



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024 Executive Board Meeting Minutes

February 14th 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 Committee)

Becky called the meeting to order at 2:03 pm EST.

2. Approval of Minutes

Becky moved to approve the January 10th meeting minutes. No corrections or additions are requested by the board, the minutes are approved as written.

3. Officer reports

Secretary/Treasurer (Sam): Sam prepared the minutes for the December 13th meeting. She's been working with Lauren and Becky to move the elections preparations along and will check in with Chi to have relevant information posted to the webpage.

Vice-Chair (Becky for Joe): See Becky's chair report.

Members-at-Large (Bee and Keelan): See old business.

Past-Chair (Keiko): Nothing to report.

Chair (Becky): Becky met with Joe to discuss upcoming plans for the 2024-2025 committee assignments and spoke with Sam and Lauren regarding the election candidates and ballots.

Becky also met with Shawn King (TS-SIS Chair) to discuss merging TS Professional Development Committee and the LSRD Education Committee and ways to facilitate collaboration between the two SISs. It was decided that the two committees will not merge; however, regular joint-committee meetings will take place, as well as regular TS- and LSRD-SIS Chair meetings. Becky will add these meetings to the Procedures Manual so future board and committee members will know to keep that communication going. Becky hopes these meetings will help to avoid scheduling conflicts between the two SISs at the Annual Meeting and lead to more joint webinars and programs since the SISs have a lot of overlapping interests.

Becky consulted with Joe and Keiko regarding suggested edits to the Volunteer Form, in preparation of soliciting volunteers this year. Becky also finished and shared the outgoing and incoming July 2023 board meeting minutes. The minutes hadn't been established yet because the Secretary/Treasurer transition took longer than expected. Chi posted the minutes to the website and made the agreed upon updates to the Volunteer Form. Becky thanks everyone who helped with the aforementioned action items.

4. Committee Chair Reports

Membership (Becky for Larissa): Nothing to report regarding membership. Larissa shared that Rick Ralston, a non-AALL member, will be panelist for her AALL program (sponsored by LSRD-SIS). AALL is covering Rick's registration fee for the day of the program and his library will cover his other expenses (to attend the conference in Chicago). Larissa asked if LSRD could present Rick with a gift to thank him for his participation. Becky asked the board what type of gift (like a gift certificate) would be nice, and what would be an appropriate spending amount. Keiko noted that the usual practice is to treat speakers to dinner, or something similar. Becky added that Rick is unable to meet for dinner while in Chicago and suggested purchasing a gift card valued at Chicago's per diem dinner allowance. Larissa volunteered to find out Rick's interests to help decide where to purchase the gift card. The board agreed to purchase a gift card for Rick for the per diem dinner allowance for Chicago.

OCLC (Chris): Nothing to report.

Education (Becky for Joe): The Committee met on January 23rd. Joe transitioned into the Education Committee Chair role in January 2024, and Becky remains on the committee. The LSRD-sponsored AALL program will be Tuesday, July 23rd, Slot H, from 8:30 to 9:30 a.m. The associated cost for the program is \$850.00, and we do not (currently) have any other unanticipated costs for this year. Becky reached out to Ruth Gonzales (AALL) for information regarding the drafted expense and reported that \$850.00 is the standard cost for SIS-sponsored programming. The Education Committee also discussed other webinars/programming that are in the works. The next committee meeting is February 27th.

Keiko also mentioned that she contacted Jake Kubrin for the Wiki Wiki Workshop Series. She is waiting for his reply and is hoping that the LSRD-SIS could offer a hands-on session on the creation of linked data.

Nominations (Becky for Lauren): The Committee finalized the slate and submitted the candidate statements to Sam. Becky will distribute the information to the membership per the Procedures Manual and will include it in her March TSLN Newsletter column. The information will also be posted on the website. Sam will work with AALL to get the ballot squared away when ready.

