



## LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

### LSRD-SIS 2024 Executive Board Meeting Minutes

2023-2024 Outgoing Executive Board Meeting  
July 10<sup>th</sup> at 3:00 p.m. EST via Zoom

#### 1. Call to Order/Welcome

Becky Bearden (Chair), Joe Cera (Vice-Chair), Keiko Okuhara (Past-Chair), Sam Cabo (Secretary/Treasurer), Sam Thorne (incoming Member-at-Large), Lauren Seney (Nominations Chair)

Becky called the meeting to order at 3:05 pm EST.

#### 2. Approval of Minutes

The April 10<sup>th</sup> and May 8<sup>th</sup> minutes are approved as written.

#### 3. Officer reports

Secretary/Treasurer (Sam C.): Sam shared the final March minutes (approved during May meeting), revised/shared draft April minutes (tabled during May meeting), and completed/shared draft Secretary/Treasurer annual report (with Becky). Waiting on AALL to send the final financial statement (est. late July) before finalizing the annual treasury report; will share with Chi once complete. No changes to financials since May meeting (see May minutes); LSRD's donation to BLL-SIS was processed against the 2023-2024 budget. Sam submitted Keelan and Becky's AALL expenses to AALL for pre-approval (see below); AALL approved all expenses. Currently working on AALL expense reimbursements (for Keelan). Reminder to reach out to Sam if you made AALL purchases but haven't received a reimbursement update. Becky will purchase supplies in Chicago and send receipts after AALL.

The board determined that budget/expense planning and pre-approval discussions will start in February (annually). Sam will update/add the proper AALL forms (links) to the Procedures Manual and update the Calendar of Events: finalize estimated budget/purchases, approve items (on the record) for submission to AALL, deadline to submit pre-approval form(s) to AALL, and a reminder (to the Secretary/Treasurer) to arrange for the outgoing Chair's gift.

*AALL (conference) expenses procedure:* Sam met with Ruth Gonzalez and Colleen Hannon (AALL) re the reimbursement process. [ALL conference expenses MUST be pre-approved by AALL](#); program expenses, swag, candy (for CONELL table), gifts for speakers, etc. The pre-approval form can refer to prior years' expenses (e.g., printing, poster, etc.) to give AALL a general idea of what we might purchase/spend. AALL might ask for proof (meeting minutes) of SIS-board approval of any expenses we submit to them. Reimbursement requests can be submitted as soon as receipts are available; don't need to wait until after AALL (conference). AALL distributes reimbursements by check, mailed directly from their bank. This process takes 2-3 weeks (after [reimbursement form](#) is submitted). AALL also accommodates electronic transfers; members need to let Sam know they want an ACH transfer when submitting their receipts. AALL will directly contact the party to be reimbursed for their banking details. SIS purchases made throughout the year, not for AALL (conference), do NOT require pre-approval from AALL.

Vice-Chair (Joe): Working on getting up to speed on Chair duties (officially Chair on 7/23/2024); sending emails, confirming attendance, and organizing. Drafted and shared annual report with Becky.

Members-at-Large (Becky for Keelan & Bee): Drafted and shared annual report with Becky. Keelan and Becky are coordinating AALL supply drop-off and set-up at AALL.

Past-Chair (Keiko): Nothing to report. Drafted and submitted annual report to Becky.

Chair (Becky): Annual Business Meeting was held on June 26<sup>th</sup> - reports that it went well. Becky submitted LSRD-SIS annual report; due on June 30<sup>th</sup> (per Council of SISs). She will update the deadline on the LSRD Calendar. Emailed membership about LSRD-specific/sponsored AALL programming and worked with Shawn King (TS-SIS Past/Chair) to distribute sign-up list for TS- and LSRD-SIS program reporters. Becky asks the board to add any programs they think are relevant to LSRD members.

Becky attended NASIG (June). Six law librarians in attendance (up from one last year). Some noted they don't pay attention to AALL at all. Becky asks we might encourage more law librarians to attend. She will compile takeaways to share with Strategic Planning Committee. Becky suggests LSRD-SIS partner with NASIG to grow their AALL participation. This might also drive LSRD-SIS membership, and more AALL/LSRD folks will attend/join NASIG.

