



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2023 Executive Board Meeting Minutes

November 8th at 2:00 p.m. EST via Zoom

1. Call to Order/Welcome

Becky Bearden (Chair), Keiko Okuhara (Past Chair), Sam Cabo (Secretary/Treasurer), Bee Bornheimer (Member-at-Large), Keelan Weber (Member-at-Large), 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 October 11th meeting minutes. Updated minutes were not distributed in time for review. Approval will be revisited at the December 13th meeting.

3. Officer reports

Secretary/Treasurer (Sam): Sam prepared the minutes for the October 11th meeting. Sam received the newest quarterly statement, ending 09/30/23, today (11/08/23). The statement reports an ending balance of \$4,138.88, down \$2,946.23 from last statement's ending balance of \$7,085.11. The change is due to expenses for accommodations, A/V equipment, and transportation. A copy of the statement is attached hereto.

Vice-Chair (Becky for Joe): Nothing to report.

Members-at-Large (Bee & Keelan): Bee and Keelan have access the LSRD-SIS Canva account and are working on materials for AALL 2024. Becky shared a past poster with Bee and Keelan to use as a guide for this year's poster. Keelan asks what additional information the board thinks should be added for 2024. E.g., Institutional repositories,

areas of interest, areas of expertise, etc. Keelan suggests the board discuss this at the next meeting once they have a draft 2024 poster. Bee reviewed the past poster with the group. Becky agrees that IRs should be added to the 2024 poster. Keelan suggests adding Areas of Interest and Expertise to the “Small, But Mighty” section. Bee shared the 2024 bookmark and sticker she created in Canva. Keiko suggests we create a standard bookmark template and add extracted sections of the poster to create multiple, informational versions of the bookmark, e.g., one featuring “How Our SIS Helps You,” another featuring “About Our SIS,” etc., and/or add a QR code that directs users to more information. Bee is concerned about the aesthetic and maintenance of QR codes. Becky likes the idea of including a QR code but notes that a URL should also be added to increase accessibility. Becky suggests the QR code direct users to the LSRD website, and the poster can be featured there. Sam suggests looking into QR tools like Beaconstac to find a more-aesthetic option for integrating a QR code into LSRD materials. Becky will also ask the Council of SISs and AALL if they have access to a QR code generator tool.

Past-Chair (Keiko): Keiko attended the Web Advisory Committee meeting. See Chi’s report below.

Chair (Becky): Becky met with Shawn King (Chair of TS-SIS) on 11/07/23 to coordinate planning for the Annual Meeting, room reservations, etc. See Becky’s committee report below.

4. Committee Chair Reports

Membership (Becky for Larissa): No notes shared with Becky. Sam received a roster from Anna (AALL) today. She will compare it to the September roster and share any changes with Larissa.

OCLC (Chris Thomas): Publishing updates on My Communities. Preparing the OCLC column for TSSL.

Education (Becky): Met 10/24/23. Waiting to hear back about the two programs proposed. Discussed roundtable format for a third program idea for the annual meeting and flushed out a plan for the Batch Please webinars (advertised 11/07/23). Since sharing the Batch Please webinar 37 people have registered for the Alma session, 18 for Folio, 27 for institutional repositories, and ten for other systems. Next meeting is 11/28/23. Keelan says the email and graphic looks really good.

Nomination (Becky on behalf of Lauren): Nothing new to report outside of the call for nominations still being open. Lauren had a question that Becky added to new business.

Web-Advisory (Chi): Chi reminds the board to give her a heads-up if they have any events that need to be posted on the What’s New webpage. Chi presents three questions board:

- Chi asks if the board wants to share webinar recordings on the What’s New webpage after an event has passed. Keiko reports that she shared the Wiki workshop recording via the LSRD listserv and doesn’t think archiving is necessary. She suspects anyone

who is interested in accessing the recording would contact her. Keiko says the What's New webpage functions as the LSRD homepage so the contents should be synchronized with current activities, workshops, webinars, etc. and past events should be removed so the webpage can serve a promotional purpose. Keiko reiterates that anyone coordinating a program or workshop should ask Chi to add the program details to the What's New webpage. Keiko notes that the webpage hasn't been updated since the 2023 Conference. Chi confirms she updated the page in the meantime. Keelan asks why webinar recordings aren't archived on the Education & Training webpage. Keiko is wary of creating more work for Chi and the Website Advisory Committee, and volunteers to assist anyone interested in sharing recordings. Becky wants to be sure any permission requirements are addressed before recordings are posted on the webpages. She's also concerned there may be implications with sharing recordings publicly, but Chi confirms that any link to a video posted via My Communities would direct users to log into their AALL account. They would also need to have access to the LSRD discussion board. Keiko thinks archiving recordings via the LSRD discussion board could be a good way to encourage folks to join LSRD, especially if those materials aren't shared via other SIS communities. Becky suggests the Website Advisory Committee discuss whether webinars and recordings should be memorialized on the webpage. Chi confirms that these content discussions will be a part of the committee's larger website review.