Web-Advisory (Chi): Nothing to report. Please continue emailing any needed website updates/changes to Chi. Keiko asked Chi for a Facebook status update. The committee had difficulties figuring out who has administrative (account) access to the Facebook account, but Chris (Todd) was able to get administrative status, so Chi is hopeful her status will be confirmed/approved soon. Once the sunset notice has been posted for a full month (30 days from the posting date) the sunset process will proceed as planned. The committee is not currently targeting a sunset date. Chi said the announcement will be posted to the Facebook page and shared with the membership via My Communities. The 30-day notice period will begin tolling on the day it's posted (day one of thirty) to the LSRD community discussion page (the date is recorded in the discussion post).

Local Systems (Keiko): There were sessions on February 6th and 7th. The February 6th meeting topic was Institutional Repositories, presented by Ben Carlson (Penn Law), and was well attended. Ben spoke about how to generate reports and statistics in Digital Commons. The February 7th meeting topic was Aspen Discoveries, but it only drew seven attendees. Keiko suspects that people aren't interested in Aspen Discovery; it's marketed toward mid-sized libraries. Bee was not surprised by the lack of interest and said Aspen may not have many users and/or the session felt more like a sales pitch. She also said Aspen seems more like a public library tool, rather than a tool for law libraries. Future sessions will take place on February 20th (Alma) and February 23rd (Folio). All sessions in the series are recorded. Keiko will share the recordings with membership once all six sessions are complete.

Strategic Planning (Joe): Nothing new to report. Joe will schedule a meeting once he returns to the office.

5. Old Business

Marketing materials and swag for AALL 2024: Becky, Bee, and Keelan set a deadline to have designs ready for April (still two months away). Bee shared the Canva materials she and Keelan developed: the poster, bookmark, and sticker. They adapted the basic content from last year's poster and added the LSRD lizard graphic. The bookmark and sticker follow the same motif. Bee asked if the board is ready to approve the designs and move onto procurement, or if Becky wants to meet separately with Bee and Keelan to review the materials. Keelan said the sticker was a newer idea, and we could opt to only move forward with the bookmark, but she also noted that stickers have been popular at past

annual meetings and would increase LSRD exposure. Bee and Keelan will share the poster with the board so members can review the content, make edits, and share/discuss other suggestions. Becky thinks the deadline to finalize the materials and start ordering should be early April. She requested that Bee and Keelan circulate the materials for a content check the week before the next board meeting (March 13th). Keelan will work on the graphics portion of the poster and/or find a template for proposal.

LSRD hat: Becky will follow-up with the vendor and have the work completed well in advance of passing the hat to Joe in July.

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. Becky asks the board to clarify and edit their duties, including the calendar and deadlines, for the benefit of future board members. Send any changes to Chi.

Calendar of Activities: JANUARY (outstanding)

- a. LSRD-SIS Chair appoints facilitator(s) to lead Discussion Groups or Roundtables at the next Annual Meeting, as needed.
Still need to decide what to do about the extra AALL session that was booked; will we host it at AALL or make it an online event? If the session is held at the meeting, we need to select folks to lead it. Otherwise, AALL sessions are all set; the programs and other session we're hosting. Keiko and the Local Systems Committee will facilitate that committee's meeting at the annual meeting.
- b. LSRD-SIS Vice-Chair solicits volunteers for committee appointments (non-membership survey years).
The Volunteer Form is updated and on the website. (Becky, Joe, and Larissa?)
Will confirm who is responsible for promoting the form and will work to get it out very soon.
- c. Website – promote volunteer form. See note b above.

6. New Business

Nominating Committee (LSRD-SIS Procedures Manual) – “Each member of the committee shall serve for a term of one year.” – Becky.

No other LSRD committees' procedures specifically mention how long terms can be. The Nominating Committee language states that appointments are each year, but it does not say members cannot serve more than one year. A member might be newly appointed, or reappointed, but only for a one-year term. Becky thinks Nominating Committee appointments should rotate to ensure one experienced member is always on the committee, supported by newer members, and facilitating continuity with incoming members. She asked the board for historical context behind the policy and any reasons why we should/not allow members to serve for more than one year.

