



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024 Executive Board Meeting Minutes

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

1. Call to Order/Welcome

Becky Bearden (Chair), Keiko Okuhara (Past-Chair), Keelan Weber (Member-at-Large), Bee Bornheimer (Member-at-Large), Christopher Thomas (OCLC Chair).

Becky called the meeting to order at 2:02 pm EST.

2. Approval of Minutes

The March 13th minutes are approved as written. Approval of the April 10th meeting minutes is tabled until June's meeting.

3. Officer reports

Secretary/Treasurer (Becky for Sam): Sam shared the final February minutes, revised and shared the draft March minutes, and drafted and shared the April minutes.

The last financial statement, ending March 31, 2024, was received on April 26th. The ending balance is \$5,168.88, up \$940.00 from December 31, 2023. The statement is appended below. Revenues from this quarter reflect an increase in our membership. The most-recent membership number on the community page is 289. Sam will check for new members before the June meeting.

The polls closed on April 30th with 55 total ballots. Sam shared the results with Joe and Becky before reaching out to the three candidates. After hearing back from each candidate, Sam announced the results to the membership. Due to conflicting instructions on the LSRD website, Becky asked Sam to make the membership announcement per the Secretary/Treasurer procedures and Chris Todd's (past-Secretary/Treasurer) messaging

during the last election cycle. Keiko confirmed that it is the Chair's responsibility to announce election results to the membership. Sam will ask Chi to update the (website) procedures to align with Keiko's instruction. Ben Carson, running unopposed, was elected Vice-Chair, Chair Elect with 54 votes. Sam Thorne was elected Member-at-Large, opposed by Jim Kalwara, with 42 votes.

Sam Thorne, the new Member-at-Large, reported that she cannot attend AALL this year. Becky confirmed that is not a problem. Joe (Cera) also cannot attend. The board will arrange for Sam and Joe to join the AALL incoming board meeting virtually (if possible).

Sam spoke to Ruth (Gonzalez) and Colleen (Hannon) at AALL to confirm the procedure for making donations between SISs. The donor SIS must submit a [Request For Payment Of Special Interest Section Expenses](#) form to AALL, indicating the donation amount and recipient SIS. AALL board approval is not needed for donations among SISs.

Sam is presenting in the "Deep Dive: Electronic Resource Management a Collaborative Approach to Discovering New Skills and Knowledge" program at AALL. The program is sponsored by PLLIP- and TS-SIS. Becky will include the program in any LSRD conference announcements.

Vice-Chair (Becky for Joe): Joe and Ben met to discuss transitioning into their roles (Chair and Vice-Chair/Chair-Elect). They plan to meet with Becky so she can share her experience and guidance. Ben is attending AALL and offered to help with tabling and set-up. Becky noted that it's good to know who (from the board) will be in attendance and able to help.

Members-at-Large (Keelan & Bee): Keelan and Bee completed the poster and other AALL swag. Becky thanked Bee and Keelan for their work and noted that the materials look great.

Past-Chair (Keiko): Keiko clarified the procedure for announcing election results to the membership (see Secretary/Treasurer report) and commented that this year's election went very well. She thanked Becky for publicizing and promoting LSRD activities and thanked the board for their hard work. She also shared how impressed she was with the [Report on LSRD-SIS' Fall 2023 Batch Please Webinar Series](#) in the March issue of TSLL, noting the importance of catching people's attention and letting them know what LSRD is doing. She attributes the increase of new LSRD members to Becky's great PR. Becky also thanked Keiko for her important contributions.

Chair (Becky): Becky attended the most recent Council of SIS Chairs meeting, met with TS-SIS members to discuss ALA liaison funding, and met one-on-one with Shawn King (TS Chair) for their regular check-in. Joe and Yan Yu (TS Chair-elect) will join Becky and Shawn's one-on-one next month to assist with the transition and coordinate continued check-ins between the SISs. Joe and Yan both serve on the Law Repository Caucus, so they already have experience working together. Becky will continue to gather committee assignment information and plans to meet with Joe in a couple weeks to finalize those

assignments. They will let everyone know what committees they are assigned to for the next year, based on their preferences. Becky will begin planning the Annual Business meeting soon and will coordinate with the board to put together the LSRD-SIS Annual Report.

4. Committee Chair Reports

Membership (Becky for Larissa): Nothing to report. New membership count noted above in Secretary/Treasurer report.

OCLC (Christopher): Nothing to report.

Education (Becky for Joe): Joe reported that the Wikidata meeting is happening next week. He thinks everything is in place and hopes everyone can follow along. Keiko added that she appreciates Joe's help. This installment of the Wiki Wiki Webinar Series is called "Lawful Linked Data – Creating linked data using Wikidata." The purpose of this hands-on workshop is to help participants get comfortable talking about linked data and learning what linked data is. Joe was able to bring in Will Kent (WikiEducation) to lead the workshop. Keiko thanked Joe again for his contribution.

Becky finalized the description of the joint representative for the TS Professional Development Committee and LSRD Education Committee. They plan to select one member to serve as a joint member of both committees for the next term, beginning in July. Information will be added to the LSRD committee page. Next meeting is May 28th.

Nominations (Becky for Lauren): Nothing to report, but Lauren asked Becky about the LSRD-SIS Annual Report and whether she needed to start compiling any information on the Nominations Committee's activities for the last year. Becky noted that the report is not due until August, but Lauren is welcome to get a head start.

