



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2023 Executive Board Meeting Minutes

October 11th at 2:00 p.m. EST via Zoom

1. Call to Order/Welcome

Becky Bearden (Chair), Keiko Okuhara (Past Chair), Joe Cera (Vice Chair), Bee Bornheimer (Member-at-Large), Keelan Weber (Member-at-Large), Larissa Sullivant (Membership Chair), Chris Thomas (OCLC Chair), Chi Song (Web Advisory Chair)

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

2. Approval of Minutes

Becky moved for the approval of the September 27th meeting minutes. No corrections or additions are requested by the board, the minutes are approved as written.

3. Officer reports

Secretary/Treasurer (Becky on behalf of Sam): Sam prepared the minutes for the September 27th meeting and is still waiting on last quarter's fiscal statement. She's hoping to have an update at the November meeting.

Vice-Chair (Joe): Nothing to report.

Members-at-Large (Bee & Keelan): There are five total responses to the Areas of Interest Form as of today (October 11th). Bee will send a follow-up email announcement to the membership as discussed at the last board meeting (09/27/23).

Past-Chair (Keiko): Nothing to report.

Chair (Becky): Becky sent Chi this year's committee assignments so the website can be updated. Currently waiting on Chris (Siwa) to make those changes.

4. Committee Chair Reports

Membership (Larissa): Larissa sent a welcome email to the LSRD membership (as of 09/27/23). Going forward, Sam will regularly share the names of new members with Larissa, and she will send them welcome emails mentioning the Volunteer Form.

OCLC (Chris Thomas): The committee is in the process of updating AALL My Communities. Becky thanked Chris for continuing to share committee event announcements and reminders with the membership.

Education (Becky): The committee met last week to decide which program proposals to refine and put forward for potential scholarships. Both the “Wiki-base” and statistics programs were chosen. Becky thanks Joe and Keiko for their help with submitting those proposals (10/06/2023). The committee is also considering submitting Becky’s discovery proposal as a roundtable discussion. The call for roundtable proposals is usually much later, so the committee will keep an eye out for that submission deadline.

Becky sent an LSRD-wide email inviting members to volunteer for the Batch Loading Webinar Series. No responses/volunteers as of 10/11/2023. Becky asks the board to share any nominations for participants. Becky will also send the invitation to the Local Systems Committee, and Joe reports that he shared it with the Repository Caucus today. Becky asks the board if she should send it out to the TS listserv too since there may be TS members with relevant expertise. Keiko seconds Becky’s idea.

Keiko suggests calling the Wiki-base webinar series the “Wiki Wiki” webinar series instead, so the content of the series can be expanded beyond Wiki data. Keiko and Joe confirm early November could work for a Wiki data webinar and ask Becky whether she’s concerned about the webinar and Batch Series overlapping. She says no; Joe and Keiko are free to schedule the Wiki data webinar since Becky wants to be sure she has enough volunteers for the Batch Series before she schedules it.

Nomination (Becky on behalf of Lauren): The committee met last week to fine-tune the Nominations Form that is now live. Lauren encourages the board to use the form for their nominations. Lauren is soliciting feedback on proposed communication language and plans to send that out to the membership next week. The deadline for nominations is set for November 17th, the committee plans to have nominees’ bios and (optional) pictures by the end of February, and the committee has a list of people they can reach out to if they need candidates.

Lauren mentioned that the deadline to send the nomination slate is February based on the LSRD-SIS Website in the last meeting, but Keiko pointed out that the [LSRD calendar of activities](#) requires the Nomination Committee to send the slate of candidates to the Chair and Secretary/Treasurer in January (in time for the “From the Chair” column deadline 02/18). Becky will contact Lauren to clarify the deadline of the slate of the candidates and share the calendar [link](#) with Lauren so that she can align the committee’s dates with the calendar of events.

Web-Advisory (Chi): No new updates. The committee is in the process of scheduling a meeting to check-in on the website-review project and put together a proposal for sunsetting the Facebook account.

Local Systems (Keiko): The Committee had a meeting last Thursday (10/05/23) with 42 attendees. Bee and Joe led break-out sessions. Attendance for the various sessions: 19 for Alma, 11 for Folio, three for Sierra, two for IR, and none for Tind. Bee suggests hosting the event again since attendees may have wanted to participate in multiple discussions (particularly IR). Bee also suggests phasing out Sierra discussions. Keiko will share her feedback with the committee.

Strategic Planning (Joe): The committee met last week (10/04/23) and discussed who/what is missing from the LSRD membership, and brainstormed ideas for how LSRD might appeal to new people.

5. Old Business

LSRD-SIS Areas of Practice: See officer reports. No other updates.

Digital brochure and using Canva for all marketing materials: No updates from the Members-at-Large. Becky says the deadline for marketing materials should be before the 2024 AALL conference so we have LSRD materials to share at CONELL and display during the conference. Becky asks the Membership Committee whether they're interested in helping with the materials, and for any thoughts on information or updates that could be included in the materials. Becky says LSRD can have two Canva accounts through AALL, and anyone with a Canva account through their employer can transfer materials through Canva to AALL/LSRD's Canva account. Keelan welcomes help from the Membership Committee and suggests reaching out to other segments of the membership to see if anyone has marketing experience. Larissa says no one on the Membership Committee has marketing experience or has worked on the brochures in the past. Bee and Keelan will discuss getting Canva access; Bee has access through work, and Keelan will reach out to Becky for access through AALL's account. Keiko suggests look other SISs' materials or reaching out to those groups for help. Becky also wants to make sure we order ribbons and/or buttons for 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.

Membership data: No updates from the Membership Committee.

6. New Business

Meeting rooms for SIS meetings (requests due 12/15/23): We will need a space for the Executive Board meeting, Local Systems meeting(s), roundtable(s), and (maybe) any sponsored programming.

Hat monogramming/pins to add before next summer (Becky): Becky says we still have the old “OBS” hat but could add “Formerly OBS” to the back of the current hat to avoid carrying around both. Becky will get a price-quote for monogramming the new hat. Becky and Keiko need to add their pins to the hat.

7. Adjournment

Becky calls for adjournment at 2:28 pm. The board’s next meeting will be Wednesday, November 8th, at 2 pm EST.

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

FINAL