



**LIBRARY SYSTEMS & RESOURCE DISCOVERY
SPECIAL INTEREST SECTION**

**LSRD-SIS 2024-2025
Executive Board Meeting Minutes**

August 20th at 3:00 p.m. EDT via Zoom

1. Call to Order/Welcome

Joe Cera (Chair), Ben Carlson (Vice-Chair), Sam Cabo (Secretary/Treasurer), Bee Bornheimer (Member at Large), Sam Thorne (Member at Large), Chris Thomas (OCLC Chair), Chi Song (Web Advisory Chair), Keiko Okuhara (Nomination Chair and Local Systems Chair)

Absent: Becky Bearden (Past Chair)

Joe called the meeting to order at 12:03 pm PDT and Bee seconded the motion.

2. Approval of Minutes

July 10, 2024, Outgoing Executive Board Meeting minutes—Sam C. posted amended draft minutes on 8/16/24. The board approves these minutes without changes.

July 21, 2024, Incoming Executive Board Meeting minutes—In progress

3. Officer Reports

- a. Treasurer/Secretary: Sam Cabo
 - i. Sam C. posted final May and April 2024 minutes to the discussion board.
 - ii. Posted July 10 draft minutes to discussion board.
 - iii. Received a new financial statement from Ruth (AALL) for final quarter. Will share info via email and at the next month's meeting.
- b. Vice-Chair: Ben Carlson
 - i. No updates, learning flow of board meetings
- c. Members-at-Large: Bee Bornheimer and Sam Thorne
 - i. Going to meet later this week to discuss/brainstorming a webinar focusing on our Areas of Interest networking page.
 - ii. Sam T. asked where the Executive Board meeting minutes are posted—To

the LSRD-SIS Executive Board AALL MyCommunities board.

1. Keiko pointed out that Sam T. needs to be manually added.
 2. Ben also needs to be added.
 3. Joe noted that this task be added to the Calendar of Events or the Chair duties.
- d. Past Chair: Becky Bearden (Joe reporting on her behalf)
- i. Has been looking through the Calendar of Events and role descriptions. She created/shared documentation edits doc and started to add info—not done yet but will bring as agenda item to web advisory committee meeting.
 - ii. Becky has also been helping with TSLC EIC search—working with Joe and TS’s Chair and Past Chair.
- e. Chair: Joe Cera
- i. Watched training videos for AALL SIS leadership
 - ii. Getting organized

4. Committee Chair Reports

- a. Membership: [vacant]
- i. Sam Cabo reported that she looked at membership count. It has gone back to an average membership number around 260, after some discrepancies during the summer wave of renewals and non-renewals. Sam is working with Chris Siwa to get a more accurate roster.
- b. OCLC: Christopher Thomas
- i. Chris wrote another column for TSLC, sent out some announcements, and will meet with Holly to talk about additional OCLC discussions we can have on MyCommunities.
 - ii. Chris will follow-up on OCLC Meridian demo webinar.
 1. This sparked a side-bar discussion on coverage/webinars of products like this.
- c. Education: Joe Cera
- i. Met last week and talked about AALL programming and deadlines.
 - ii. Joe posted a message to MyCommunities—A few good responses/ideas.
 - iii. Next meeting—Try to discuss responses and help developing those ideas.
 - iv. Committee discussed potential webinars—idea to do somewhat regular webinars discussing projects they are working on (Lightning Talks?)—potentially tying into Areas of Interest promotion.
- d. Nomination: Keiko Okuhara
- i. Nothing new to report. She will start working on nominations list soon.

e. Web Advisory: Chi Song

- i. The committee will have a kickoff meeting on Friday Aug. 23, 2024.
- ii. Focus on finishing comprehensive website review.
- iii. Will share report with the board later this semester.
- iv. Send any website updates to Chi or post them on LSRD-SIS Executive Board MyCommunities list. If Chi is out of office, email urgent changes to Chris Siwa (AALL) with Chi on copy.
- v. Question: Before updating/removing committee assignments on the LSRD website, is there a backup where older rosters are kept?
 1. Chi offered to keep an archive of past rosters going forward on website.
 2. Sam T. pointed out that old committee member information is included in our annual reports (on the website) and in the TSSL newsletter.
- vi. There was a question about whether it makes sense for the chair of the web advisory committee to also add people to the MyCommunities list (discussed above) at the same time they are updating board/chair members on the website. It might be more efficient, but if that's what they want to do, it needs to be added to the list of duties. For this time around, Joe will email Chris Siwa with Chi on copy.
- vii. Chi reminded everyone that the committee chair conducts maintenance updates without being prompted, but the board/committees need to notify the chair of any events and other updates for the website.

f. Local Systems: Keiko Okuhara

- i. Lauren Seney and Keiko spoke at AALL about having the Fall virtual meeting for Local Systems. They are keeping in touch to determine reporters for the meeting and are adding a KOHA presenter. Keiko met people who use KOHA at AALL. They can present on the reporting function in KOHA during meeting. They are thinking about either the first or second week of October.

g. Strategic Planning: Ben Carlson

- i. Haven't met yet, but he will schedule a meeting soon. He'd like to focus on getting more actionable items on what we've come up with from the first year.

