



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024-2025 Executive Board Meeting Minutes

January 21st at 12:00 p.m. PST

Zoom Meeting ID: 972 4665 1806 Passcode: 491367

<https://berkeley.zoom.us/j/97246651806?pwd=yXb5l4Cx2NSUbwad3qBHE3MUXnogZ2.1>

1. Call to Order/Welcome

Joe Cera (Chair), Ben Carlson (Vice-Chair), Becky Bearden (Past-Chair), Sam Cabo (Secretary/Treasurer), Bee Bornheimer (Member-at-Large), Sam Thorne (Member-at-Large), Christopher Thomas (OCLC), Keiko Okuhara (Nominations, Local Systems), Chi Song (Web Advisory)

Joe called the meeting to order at 12:05 p.m. PST.

2. Approval of Minutes

August 20th minutes on hold while prioritizing website updates. They will be posted soon. Backlog minutes are in progress (November and December).

3. Officer reports

Secretary/Treasurer (Sam C.): No new updates. Sam has been working on the minutes and going through website changes relevant to this position and making notes for changes and updates. Preparing for the lead up to the future elections. Joe needs to respond to Sam's email about making changes to some of the processes involved in communications and activities of this position.

Vice-Chair (Ben): *LSRD Survey*—sent to EB last week and reviewed during recent Strategic Planning Committee meeting. Planning to send to the membership on February 1st and have it open for the entire month of February. Asking EB for any feedback prior to Feb 1st, with a focus on what we want out of the survey, to make it useful. Deadline for suggestions is EOW. Reminder for gift certificate approval under Strategic Planning report (below).

- a. *Length of Survey*—This survey contains 30 questions compared to the last one of 20. General feeling that the number of questions is fine, but the intro is too long. Information about the purpose of the survey and use of responses along with a call for suggestions about what LSRD-SIS could do better were recently added. Joe noted that the length of the survey will gauge whether members are willing to fill out a longer survey. Folks invested in LSRD-SIS are likely to complete the survey, but if the results show differently, changes can be made next year.
- b. *Scholarly Communications*—Keiko asked about her suggestion to add more content about scholarly communications (sent to Ben via email). Keiko wanted to include this information because scholarly communications and repository content is an area that should be covered by LSRD-SIS and marketed as such; she wants to be sure those involved in these efforts are part of the SIS. Asking the question may help develop this area for LSRD-SIS.
 - Ben—Aligning the survey specifically with scholarly communications goals is not necessary because of topical overlap with existing survey questions like, asking members what programming they would like to see. The survey offers an opportunity to share what LSRD-SIS could do better; asking a specific question about scholarly communications, or any specific group or topic, does not fit the format. Ben is concerned that focused questions will discourage people who are not involved in a targeted space from completing the survey and noted that respondents can speak to this topic under “job duties and skills used.” Noted the goals of a scholarly communication conversation are more nuanced than what we can generate with this survey.
 - Others suggested asking scholarly communications questions via the listserv, hosting an Office Hours covering the topic, and waiting to review survey responses to see what information comes from the results. Popular survey feedback could be incorporated in future surveys.
 - Bee—Targeted growth areas may not be the purpose of the survey.
 - Joe—Would be worth the effort to engage scholarly communications conversations and find a way to capture the changing nature of those positions.
 - Becky—Worthwhile to follow up after the survey to engage this community with survey data.

Members-at-Large (Bee B. and Sam T.): Nothing to report.

Past-Chair (Becky): Becky is attending meetings, working on the calendar of activities updates spreadsheet, and helping draft the August meeting minutes.

Chair (Joe): Joe is attending meetings and focused on logistics of SIS. AALL meeting room requests were changed due to confusion regarding the requests; Local Systems meeting was bumped slightly early because it was not within an approved time frame. More information below.

4. Committee Chair Reports

Membership (Bee B.): February Office Hours will be moderated by Ben. Bee will be out of the office through mid-April. Sam T. will cover Bee's duties in her absence.

OCLC (Chris): Keeping up with usual TSLC column and sharing updates via MyCommunities.

Education (Joe): Qi's (Huang, Stanford) AALL proposal on data driven decision making was accepted. She is looking for another speaker. A similar proposal about TS-SIS and data (Automagic) was also accepted. Discussed February Office Hours and the lead up to a March webinar about data cleanup and tools. Will use promotional February Office Hours posts in MyCommunities to build interest for March webinar. Chi (Song) announced she will present at AALL; her proposal on documentation workflow was accepted.

Nominations (Keiko): Will remind candidates to accept their nominations by the end of the month and will follow-up with folks who haven't responded.

Web-Advisory (Chi): Website update proposal—discussed below.

Local Systems (Keiko): Local Systems winter meeting scheduled for February 5th. A quick WMS presentation followed by breakout sessions for Alma, FOLIO, Koha, IRs, and WMS. Briefing for the meeting on Friday, January 24th.