#### 4. Committee Chair Reports

Membership (Sam C.): Sam will welcome new members ahead of AALL. Planning to share Larissa's letter template with the board for feedback, e.g., add Areas of Interest and/or Volunteer Form links. Please send any suggestions to Sam C. Will also include a link to Becky's discussion post outlining LSRD/sponsored events and programming at AALL; encourage them to attend, meet fellow members, etc. LSRD has a group of 240-250 renewing members. Sam suggests sending a message, in a "welcome letter" format, to the entire membership to thank them for renewing/joining (Larissa sent one in fall 2023). Becky noted that Larissa talked about reaching out to the membership annually to remind them of the LSRD resources available to them.

*Membership count and notes*: The AALL membership season is June 1st to May 31<sup>st</sup>. Sam conducted a membership check on June 24<sup>th</sup>; lost 17 members, gained 33 (between March and June), and total membership was 280. LSRD gained 54 new members between September 2023 and June 2024. Most renewals occur between March and May. If a membership lapses (May 31<sup>st</sup>), but is later renewed, that member will be "new" in our membership reporting. Sam will review pre-conference reporting to confirm whether "new" members are new to LSRD-SIS or renewed their membership after the deadline.

Keiko suggests asking new members if they are attending AALL (on Saturday). Becky clarified that only folks participating in CONELL can attend the marketplace. The LSRD-SIS programming agenda will be shared at the table, and folks will be encouraged to attend events, meet fellow members. Keiko also suggests hosting a virtual welcome and Q&A session after the conference; make folks who can't make it to AALL feel that they are part of LSRD. The Vice-Chair, Chair, and Past-Chair should attend. Will table brainstorming/planning for the incoming board meeting (June 21<sup>st</sup>).

OCLC (Becky for Christopher): Committee has been exchanging emails, looping in the new Co-Chair, discussing webinar topics, etc.

Education (Becky & Joe): No committee meeting last month; everyone is busy with AALL business. Preparation for the discovery roundtable is on track; seems like preparation for AALL is going well generally. Becky noted that having an Education Committee meeting in early August is important since AALL starts programming calls so early. Joe is planning to reach out to the group the day after AALL.

Nominations (Lauren): Nothing to report. Submitted annual report. Lauren will send Keiko her committee notes from this year's election, including a list of folks who may be interested in running in 2025.

*Nominations Committee selection timing*: The Calendar of Events states all LSRD committee/chair assignments are appointed in the spring and announced in June, but the September calendar has an agenda item for selecting the Nominations Committee. Lauren clarified that the Handbook/Calendar state the entire (Nominations) committee is

appointed in September. Last year, the chair was appointed in June and the remaining committee members were appointed in September.

Becky noted the need to quickly process Volunteer Form responses so folks can fill the positions they're interested in. The board agreed to appoint the Nominating Committee in June, along with the other committees/chairs. The Nominating Committee won't be expected to begin meeting/working until September. Lauren added that it's important to start planning in September to get ahead of other SISs' elections and appointments. Becky and Joe plan to discuss the charges for the committees and will work on clarifying the language (for the Nominations Committee) on the Calendar of Events.

Web-Advisory (Becky for Chi): Nothing to report. Chi submitted her annual report. Reminder to send webpage change requests to Chi.

Local Systems (Keiko): Local Systems Committee meeting will be held during AALL on Sunday, July 21<sup>st</sup> from 12:45 to 1:45 pm. The committee will introduce plans for the fall virtual meeting, likely discussions of Alma and Folio. Keiko thanked Lauren for her suggestions. Keiko anticipates the meeting will follow the usual format; attendees will gather as a group before breaking into smaller groups to focus on different systems, like Folio, Alma, institutional repositories, and other resources.

Strategic Planning (Joe): No developments since last meeting. The board decided the incoming/Vice-Chair will Chair the Strategic Planning Committee annually. This will give them the opportunity to be involved right away while getting the chance to settle into their role. Ben (Carson, incoming Vice-Chair) has accepted the role. The board will discuss scheduling committee meetings during the incoming meeting.

## 5. Old Business

Hat monogramming: Becky purchased a BU pin for the hat and found a local vendor to complete the embroidery. She will present a quote to the board. No rush to complete the work since the hat can't be transferred during AALL. Keiko will give her pin to Becky during the conference to avoid shipping from Hawaii to Boston.

