposal addressing sunseting, archiving, and related topics.

Becky asks for feedback from the board and suggests keeping the page if anyone is interested in maintaining it, and sunseting it if it's going to remain inactive. She notes that other SIS Facebook pages are also relatively inactive. Keiko agrees with Becky. Keelan says sunset; she notes that all LSRD information is already on the website, and images can be added to the interactive brochure. Bee says sunset; she asks if there's been any meaningful engagement regarding library systems and resource discovery on the Facebook page. Becky says there hasn't been in a while.

Chi attempted to create a Facebook account to maintain the page, but Facebook rejected her request and denied her appeal. Otherwise, no one (on the Committee) has expressed an interest in working on the page. The Committee could manage posting new content, but they need help generating it, and there's very little engagement on the page as-is (most-recent posts are from 2022 Conference).

Becky votes to sunset the page with no objections from the board. The Committee will put together a sunsetting proposal.

Local Systems (Keiko): The Committee is hosting a meeting on October 5th. The meeting will start with a report of the OCLC WMS survey and move into breakout sessions by system: Alma, Folio, Tind, IRs, and Sierra. Keiko thanks Lauren, Bee, and Joe for facilitating breakout sessions. In the future, when the review of ALLStAR is completed, the Committee is planning to host an ALLStAR reporting webinar (how various library systems generate these reports).

Strategic Planning (Joe): First Committee meeting is October 4<sup>th</sup>. Goal for the meeting is high-level brainstorming. Joe will have an update at the next board meeting.

## **5. Old Business**

LSRD-SIS Areas of Practice: Becky confirms the webform is up and running. Keelan reports the form looks great and works as intended. Chris (Siwa) requested a Word document outlining where the information should be entered on the website. Keelan will share this with him after the follow-up messaging regarding the Form goes out to LSRD members. Keelan asks if there's a place to store standards of procedure outlining how to work with AALL to update the website, noting recording board procedures would help with onboarding new board members. Becky suggests the Google Drive folder she created as a temporary solution; she's willing to pass along access to her successor.

Volunteer Form: Becky suggests drafting standards of procedure for the succession of the Volunteer Form. The plan is to have form submissions go to the Chair & Vice-Chair going forward (this is set-up by Chris (Siwa)/AALL). Form submissions will go to two email addresses to ensure they aren't lost during board rotations. Becky reports she couldn't receive submissions via her work email but has no problem using her Gmail account. Joe hasn't had any email issues.

Digital brochure and using Canva for all marketing materials: Becky says Canva is the best place to work on the Digital Brochure since AALL has an account (as do multiple LSRD board members). The goal is to put together a draft of the Brochure ahead of AALL 2024 so there is time to review and print it before the Conference.

Roles for the upcoming year – review bylaws, descriptions of board member roles, and committee information: Reminder to the board to review the bylaws and descriptions of their roles on the LSRD webpage.

Website Updates, Facebook Management, Forms, etc.: See Web-Advisory Committee Report updates.

Committee Assignments for 2023-2024: See Chair Report updates.

- a. Spreadsheet setup: All committee Chairs have access to the spreadsheet. Let Becky know if anyone else needs access.
- b. Update committee assignments on website: Any updates to the website should be sent to Chi. The Web-Advisory Committee will consolidate the updates before sharing them with Chris (Siwa)/AALL.

## **6. New Business**

New membership data: See Membership Committee Report updates.

## **7. Adjournment**

Becky calls for adjournment at 2:42 pm. The board's next meeting will be Wednesday, October 11<sup>th</sup> at 2 pm EST.

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

AMERICAN ASSOCIATION OF LAW LIBRARIES  
Revenues and Expenses  
Library Systems & Resource Discovery SIS (46-23)  
6/30/2023

		Months of Apr-Jun	Year-to-Date 6/30/2023
	Beginning Balance 10/01/2022		\$ 5,966.32
	Revenues		
3060	Donation	\$ -	\$ -
3140	Dues	\$ 1,550.00	\$ 2,420.00
3260	Miscellaneous Revenue	\$ -	\$ -
3310	Sales/Occasional Papers	\$ -	\$ -
3370	Registrations	\$ -	\$ -
3480	Royalties	\$ -	\$ -
3500	Miscellaneous Sales	\$ -	\$ -
3560	Newsletter Subscriptions	\$ -	\$ -
3570	Workshop Registrations	\$ -	\$ -
	Total Revenues	1,550.00	2,420.00
	Expenses		
4020	Accommodations	\$ -	\$ -
4160	A/V Equipment	\$ -	\$ -
4490	Food & Beverage	\$ -	\$ -
4530	Awards		\$ 500.00
4570	Honoraria	\$ -	\$ -
4720	Misc Expense	\$ 461.21	\$ 761.21
4740	Supplies	\$ -	\$ -
4860	Postage/Freight	\$ -	\$ -
4960	Printing	\$ -	\$ -
4990	Brochures	\$ -	\$ -
5010	Newsletter Expenses	\$ -	\$ -
5190	Souvenirs/Giveaways		\$ 40.00
5280	Telephone	\$ -	\$ -
5320	Transportation	\$ -	\$ -
	Total Expenses	\$ 461.21	1,301.21
	Excess Revenues over Expenses	\$ 1,088.79	1,118.79
	Ending Balance @ 6-30-23		\$ 7,085.11