- Chi asks where the final meeting minutes are posted. The most-recent final minutes she found on the website are from 05/12/23. Chi asks if she needs to reach out to Sam for final minutes. Sam says once draft minutes are approved at a meeting, she will upload a "final" version of the minutes. Keiko asks that minutes be posted a week before the following meeting to allow time for review and updates. Sam says she received Keiko's 10/11/23 minutes updates and mistakenly thought she had posted the new draft. She will post the updated draft after today's meeting. Chi confirms that meeting minutes are posted to the website, but agendas are not. Chi asks if treasurer's reports should be removed from the minutes and posted separately. Chi says treasurer's reports are currently posted individually, and consolidation may be something the committee discusses during the website review. Keiko suggests Chi and Sam work together, and reach out to AALL, to figure out the cadence of treasurer's reports and the best way to share and archive them. Sam says she receives quarterly financial reports from AALL and was told by Chris Todd (past Secretary/Treasurer) to append the quarterly financial statements on the minutes of meetings where they were introduced. Sam isn't aware of any other treasury reporting, but Chi says it looks like the treasury reports are annual reports associated with the annual meeting.
- Chi reports that the committee is evenly split between Facebook sunseting options. Chi asks for feedback from the board: do we want to download everything, delete everything, or only download select data, meaning any photos or reports that are not otherwise available on the website. Becky votes to download photos and any available reports. Chi says she has yet to find any reports during her review of the

Facebook page. Becky says ELUNA is sunsetting their Facebook page and released an announcement letting members know they have two months to download any photos they'd like to have. Chi says the committee has a similar communication plan; they will share an announcement a month in advance of the sunsetting. Chi asks whether we have somewhere to digitally store these materials. Becky says AALL doesn't have any storage options aside from posting things to the website. She has been using her personal Google drive to organize board documents and plans to pass that along to the Vice Chair-Elect. Chi thinks a Google drive is a better option than SharePoint since SharePoint is a paid subscription. Chi will let Becky know if she needs access to any of the Google drive docs or folders.

Local Systems (Keiko): The Committee had a meeting on 10/26/23 and discussed next year's meeting, planned for February. They decided to focus on reporting and statistics for each library system, and each system representative needs to find a presenter by the end of November. Keiko says the meeting will be two days long to allow for sessions on each system (30-45 minutes). Bee says the collective interest is in seeing tips and tricks for reporting and statistics.

Strategic Planning (Becky for Joe): No committee meetings since last executive board meeting. The next meeting will take place in late November or early December.

5. Old Business

Marketing materials and swag for AALL 2024: Becky thanks Bee and Keelan for their work on the bookmarks and poster. Agenda notes regarding marketing materials were included as a reminder that we've talked about pins, ribbons, etc. As we get closer to AALL 2024, we'll need to figure out who we should buy swag from, approving expenses, etc. Bee asks if the group likes the lizard icon on the bookmark draft. The group approves the use of the lizard graphic.

LSRD hat – monogramming “Formerly OBS-SIS” on the back: Becky asks for approval of a \$10 expense for monogramming the LSRD hat. The group approves. Becky will investigate cost and options for adding an embroidered or patch lizard to the hat.

Review bylaws, descriptions of board member roles, and committee information: Reminder to the board to carefully review the bylaws and descriptions of their roles on the LSRD webpage. May need to update some of the role information.

Committee assignments and leadership page: Updated on the website thanks to Chi and Chris Siwa.

6. New Business

Question from Lauren Seney, Chair of Nomination Committee, regarding number of candidates allowed: The procedures manual states there should be at least one candidate for each position, but it doesn't address a maximum number of candidates. Lauren asked Becky whether there is a maximum in case they run into this issue in the future. Keelan

suggests encouraging candidates for more-popular positions to run for other openings. Becky agrees that asking candidates to consider other positions is a good option. She will follow-up with Lauren.

