



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024 Executive Board Meeting Minutes

March 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), Keelan Weber (Member-at-Large), Chris Thomas (OCLC Chair).

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

2. Approval of Minutes

The February 14th minutes had pending edits at the time of the meeting. Approval is tabled until April 10th meeting.

3. Officer reports

Secretary/Treasurer (Sam): Sam completed the minutes for the February 14th meeting. Latest financial statement was received on February 26th. The ending balance as of December 31, 2023, is \$4,228.88, up \$90.00 from the last statement's balance of \$4,138.88. The increased revenues come from membership dues. A copy of the financial statement is appended to the March meeting minutes. Sam conducted a membership update and shared the new member list with Larissa (see Membership Committee report).

Elections update: Lauren and the Nominating Committee compiled the slate and the candidate statements. Sam Thorne is the only candidate to submit a photo to accompany their statement. Sam worked with Chi (and Chris Siwa, AALL) to post the slate and statements to the LSRD homepage and submitted the AALL election application (to Chris Siwa). Sam also sent out an election announcement to LSRD membership. Next steps are following-up with Chris before the end of the month to confirm the membership

list and other specifics for the election webpage (Constant Contact, AALL's balloting system). Elections open April 1st and close on May 1st. Sam will send a follow-up announcement before the elections open reminding them of the voting process.

Members-at-Large (Bee and Keelan): Bee and Keelan worked on the AALL poster, bookmark, and sticker. Those templates were made available for edits and comments, and they will continue to review any additional board edits or comments. Poster review notes are under Old Business.

Past-Chair (Keiko): Nothing to report. Becky thanks Keiko for all her behind-the-scenes work.

Chair (Becky): Becky wrote her March TSLC column, which includes the slate of candidates for the election. She finalized the 2024 AALL scheduling requests and met with Shawn King (3/12/2024) to discuss TS-SIS and LSRD-SIS collaboration efforts and the Conference (see February 2024 meeting minutes). More notes on that below.

Vice-Chair (Joe): Joe distributed the Volunteer Survey. Becky and Joe have started discussing and planning committee appointments.

4. Committee Chair Reports

Membership (Becky for Larissa): LSRD-SIS has 15 new members. Membership count increased from 256 in November 2023 to 264 in March 2024, with zero-member loss since November 2023. Larissa will send out welcome letters. Sam noted that one new member is her colleague, who is also a library student. There are a few new student members and two private law librarians, so we're seeing more interest from folks outside LSRD's historical membership pool.

OCLC (Chris): Chris wrote the March column for TSLC and has been sharing usual updates through AALL My Communities.

Education (Joe): The Committee has been discussing AALL room reservations (see Becky's report). Becky added that the Committee decided (at the last meeting) to hold the discovery roundtable during one of the generic slots reserved at AALL, and then turn it into a formal webinar next year. Joe mentioned the Wiki Data webinar that was planned tentatively for the spring is currently not happening as planned. Keiko said Jake (Kurbin) cannot participate in the Wiki Wiki webinar series and she asked Joe to check with Will Kent to see if he would be available. Joe agreed and checked with Will on his availability.

The Committee also discussed appointing a designated member to attend both committee meetings (TS-SIS Professional Development and LSRD-SIS Education Committee) and communicate between the two. Becky presented this idea to Shawn (King) who was very receptive to it. The appointed liaison must be a member of both committees (and SISs) and not currently serving as a board member of either TS or LSRD. Planning will start in

July and the role will be publicized by both SISs. Keiko suggests discussing this further at the June membership meeting and announcing a call for volunteers at that time.

Nominations (Becky for Lauren): Nothing to report. See Sam's election update notes under the Secretary/Treasurer report.

Web-Advisory (Chi): Nothing to report. Chi has been addressing website update requests.

Local Systems (Keiko): Keiko thanked the Committee members for serving as moderators at the Local Systems Winter Meeting. Keiko completed the meeting report with Narine (Bournoutian), Jennifer (Garafolo), and Bee's (Bornheimer) input regarding the session. Becky thinks there's a chance Keiko's report can be included in the March TSSL issue.

Strategic Planning (Joe): Joe and Ben (Carlson) are working on scheduling a meeting at the end of March and another in May. No other developments since the last meeting.

5. Old Business

Marketing materials and swag for AALL 2024: Members-at-Large have provided AALL materials for the board to review. Becky notes that everything looks great. She circulated an announcement to the board on March 13th soliciting feedback and edits to the materials. Multiple changes were made to the shared document during the meeting. The document can be accessed via the shared executive board Google Drive. Refer to version history (under File) to review and compare changes made since March 12th and review all comments (open and resolved, under Edit) to see commentary and suggestions from board members. The shared text document is open to the board for their feedback or suggestions through Wednesday, March 20th. The bookmark is approved as is. Silhouette lizard icon will be used on conference materials, and the charming lizard icon will go on the stickers (extra cost). Keelan and Bee will gather a quote for stickers and share with the board for approval.

