



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2023 Executive Board Meeting Minutes

December 13th at 2:00 p.m. EST via Zoom

1. Call to Order/Welcome

Becky Bearden (Chair), Keiko Okuhara (Past Chair), Joe Cera (Vice Chair), Sam Cabo (Secretary/Treasurer), Bee Bornheimer (Member-at-Large), Chris Thomas (OCLC Chair), Lauren Seney (Nomination Chair)

Becky called the meeting to order at 2:06 pm EST.

2. Approval of Minutes

Becky moved to approve the November 8th meeting minutes. No corrections or additions are requested by the board, the minutes are approved as written. See approval of October 11th minutes below, under New Business.

3. Officer reports

Secretary/Treasurer (Sam): Sam prepared the minutes for the December 13th meeting. The most-recent quarterly statement, ending 09/30/23, was presented at the November 8th meeting and appended to those meeting minutes. Sam is working with Chi to establish standards for drafting and sharing treasurer reports and updating the list of Secretary/Treasurer responsibilities. Sam asks the board if there are existing guidelines she should refer to, and/or if anyone has thoughts on what reporting standards should include. Sam will also ask AALL if they have any guidance or requirements. Keiko says there isn't existing guidance and past reporting has been inconsistent. She agrees that we need to establish procedures and suggests that Sam use TS's standards to create a proposal for the board to review and provide feedback. Becky seconds the push to review any AALL requirements and TS procedures. She thinks our options for sharing/archiving the treasurer reports are: (1) archive/upload reports on their own; or (2) incorporate them

into the annual reports. For quarterly reporting, Becky says it makes the most sense to share/archive the reports by appending them to the minutes of the meeting where they were presented. Sam will contact AALL and TS, review any relevant materials and guidance, and draft a proposal for the board to consider.

Vice-Chair (Joe): Nothing to report. Joe is reviewing the Vice-Chair responsibilities for his transition to Chair. Becky says they can review the calendar and responsibilities to see if the list can be simplified.

Members-at-Large (Bee): Nothing to report.

Past-Chair (Keiko): Nothing to report.

Chair (Becky): The room reservation (AALL) email is being sent today (12/13/23); it's due Friday, December 15th. Becky's been working with Shaun King (Chair of TS-SIS) to coordinate their room reservation requests and ask AALL to not schedule specific LSRD and TS programming during the same time slots (if possible). After brainstorming future initiatives during the last Strategic Planning Committee meeting (11/29/23), Becky is meeting with Shaun on Friday (12/15/23) to discuss establishing a regular communication between LSRD-SIS and TS-SIS. Becky says her prior meetings with Shaun have been beneficial and, as Chair, she's in a better position to pursue this initiative immediately since the Strategic Planning Committee is only in its early planning stage. Since the last board meeting, Becky fulfilled a couple post-requests from LSRD members/partners asking her to share announcements with the LSRD membership, and she submitted her December TSSL column. She's currently reviewing the Chair and Vice-Chair calendars/responsibilities and will suggest any changes based on her experience in both roles.

4. Committee Chair Reports

Membership (Becky for Larissa): No notes shared with Becky. Sam still needs to review the membership roster received on 11/8/23. She will share any updates with Larissa.

OCLC (Chris): The committee is brainstorming potential programming for the summer. Programming has been webinar-based for the last few years, and the committee is considering whether they want to host another webinar and what the topic might be (usually associated with OCLC). Last year's topic was publishing to Google Scholar from WorldCat Discovery, and the prior year's (2022) topic was diversity, equity, and inclusion. Becky offers the assistance of the Education Committee for any webinar planning and asks Chris to let her know by Friday (12/15/23) whether he will need a room reservation for the OCLC Committee at AALL.

Education (Becky): The committee last met on 11/28/23 and will meet again in January 2024. Sam Thorne emailed her preliminary write-up for Joe's webinar to the committee today. They're going to review and submit it by Friday (12/15/23 so it's included in the December TSSL issue (ok-ed by Sarah Campbell, TSSL Editor). Three fourths of the

Batch Please presentations are complete (Becky thanks everyone who was involved). Faye Bates (Education Committee) is drafting write-ups of those sessions. They're trying to get the Batch Please write-ups into the December TSLI issue as well. The next committee event on the calendar is the new installment of the Wiki Wiki Webinar series that Keiko and Jake (Kubrin) are working on. They're still waiting to hear which programs have been accepted.