5. Old Business

- a. TSLLEIC search: Joe reports position vacation right now. Posted messages on list and asked previous EICs if they would be willing to step in on a temporary basis, but they are not able to. Will keep looking.
- b. AALL conference status updates:
 - i. Joe asked if anyone wanted to talk about the Chicago meeting.
 - ii. Keiko thought it was helpful that she attended CONELL with Ben. She realized there were things that we forgot to do that she would like to improve upon for next year and record somewhere.
 - 1. Sat next to TS—they are more prepared and have a list of programs at conference, as well as a sign-up sheet on their table.
 - 2. Wondered if a committee might be a good place to discuss. Suggested current and past chairs meet to talk about CONELL. Come up with suggestions. Need systematic approach to provide good information for potential new members.
 - iii. Joe pointed out that it is probably a bit easier for TS since “TS” is a unit in all libraries, whereas we have to explain “LSRD” and its focus.
 - iv. Sam T. suggested rolling that into membership committee. Came up with ideas for poster and CONELL table when she was on the TS membership committee.
 - v. Keiko agreed that makes most sense. She was willing to make a discussion list for the membership committee, and member at larges can take over.
- c. Change incoming board meetings to virtual:
 - i. Is the board in favor of this? Do we have to change this anywhere?
 - 1. Can check with the Council of SIS’ chair if unsure.
 - 2. We will want to update the calendar of activities to note scheduling the meeting. Check bylaws as well.
- d. Organizing group project to update calendar of activities and position duties (Becky)
 - i. Keiko - Daunting project - perhaps need a committee to update information for the calendar of events?
 - ii. Have had monthly reminders to check our roles for quite some time - should spend time doing this going forward.
 - 1. Chi - some stuff has been done by the web advisory committee too.
 - 2. Make note of things you notice that are incorrect.
 - 3. Waiting for Becky to let everyone know where to go with this.

- e. Committee Charges/Expectations
 - i. Membership
 - 1. EB should review duties and discuss further at August meeting.
 - 2. Still looking for a chair (preferably a non-board member)
 - 3. Will have members at large potentially help
 - 4. Will need to determine differences in membership committee vs. Members at Large duties.
 - 5. May need Members-at-Large to step in if no replacement found.
 - a. Sam T. - There is overlap anyway.
 - b. Keiko - This was already suggested/rejected. The current board thinks it makes the most sense, and discussion should be revisited.

6. New Business

- 7. [Calendar of Activities](#) (3-month preview)
Pulled from agenda. Meeting notes marked in bold.

JULY

- i. LSRD-SIS Education Committee meets to develop ideas for next year's Annual Meeting. **Is this here to be sure we meet in early August?**
- ii. Website – update officers and committee chairs after Annual Meeting

AUGUST

- i. TSLL columns due for publication in September issue (Aug. 21)
 - i. Committee chairs report on their meetings at AALL Annual Meeting
 - ii. New LSRD-SIS chair writes “Letter from the Chair” column
 - iii. Secretary/Treasurer submits minutes of LSRD-SIS business meeting, including any corrections to the previous year's minutes.
- ii. Annual report for LSRD-SIS due (prepared by immediate past chair)
- iii. IdeaScale for next Annual Meeting active
- iv. Website – add links to programs

SEPTEMBER

- i. LSRD-SIS Chair appoints a Nominating Committee. None of whom shall be a member of the Executive Board members. **Correction needed.**
- ii. Annual Meeting call for proposals opens
- iii. Education Committee analyzes IdeaScale, solicits program proposals to address IdeaScale submissions and AMPC “must have” programs pertinent to LSRD interests

OCTOBER

- a. Program and workshop proposals due to AMPC, deadlines determined by AMPC/AALL HQ
- b. Nominating Committee should begin work in early October. Slate should be completed by February for inclusion in the March “From the Chair” column in

TSLL.

- c. LSRD-SIS Vice-Chair becomes LSRD-SIS Education Committee chair to prepare for the following AALL Annual Meeting. **I don't think this should be here since it happens in January after the AALL things are mostly settled, which is sensible (Joe).**

8. Adjournment

Joe called to adjourn at 12:57 pm PDT, seconded by Bee. Joe will contact the board to reschedule September and October meetings. EB meetings for the calendar year can be found [here](#).

Respectfully submitted:
Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

Minutes authored by:
Becky Bearden, LSRD Past-Chair, 2024-2025

FINAL