Hat monogramming: Adding "formerly OBS-SIS" on back along with the lizard logo. Becky and Keiko will gather institutional pins for the hat.

Gift certificate for LSRD-sponsored program: Making it Count: Collecting Electronic Resources Statistics in Law Libraries. Per diem dinner equivalent since we are unable to take him to dinner during the conference. Open item since there's an expense tied to this.

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.

6. New Business

Email addresses on webpages and spam issues: Becky spoke with Shawn King (TS-SIS) to see how they're addressing the recent spam issues (they were also affected). TS has opted to keep public-facing email addresses on their webpage, noting the benefit outweighs the risk. Becky adds that if anyone feels uncomfortable about their email address being public facing, they can opt to have it removed.

AALL 2024 tentative programming schedule: Once confirmed, can be posted to website, and announced to membership. Refer to March agenda for program list.

TS-SIS requested programming schedule: TS-SIS has more difficulty with scheduling because they have standing committees. They plan to reschedule their resource management program which will lower the potential for conflict with the Local Systems Meeting. Refer to March agenda for program list (not comprehensive).

New representatives and committee chair/member appointments: Becky and Joe are working on new representative and committee appointments. Joe circulated the Volunteer Survey, but there have been zero responses as of March 12th. Need to send a reminder to membership. Becky will review the LSRD calendar to make sure the various appointment deadline dates are included. This will ensure future board members have lead time to think about appointments and potential participants.

Donations toward cataloging liaison funds and other donations: LSRD and TS share responsibility of appointing ALA liaisons for three different positions. In the past LSRD has committed to \$350.00. Only one of the positions confirmed it's going to virtual. Shawn (King) is looking into whether the other positions will be in-person. Becky suggests, considering LSRD has funding, supporting these funds in the future if they're in-person. Conference and event attendance is expensive, and TS can't cover all expenses for all their people.

Keiko thinks LSRD has committed to donating \$300.00 annually to BLL-SIS, and the board approves the \$300.00 as a rolling donation. Now that the recurring donation is established, it doesn't need to be discussed at the business meeting/taken to membership for approval.

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Calendar of Activities – Three-month preview:

March:

- LSRD-SIS secretary/treasurer is on standby for any additional nominations through March 23rd – On track. See Secretary/Treasurer report above.
- LSRD-SIS secretary/treasurer creates online election as per the instructions from AALL Election, with ballots due by May 1st – On track. See Secretary/Treasurer report above.
- Promote election via website – On track. See Secretary/Treasurer report above.

April:

- LSRD-SIS officers election begins April 1st.
- Reserve space in the Annual Meeting Exhibit Hall Activities Area – Becky.
- Reminder that candidate suggestions/nominations for AALL offices are due to AALL Nominations Committee by April 15th, or as otherwise directed.

May:

- TSLC Columns due for June issue – Becky and Joe.
- Completed LSRD-SIS ballots are counted by the election software and elections results reported to the LSRD-SIS Chair.
- LSRD-SIS Secretary/Treasurer calls the candidates to notify them of the results.
- LSRD-SIS Chair reports results to AALL Headquarters, SIS Council Chair, TSLC editor, and posts on LSRD-SIS discussion list.
- Website – post new officers

7. **Adjournment**

Becky calls for adjournment at 2:56 pm. The board's next meeting will be Wednesday, April 10th, 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)
12/31/2023

		Months of Oct-Dec	Year-to-Date 12/31/2023
	Beginning Balance 10/01/2023		\$ 4,138.88
	Revenues		
3060	Donation	\$ -	\$ -
3140	Dues	\$ 90.00	\$ 90.00
3260	Miscellaneous Revenue	\$ -	\$ -
3310	Sales/Occasional Papers	\$ -	\$ -
3370	Registrations	\$ -	\$ -
3480	Royalties	\$ -	\$ -
3500	Miscellaneous Sales	\$ -	\$ -
3560	Newsletter Subscriptions	\$ -	\$ -
3570	Workshop Registrations	\$ -	\$ -
	Total Revenues	90.00	90.00
	Expenses		
4020	Accommodations		
4160	A/V Equipment		
4490	Food & Beverage	\$ -	\$ -
4530	Awards		
4570	Honoraria	\$ -	\$ -
4720	Misc Expense		
4740	Supplies	\$ -	\$ -
4860	Postage/Freight	\$ -	\$ -
4960	Printing	\$ -	\$ -
4990	Brochures	\$ -	\$ -
5010	Newsletter Expenses	\$ -	\$ -
5190	Souvenirs/Giveaways		
5280	Telephone	\$ -	\$ -
5320	Transportation		
	Total Expenses	\$ -	-
	Excess Revenues over Expenses	\$ 90.00	90.00
	Ending Balance @ 12/31/23		\$ 4,228.88