Nomination (Lauren): The committee received five nominations for the open positions; three for Member-at-Large and two for Vice-Chair/Chair-Elect. All three candidates for Member-at-Large have accepted the nomination, one of the Vice-Chair candidates has declined, and Lauren is still waiting to hear from the other Vice-Chair potential (has through 12/15/23 to respond). Lauren was unable to find any LSRD documentation restricting the number of candidates for a particular position. Lauren asks the board to share the names of any other folks who may be willing to run for the Vice-Chair/Chair-Elect position. Heather (Buckwalter) and Jennifer (Noga) are also compiling names. Lauren has asked the three Member-at-Large candidates whether they would be interested in the Vice-Chair/Chair-Elect position, but they're fairly new to AALL and are not willing to take that one. Keiko notes that candidates have run unopposed in the past, and if the pending candidate is willing to run, it would be fine for them to run unopposed. Lauren's deadline for compiling the slate is January 17th. She says if there are no additional candidates by the end of the month (December), and the pending candidate accepts the nomination, the candidate will probably run unopposed. However, if any candidates need until the end of January to submit their materials, Jennifer and Heather will be available to help them.

Web-Advisory (Becky for Chi): Nothing to report. Please continue emailing any needed website updates/changes to Chi.

Local Systems (Keiko): During the Strategic Planning Committee, there was a proposal to expand LSRD's committee line-up to more accurately reflect the interests/roles/responsibilities of law librarians. Some suggestions were a "Discovery Systems Committee" and an "Electronic Resources Management Systems Committee." Keiko thinks these groups/suggestions would be fitting sub-committees of the Local Systems Committee. She is going to share her thoughts with the Local Systems Committee members and gather their feedback. The committee is discussing a program for February, like Batch Please, but with separate sessions for various discovery systems. The committee also wants to provide programming around statistics and reporting. Ben Carlson has volunteered to lead a session on statistics for IRs, and Heather volunteered to do statistics and reporting sessions on Alma. Keiko also suggests inviting a rep for the Aspen Discovery system demonstration. Bee agrees that adding Aspen Discovery is a good idea. Becky adds that it's comparable to how TS has Metadata Management, Resource Management, and Management Issues groups that are led by a Chair and Co-Chair, and any periodic webinars or zoom meetings the groups host are open to everyone.

Strategic Planning (Joe): The committee met on 11/29/23. They discussed how LSRD can differentiate itself from TS while still staying connected to TS. The group doesn't want to hyper-focus on the differences between LSRD and the other SISs, but rather on what LSRD does well and is worth highlighting. Becky reiterates the idea to have regularly scheduled meetings between the Chairs of LSRD-SIS and TS-SIS (see Becky's Chair notes above). Another outcome Becky wants to explore sooner rather than later, is creating a line of communication between the LSRD Education Committee and TS Professional Development Committee. There's been a lot of overlap in TS and LSRD programming and Becky wants to explore merging the two committees to encourage communication and relieve the burden of planning events separate events when there ends up being so much overlap. Keiko notes that the committee also discussed creating a new, separate committee focused on discovery systems (see Keiko's Local Systems notes above).

5. Old Business

Marketing materials and swag for AALL 2024: Becky reports that we have the marketing materials and swag for AALL 2024.

LSRD hat: Becky will follow-up with the vendor after the holidays.

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 or add new documentation. Send any changes or edits to Chi.

6. New Business

Room reservations for AALL 2024: See Becky's Chair notes above. Once rooms are reserved, we can work on the discussion groups or roundtable rooms that we've discussed.

Calendar of Activities – three-month preview:

Committee Appointments (January): Becky and Joe will work together determine which committee seats will be vacant, and to solicit volunteers for committee appointments.

Promote member survey and volunteer forms: Becky notes that we've done a good job talking specifically about volunteering and she encourages the board to continue sharing LSRD messaging.

Approval of October 11th minutes: Becky moves to approve the October 11th meeting minutes. No corrections or additions are requested by the board, the minutes are approved as written.

7. Adjournment

Becky calls for adjournment at 2:39 pm. The board's next meeting will be Wednesday, January 10th, at 2 pm EST.

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

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