Keiko is unsure of the historical context but thinks limited terms promote the introduction of new networks, contacts, and perspectives. She also noted that all LSRD members can participate in the nomination process, which also helps expand the diversity of the candidate pool. Bee agreed it's important to include fresh perspectives while also keeping one member on the committee for continuity's sake. Keiko added that continuity has been a problem for committees in the past, but it should be the responsibility of the outgoing/incoming committee chairs. Becky suggested updating the Procedures Manual to explicitly require the outgoing and incoming chair to meet and ensure a good transition. Becky asked the board for their thoughts on whether there should be one-year terms with required succession training, or the existing chair/a member should be required remain on the committee year-over-year.

Keelan thinks having a member on the committee for more than one year, even with succession training, would be helpful to newer members. She agrees with Becky's suggestion to extend terms or rotate appointments, like the Member-at-Large seats, to ensure an overlap of new and seasoned members. Becky and Joe are concerned there won't be enough volunteers to staff the Nominating Committee with new members year-over-year. If committee members are happy in their roles, should they be required to step down from positions they're willing to continue holding? Lauren (current committee chair) is open to serving another year on the Nominating Committee but would refer not to be Chair during her next term. Keiko is unsure about explicitly allowing multi-year terms because the last multi-term Nominating Committee Chair struggled to build slates of candidates year over year and Keiko had to take on a lot of that chair's responsibilities. On the other hand, Keiko acknowledged it's difficult to find volunteers willing to serve on the committee. Becky thinks the decision could be made on an annual basis considering volunteer interest and existing members' willingness to stay on. She also noted that the Manual language does not say a member cannot serve more than one term, it says people must be appointed to the committee each year, so it may simply be an issue of misinterpretation. Becky will speak to the current committee members to see if they're interested in continuing. Once the Volunteer Form is distributed, Joe and Becky will review the submissions and seek out new committee members based on those responses.

Calendar of Activities – Three-month preview:

- i. February:
 - a. *TSLC Column due for March Issue* – Becky.
 - b. *LSRD-SIS chair will include the slate of candidates in the March TSLC "From the Chair" column* – Becky other TSLC submissions from the board.

- c. *LSRD-SIS Secretary/Treasurer posts the slate of candidates to the LSRD discussion list and sends it to the Web Advisory Committee chair for posting* – Sam.
 - d. No membership survey this year.
- ii. March:
- a. *LSRD-SIS Secretary/Treasurer may receive petitions for further nominations until March 23rd* – Becky, Sam, and Lauren had a prior discussion regarding the specific deadline date, and whether the intent was to observe that deadline date year-over-year. Looking at the last few elections, the nomination deadline seems to have changed year-over-year. Becky, Sam, and Lauren assume the intent was simply to encourage future board members to pick a date falling on a weekend in late March. Keiko suggests including the nominations deadline in the TSSL “From the Chair” column.
 - b. *LSRD-SIS Secretary/Treasurer creates online election as per the instructions from AALL. The election should be complete, and ballots due, by May 1st* – Sam.
- iii. April:
- a. *Election of officers should start April 1st* – Sam.
 - b. *Reserve space in Annual Meeting Exhibit Hall Activities Area* – Becky. Reservation form typically due to AALL by April 15th, authorizing pre-entry for AALL Executive Board members. Becky anticipates getting more information regarding these action items at the next SIS Chairs meeting.
 - c. *Suggestions of candidates for AALL offices due to AALL Nominations Committee by April 15th, or as otherwise directed.*
 - d. *Website* – Promote election. This will be an ongoing action item over the coming months.

7. **Adjournment**

Becky calls for adjournment at 2:45 pm. The board’s next meeting will be Wednesday, March 13th, at 2 pm EDT.

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025