Room reservations for AALL 2024: We need a room for Local Systems, Discovery Roundtable, Incoming Board Meeting, and if AALL doesn't accept both programs, LSRD will sponsor one and we would need a room for that. Becky asks if she's missing anything. She and Shawn discussed TS-SIS's proposed programs and they want to ensure LSRD and TS events don't conflict. Keiko thinks LSRD hosting any unaccepted programs is a good idea, but the board needs to think about the costs associated with hosting an AALL event. She notes the prohibitive costs of the VIP program; A/V cost over \$1000.00. Becky wonders how we're supposed to request room reservations if we don't know whether the programs have been accepted. Keiko thinks we can request rooms and cancel later if programs aren't accepted.

TSLL December 2023 issue – any news to report? Becky says the September issue hasn't been published but should be any day now. She asks if anyone has anything LSRD-specific that they weren't planning on submitting on their own so she can include it in her blurb at the beginning of the newsletter. Reach out to Becky if there's something you'd like included in the December issue. Becky will share any TSLL publication schedule updates with the board.

Calendar of Activities – three-month preview: Becky thanks Keiko for suggesting she add the Calendar of Activities to the agenda so the board can stay on track. Becky crossed off the completed October items (on the agenda). She notes a discrepancy on the calendar regarding when the Vice-Chair/Chair-Elect becomes the Chair of the Education Committee; one says October, and one says January. Keiko, Joe, and Becky think it makes more sense for it to begin in January. Becky asks for approval to change the wording on the website. Since this isn't a bylaw, the board doesn't need to go through an involved process to implement this change. The board approves.

Keiko suggests changing the Calendar of Events to reflect a slate deadline of late January rather than early February so the Nominations Committee Chair can hand the slate over to the Chair in February.

Keiko suggests changing the Calendar of Events by removing "November 1" from the November task requiring the Chair submit scheduling forms to AALL HQ since the deadline will likely change every year.

Becky clarifies that the SIS Matrix mentioned under Calendar of Events November tasks is no longer in existence. Becky moves to remove that language from the calendar. Becky will update the calendar tasks and share the updates with Chi.

Review and approval of October 11th minutes: Sam notes that she uploaded the minutes to the executive discussion board. Becky will move to approve the minutes at the next meeting.

7. Adjournment

Becky calls for adjournment at 2:58 pm. The board's next meeting will be Wednesday, December 13th, at 2 pm EST.

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

FINAL

AMERICAN ASSOCIATION OF LAW LIBRARIES
Revenues and Expenses
Library Systems & Resource Discovery SIS (46-23)
9/30/2023

		Months of Jul-Sep	Year-to-Date 9/30/2023
	Beginning Balance 10/01/2022		\$ 5,966.32
	Revenues		
3060	Donation	\$ -	\$ -
3140	Dues	\$ 230.00	\$ 2,650.00
3260	Miscellaneous Revenue	\$ -	\$ -
3310	Sales/Occasional Papers	\$ -	\$ -
3370	Registrations	\$ -	\$ -
3480	Royalties	\$ -	\$ -
3500	Miscellaneous Sales	\$ -	\$ -
3560	Newsletter Subscriptions	\$ -	\$ -
3570	Workshop Registrations	\$ -	\$ -
	Total Revenues	230.00	2,650.00
	Expenses		
4020	Accommodations	\$ 535.80	\$ 535.80
4160	A/V Equipment	\$ 2,338.83	\$ 2,338.83
4490	Food & Beverage	\$ -	\$ -
4530	Awards		\$ 500.00
4570	Honoraria	\$ -	\$ -
4720	Misc Expense		\$ 761.21
4740	Supplies	\$ -	\$ -
4860	Postage/Freight	\$ -	\$ -
4960	Printing	\$ -	\$ -
4990	Brochures	\$ -	\$ -
5010	Newsletter Expenses	\$ -	\$ -
5190	Souvenirs/Giveaways		\$ 40.00
5280	Telephone	\$ -	\$ -
5320	Transportation	\$ 301.60	\$ 301.60
	Total Expenses	\$ 3,176.23	4,477.44
	Excess Revenues over Expenses	\$ (2,946.23)	(1,827.44)
	Ending Balance @ 9-30-23		\$ 4,138.88