Web-Advisory (Becky for Chi): The Facebook (FB) page has been deleted. Chi will work with Chris (Siwa) to remove the FB link, and any mentions of the FB page, from the LSRD website. Chris (Siwa, AALL) will post the election results once he returns to office. Becky will send LSRD programming updates to Chi. Becky will announce any changes to the membership after Chi has added them to the website.

Local Systems (Keiko): The Committee met on May 2nd to discuss next steps, especially for the annual meeting. The Committee would like to offer a ten-minute cool tools session. The suggested topic is tips and tricks focusing on using local systems, Alma and Folio. Keiko will send out a call to the membership asking for feedback on topics for the cool tools sessions, but first asked the board if they had any suggestions.

Becky suggested workflows and workflow strategies for migrating and adjusting to a new system. Bee and Keelan noted that the ten-minute timeframe narrows topic choices. Becky agreed that there isn't enough time to explore a topic in detail. Keelan suggested pointing participants to the Areas of Interest as an ongoing resource. Keiko thinks the

sessions will be an opportunity to gauge interest in a topic before developing additional, longer sessions.

Becky suggested that Keiko contact Ashley (Lavery, AALL) to add information to the Local Systems Meeting conference description clarifying that all are welcome. Becky hopes the additional details will encourage non-LSRD, or Local Systems Committee, members to participate.

Strategic Planning (Becky for Joe): The Committee has not met since the last executive board meeting (in April). Becky has been following up on a few things from that meeting. The next meeting is May 16th.

5. Old Business

Marketing materials and swag for AALL 2024: Keelan received vendor quotes for the AALL materials. Due to the high costs of local vendors, Keelan presented quotes from Vistaprint: bookmarks are \$25.00 for 50, stickers are \$30.00 for 50, and a 4'x6' fabric poster is \$100.00. The poster's landscape orientation will leave white space near the border, but the fabric can be trimmed if needed. Keelan shared the last version of the poster, noting that the final version (not shared) includes additional text, but the changes do not impact the poster image.

Keelan asked for approval of the quoted pricing and purchases. The board approved, noting there have been minimal expenses this year and the quoted prices are within budget. She didn't get a quote for ribbons but estimated it would cost about \$30.00 for 50. The board approved this expense with an amendment to purchase 100 ribbons due to their popularity at AALL. Any leftover ribbons can be saved for next year's conference. LSRD has not purchased ribbons in the past, so there's no existing template. The group chose dark green ribbons with silver text.

Keelan will send the order details to the board (i.e., number of items and total cost). Becky will purchase candy for the LSRD table after arriving in Chicago. Once Sam has received everyone's receipts, she can process their reimbursements with AALL.

Hat monogramming: Becky's contact can no longer help with the hat update. Becky will look for someone else who can monogram. Becky will share details and estimated cost with the board before making any final decisions.

Gift certificate for LSRD-sponsored program: No update. The board will revisit closer to the Conference.

AALL 2024 Details: Becky shared the hyperlink to the AALL details (in the meeting agenda) and encouraged the board to add anything they feel other AALL participants should be aware of. Becky will transfer the information included in the Details document to Chi so it can be added to the website and announced to the membership.

Review bylaws, descriptions of board member roles, and committee information: Becky reminded the board to share any website errors they come across with Chi so she can work with Chris (Siwa) to sort it out.

6. New Business

Election Results: See Secretary/Treasurer report above.

Annual Business Meeting & Annual Report: Becky will plan the annual business meeting and draft the annual report. She will be contacting most members of the board to ask for help writing their respective parts.

Donations: The board designated a rolling \$300.00 donation to the Black Law Librarians SIS in 2023. The board approved the same donation for 2024. Going forward, based on feedback from TS-SIS, any donations should be made in September or October after the new board is established. An early donation will give the receiving SIS more opportunity to use it throughout the membership year.

The ALA Cataloging Liaisons Fund is not in need of donations currently. LSRD will continue to annually allocate \$500.00 for the ALA Cataloging Liaisons Fund, but donations still require LSRD board approval. Consideration will be given in years the Fund is supporting in-person attendance, which may not be an annual occurrence.

Calendar of Activities Updates: Nothing significant to note. Sam and Becky have obligations in May, and Chi, in June, will be putting a few things together. Most of the activities are preparation for AALL. Becky asked the board to review the list (also included on the agenda) to confirm the action items they're responsible for, if any.

7. Adjournment

Becky calls for adjournment at 2:41 pm. The board's next meeting will be Wednesday, June 12th, at 2:00 pm EST.¹

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

¹ The June 12th board meeting was rescheduled for Wednesday, July 10th, at 3:00 PM, and will serve as the outgoing executive board meeting.

AMERICAN ASSOCIATION OF LAW LIBRARIES
Revenues and Expenses
Library Systems & Resource Discovery SIS (46-23)
3/31/2024

		Months of Jan-Mar	Year-to-Date 3/31/2024
	Beginning Balance 10/01/2023		\$ 4,138.88
	Revenues		
3060	Donation	\$ -	\$ -
3140	Dues	\$ 940.00	\$ 1,030.00
3260	Miscellaneous Revenue	\$ -	\$ -
3310	Sales/Occasional Papers	\$ -	\$ -
3370	Registrations	\$ -	\$ -
3480	Royalties	\$ -	\$ -
3500	Miscellaneous Sales	\$ -	\$ -
3560	Newsletter Subscriptions	\$ -	\$ -
3570	Workshop Registrations	\$ -	\$ -
	Total Revenues	940.00	1,030.00
	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	\$ 940.00	1,030.00
	Ending Balance @ 3/31/24		\$ 5,168.88