Strategic Planning (Ben): Asked EB to approve gift card prizes for survey respondent drawings. Two \$20 Amazon gift cards were awarded for the last survey; Ben asked whether two, \$25 gift cards are appropriate. Per Sam C., there are no AALL restrictions preventing gift card awards, but she will confirm whether cash gift cards are allowed. EB questioned whether Amazon is the right choice (as a vendor), and noted the fees associated with cash gift cards. The EB agreed to two, \$25.00 gift cards. The discussion regarding vendor options will continue via email.

5. Old Business

Calendar and role descriptions (Becky): Link to spreadsheet [here](#). EB had technical issues making edits to the spreadsheet during the meeting. Joe suggested changes to AALL content formatting:

- a. *Outgoing and incoming board meetings*—Will be held virtually and clear timing details will be added to the calendar—outgoing meeting will held in early July (pre-AALL) and incoming meeting will be held in late July (post-AALL).
- b. *Membership Business Meeting and General Business Meeting language*—Updated to consistently refer to, “Annual Business Meeting.”
- c. *Dine-Arounds*—Remove from calendar; LSRD-SIS no longer participates in planning. EB and members may still host or participate.
- d. *Chair updates*—Remove mentions of AALL archives (sunset).

- e. *Web Advisory Committee updates*—Web Advisory Chair will add new EB members to the LSRD-SIS EB MyCommunity and will update related information (i.e., new member information) on the website.

Becky will continue making the changes approved today. Going forward she will review changes on a rolling cadence for the sake of time during EB meetings. Keiko offered to assist Becky. Joe proposed testing reviewing and working from the shared spreadsheet document during the next EB meeting. Becky noted that the spreadsheet is not ready to be worked from directly. Keiko suggested establishing a separate working group or discussion regarding the updates; Becky is open to meeting with people who are interested in helping.

AALL Meeting Room Requests (Joe): Noting changes made to meeting room requests:

- (Unchanged) Contact Person: Cindy Tian | Meeting Name: TSLI Editorial Board Meeting | Est. # of attendees: 10 | Time preference: Sunday, July 20th, 12:45-1:45 p.m.
- Contact Person: Keiko Okuhara | Meeting Name: Local Systems Meeting | Est. # of attendees: 50 | Time slot preference: Monday, July 21st, 12:00-1:00 p.m.
- Contact Person: Joe Cera | Meeting Name: LSRD Roundtable (topic to be determined) | Est. # of attendees: 50 | Time slot preference: Monday, July 21st, 7:15-8:15 a.m.
- Contact Person: Joe Cera | Meeting Name: LSRD presents topic discussion (topic to be determined) | Est. # of attendees: 50 | Time slot preference: Tuesday, July 22nd, 7:15-8:15 a.m.

Website Update Proposal (Chi): Chi didn't receive any questions and opened the floor for suggestions. Chi noted that website organization was improved by decreasing page depth. The proposal reflects Phase One of the website update and is a consolidation without change to content (yet). Once the webpages have been reorganized (Phase One), Phase Two will allow for substantive comments for all content on webpages. EB agrees to proposed changes and approved the Committee to move forward.

- Keiko—The proposal looks great, and the EB will have a better sense of how it all works once it is in place.
- Joe—Looking through the proposal, the EB appreciates how much work was done.
- *Website functionality bug*—Unable to copy text from the page accordion structure; can't copy content without collapsing the accordion. Sharing so AALL is aware.

6. New Business

Membership Survey update (Ben): Nothing to report. [Link here](#).

7. Calendar of Activities Review (3-month preview)

a. JANUARY

- i. LSRD-SIS Chair appoints facilitator(s) to lead Discussion Groups or Roundtables at the next Annual Meeting, as needed.
- ii. Nominating Committee has candidates send letters of acceptance to LSRD-SIS Chair and submit biographical statements to Secretary/Treasurer.
- iii. LSRD-SIS Vice-Chair prepares the biennial “Membership Survey” and distributes notification to members (generally with a one-month deadline).
- iv. In alternate years, LSRD-SIS Vice-Chair solicits volunteers for committee appointments (non-membership survey years). *Note to rephrase for clarification—“years where the cycle begins on even years.”*
- v. Website—Promote member survey or volunteer form.
- vi. LSRD-SIS Vice-Chair/Chair-Elect will be the Chair of the Education Committee as of January 1st.

b. FEBRUARY

- i. TSSL columns due for March issue.
- ii. LSRD-SIS Chair includes slate of candidates in March “From the Chair” column in TSSL.
- iii. LSRD-SIS Secretary/Treasurer post the slate of candidates to the LSRD discussion board and sends it to the LSRD-SIS Web Advisory Committee Chair for posting.
- iv. In alternate years, LSRD-SIS Vice-Chair compiles results of the membership survey.

c. MARCH

- i. LSRD-SIS Secretary-Treasurer may receive petitions for further nominations up to March 23rd.
- ii. LSRD-SIS Secretary/Treasurer creates online election as per the instructions from AALL Election should be completed with ballots due by May 1st.

8. Adjournment

Joe calls for adjournment at 12:45 p.m. PST. The board’s next meeting is Tuesday, February 18th, at 12 p.m. PT (EB meetings for the calendar year can be found [here](#)).