



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024 Executive Board Meeting Minutes

April 10th at 2:00 p.m. EST via Zoom

1. Call to Order/Welcome

Becky Bearden (Chair), Keiko Okuhara (Past-Chair), Joe Cera (Vice-Chair), Keelan Weber (Member-at-Large), Christopher Thomas (OCLC Chair).

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

2. Approval of Minutes

Becky moved to approve the February 14th meeting minutes. No corrections or additions are requested by the board, the minutes are approved as written. The March 13th meeting minutes need further editing. Approval is tabled until May 8th meeting.

3. Officer reports

Secretary/Treasurer (Sam): Absent. The following was not reported during the meeting. Sam shared these updates with Becky via email after the fact:

- Sam edited the February minutes and drafted the March minutes.
- Nothing to report as treasurer.
- Elections are open as of April 1 and will close April 30 at 11:59 PM. Sam is managing the voting process and platform. No issues reported as of 04/09/24.
- As of 04/10/24, 47 members have voted, just under 22% of total membership. Sam will send a reminder to membership on 4/24 or 4/25.
- The reminder email will address a typo in prior communications: the election closes at 11:59 PM on April 30th, not May 1st. The reminder timing will provide last-minute voters with enough notice and limit the number of announcements going to out to membership.

Vice-Chair (Joe): Nothing to report.

Members-at-Large (Keelan): Bee and Keelan finalized the AALL poster and will distribute it to the board for their feedback. Keelan noted that they removed some of detailed language and adjusted the format to accommodate the highlights and a QR code for the LSRD website. Keelan and Bee think this poster will be better for longevity, but suggest it be reviewed for potential changes after strategic planning is complete.

Past-Chair (Keiko): Nothing to report.

Chair (Becky): Becky is working on a spreadsheet detailing membership interest in volunteer opportunities. She is compiling data from the Volunteer Form submissions and emails and following-up with folks directly. Joe and Becky will use the completed spreadsheet to make selections for committee appointments. The spreadsheet currently includes 15 members who reached out via email or responded to the Volunteer Form, and another 15 members, including current board and committee members, who have not responded. Becky asks any board members who haven't followed-up to do so and indicate what they're interested in or whether they can no longer commit to their appointment(s).

Becky secured the room reservations of the AALL board meeting and round table. She is working on a shared document (more details later in meeting) for tracking annual meeting details in one place (e.g., tannouncements, meeting locations, etc.).

She continues to correspond with Shawn King regarding TS-SIS and LSRD-SIS collaboration. She is attending a meeting with TS-SIS to discuss ALA funding next week, and will attend the Council of Chairs meeting on April 25th.

4. Committee Chair Reports

Membership (Becky for Larissa): Nothing to report.

OCLC (Christopher): Nothing to report.

Education (Joe): The Committee has been discussing AALL programing. The roundtable is the only event that is still a work-in-progress. Becky will reach out to the Education Committee group this week to ask follow-up questions and find more people to be panelists. Will Kent from Wiki Education has committed to leading a webinar sometime in May. Scheduling will be finalized once Keiko returns to the office. The Committee also discussed holding a meeting to discuss and promote the Areas of Interest, providing more detail(s), explaining what it is, and how to participate.

Nominations (Becky for Lauren): Nothing to report.

Web-Advisory (Becky for Chi): The Facebook page is sunsetting on April 30th.

Local Systems (Keiko): A room is secured for the Local Systems Meeting at 12:45 PM on July 21st.

Strategic Planning (Joe): The Committee met on March 26th to review LSRD objectives and discuss how LSRD could be doing more in each of the areas, both currently and in the future. The idea to review the Areas of Interest came out of this meeting before being raised with the Education Committee (see notes above). The Committee also discussed using the Listserv to drive membership engagement and communication, rather than using it as a one-way means of delivering information. They'll be meeting again in May to continue the conversation and talk through any progress made in April.

5. Old Business

Marketing materials and swag for AALL 2024: Keelan reported that the bookmark and sticker are complete, and she and Bee are researching printing vendors. Keiko recommended using the vendor 4imprint. Becky will ask TS-SIS what vendor they use and where they order their ribbons, so pricing and budget can be confirmed.

Hat monogramming: No update. Still a work-in-progress.

Gift certificate for LSRD-sponsored program: All set.

AALL 2024 Details: List of LSRD, and LSRD-adjacent, activities and events. Bolded items are LSRD-SIS events that require board member attendance/assistance. Becky included board members who aren't cycling off as potential volunteers; however, assignments can change as people get their flight information, or if someone is particularly interested in helping.

Poster set-up needs to be completed between 9 AM and 5 PM on Saturday and will take two people about ten minutes. Timing for CONELL marketplace tabling is still unclear, but will require a few volunteers (usually the Chair, Vice Chair, and Past Chair). Again, it depends on who is available (some board members will be attending Saturday's metadata workshop, coordinated by Keelan).

LSRD has two programs on Sunday: the incoming executive board meeting and the Local Systems Meeting. There is a timing conflict between the Local Systems Meeting and the TS-SIS management issues roundtable. Monday's LSRD roundtable, "Taking the Mystery out of Discovery," also conflicts with a TS-SIS Hot Topic session. No details about the topic are available. No conflicts to note for Tuesday's "Making it Count" program (coordinated by Larissa). The list will continue to be amended as details arise.

Donations toward cataloging liaison funds and other donations: To clarify the details in the March minutes, the cataloging liaison fund was discussed during the last meeting, in addition to the \$300.00 George A. Strait Minority Scholarship & Fellowship donation. Since that scholarship is well-funded the group decided to designate a rolling \$300.00 donation to the Black Law Librarians SIS. In the past, \$350.00 has been donated to the cataloging liaison fund. The group approves Becky's proposal to change that amount to, "up to \$500.00," depending on the need for funding. Becky will share the proposal at next week's TS-SIS meeting.

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

Calendar of Activities updates: Becky updated the calendar of activities on the meeting agenda. April items are complete; the election is in progress and the poster area in the exhibit hall is reserved. An email went out soliciting suggestions for candidates for AALL offices. If you didn't receive an email but want to contribute, send your suggestions to Becky and she will forward them. May activities include announcing election results and submitting the next TSSL column.

Closing notes regarding AALL logistics: The Chair usually takes conference materials home with them at the close of the conference; however, Joe won't be in attendance this year (he should be able to attend the business meeting virtually). Becky noted that Ben Carlson (incoming Chair-Elect) might be able to take the materials in Joe's stead, but board member participation and responsibilities will have to be reviewed and adjusted regardless.

7. Adjournment

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

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025