AALL 2024 Details: Becky compiled a list of LSRD-SIS, and LSRD board members, programming during AALL. She shared the list with LSRD membership. Becky will purchase the gift card and candy (for the guest speaker) and take down the poster at the conference closing.

*Poster area and CONELL*: Sam, Becky, and Keelan will set-up the poster on Saturday (7/20) afternoon. Keelan will bring the poster and swag/supplies. Becky and Ben will meet Saturday morning to exchange supplies for the CONELL marketplace. Becky is working with TS-SIS to make sure they can help set up the marketplace table if Ben is unavailable. Keiko might be available to help towards at the end of the marketplace. She will add her availability to the shared board schedule. Becky might also reach out to more committee members since the board members who are attending AALL will not be available before or after the CONELL marketplace.

*Dine arounds:* Keelan and Becky are hosting dine arounds for TS-SIS if anyone is interested in joining.

AALL webpage updates: Board members must review their relevant webpages and information. Work with Chi to make any needed updates.

## **6. New Business**

AALL SIS archives update (Sam T.): AALL confirmed that all SIS and Caucus materials in the AALL archive will be destroyed; about 65 boxes of materials on nine pallets. The meeting was informational; AALL explained their decision, but did not solicit suggestions, hear new ideas, or make changes to their plan. The following reasons were provided: storage and maintenance of materials has become expensive (the archives were at U of I before being transferred to the current vendor with plans to digitize the material); the collection is too large to be totally digitized; AALL is concerned about copyright issues (pre-2018, no routine copyright releases from AALL volunteers) and will not digitize material without a copyright; the collection is not organized or accessible; retrieval requests must be made by pallet, not box; there's no inventory for where/which boxes are on each pallet; box-level inventories are not detailed and give no context to what's in each box; materials (while at U of I) were rarely requested/referenced (this contributed to the disorganization going unchecked for so long).

AALL hired someone to review the physical materials and inventory information and formed an administrative committee (from the AALL board) to review different solutions. They confirmed the collection includes presidential papers, files of exhibits, handbooks, procedures, annual meeting programs, directories, etc. Kim Rundle (AALL) is accepting requests for descriptions or finding aids of/for the collection. A few SISs maintained specific records of what they sent to archives, specifically what they want to keep. AALL will ask the vendor whether it's possible to retrieve materials if a request is specific. AALL wants to develop better archiving guidelines for the SISs and address copyright concerns (SISs typically don't require copyright releases). They plan to offer more programming on this topic. The LSRD-SIS board should discuss what materials to archive and whether board/committee members must sign a copyright release. AALL suggested using AALL webpages and boards/listservs to archive SIS materials and publications.

Member recognition: Becky recognized/thanked Keiko (outgoing Past-Chair), Keelan (outgoing Member-at-Large), Larissa (for spearheading and chairing the Membership Committee), Lauren (Nominations Committee Chair), Chris Todd (LSRD TSL Editorial Board Representative), and Corrine Jacox (LSRD/TS FROG). Most folks rotating out of board/committee roles have committed to new committee roles, and new volunteers have been added to each committee.

Outgoing Past-Chair gift: The board approved an annual gift for the outgoing Past-Chair, to be managed by the secretary/treasurer. Sam will add these notes to the Procedures/Calendar language. Keiko will contact Sam to arrange this year's gift.

Scheduling 2024-2025 Executive board meeting schedule: Tabled until the incoming board meeting.

Calendar of Activities updates (see meeting agenda): Becky updated the agenda to-do list; some items aren't applicable or are complete. Refer to the list to keep track of action items and role duties. Becky will create an online shared document for (calendar) edits.

Membership Committee Chair vacancy: The role has not been filled. Joe sent an email to the membership asking for volunteers. The chair cannot be a current member of the board. Can recruit at AALL. Keiko suggested the incoming Member-at-Large support the Secretary/Treasurer with committee duties in the meantime.

## **7. Adjournment**

Becky calls for adjournment at 4:02 pm. The board's next meeting is Sunday, July 21<sup>st</sup>, at 7:30 am CDT (in Chicago). Joe and Sam T. will join virtually via zoom.

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025