



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024-2025 Executive Board Meeting Minutes

December 17th at 12:00 p.m. PST

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), Keiko Okuhara (Nominations, Local Systems), Chi Song (Web Advisory)

Joe called the meeting to order at 12:01 p.m. PST.

2. Approval of Minutes

Joe (on behalf of Becky) reported that Becky is assisting Sam C. with the minutes backlog and expects to have August's minutes completed by January 2025. Sam C. shared September's meeting minutes. Outstanding meeting minutes are still in progress.

3. Officer reports

Secretary/Treasurer (Sam C.): Sam C. thanked Keiko for reaching out to Miriam (TS-SIS) to ask about the Treasurer's annual reporting (following fiscal year or leadership year). Confirmed it should follow the leadership year, July 1-June 30. Sam updated last year's report and will re-share it.

July-Sept. 2024 Financial Report (appended):

- Beginning balance = \$4,138.88
- Dues (revenue) = \$140.00
- Expenses from AALL Chicago = -\$1,260.34
- Revenue (minus expenses) = -\$1,120.34
- Ending balance YTD = \$5,278.54
- Ending balance YTD (last year) = \$4,138.88 (showing a YoY increase)

Vice-Chair (Ben): Sent questions for the membership survey which will go out in February. Hoping to get some revisions done by the end of January. Survey will be a good opportunity to figure out what needs we're meeting and what people think we can do better, which will hopefully guide strategic planning. Ben will send a reminder for feedback and request for comments before the next board meeting.

Members-at-Large (Bee B. and Sam T.): Bee reported that December Office Hours went very well. Bee and Sam T. wrote a program report for TSSL.

Past-Chair (Joe reporting for Becky): Continues to help with minutes backlog. Shared information regarding other programs planned for AALL that LSRD-SIS may want to promote. Working to organize the calendar updates for the website; will share more specific details with the EB after the holidays.

Chair (Joe): Joe has been organizing. Spoke to Yan (Yu, Chair of TS-SIS) about their membership roster and comparing it to LSRD-SIS's roster. Ultimately not sure the information would be as useful as originally thought. Discussed room reservations at AALL.

4. Committee Chair Reports

Membership (Bee B.): Ben has tentatively agreed to lead the February Office Hours. Ben reported that the topic will be on programming/coding, which could be a jumping off point for future programming. Could start with a listserv teaser on MyCommunities, leading into an Office hours chat about skills, challenges, etc. Want to keep it broad so people won't be intimidated by the topic.

OCLC (Joe reporting for Chris): Nothing to report.

Education (Joe): Met on December 10th and discussed past survey responses to determine what spring webinar topics people might be interested in, without interfering with Office Hours planning. Office Hours could complement the coding/data cleanup talk on various platforms or with certain skills. January's posts should get people engaged and ready to talk about some of those skills. Ben and Ellen (Reece, TS-SIS) set up a calendar so TS- and LSRD-SIS won't schedule programming on the same days. Sam T. added that she was impressed by Office Hours attendance since there was a program at the same time on AI. Joe also mentioned that electing not to record Office Hours was a good decision; people felt more comfortable talking. Ben will be taking over for Education Committee next month (January).

Nominations (Keiko): Shared candidate information with the EB via Zoom meeting chat. Three candidates for Vice-Chair/Chair-Elect and two candidates for Secretary/Treasurer and Member-at-Large. EB as pleased with the number of interested candidates. Acceptance statements should be sent to Keiko by the end of January, and she will share them in February. Joe will report that information via TSSL.

Web-Advisory (Chi): Shared LSRD website proposal from Fall 2024 covering considerable webpage consolidation and rearranging. The proposal contains a lot of information, including current structure and suggested structure. Suggesting reduction from 73 webpages to 48 webpages. Most impact to the “About Us” section. Also reviewed for typos or broken links. Additional sections received suggestions as well. Not accepting comments on the look and feel of the site; we don't have control over this. Most changes won't be too difficult, but there are a few that could pose issues. Send any specific questions or concerns to Chi. EB will have another discussion about it next month. Joe added that accordion functionality can cause issues as well; accordion closes rather than allowing highlight/copy. Sam T. added that Chi did the largest lift on this project. There is also a list of content to be edited or deleted; content revision should be revisited later.

Local Systems (Keiko): Nothing to report.

Strategic Planning (Ben): No recent Committee meetings aside from planning the membership survey.

5. Old Business

Calendar and Role Updates (Joe): Becky is working on this when time allows. EB should review their webpages and content as soon as possible and send any suggestions or corrections to Joe or Becky.

Review of November activities:

- LSRD-SIS Chair submits preliminary scheduling LSRD-SIS business, committee and roundtable meetings, *TSLL* Editorial Board meeting, and other information programming ~~through the SIS Matrix~~, after consulting with TS-SIS Chair about meeting times. Deadlines determined by AMPC/AALL HQ.
- LSRD-SIS Chair submits scheduling forms for LSRD-SIS related meetings at next AALL Annual Meeting; scheduling forms due to AALL HQ by November 1st, or as directed by AALL HQ.
- *TSLL* columns due for December issue (Chair).

AALL Meeting Room Requests (Joe): Requested several rooms for AALL including the TSSL Editorial Board meeting, Local Systems Meeting, and two extra rooms for potential in-person Office Hours or extra programming (if one of the programs isn't chosen):

- Meeting Name: TSSL Editorial Board Meeting | Est. # of attendees: 10 | Time slot preference: Sunday, July 20, 10:15-11:15
- Meeting Name: Local Systems Meeting | Est. # of attendees: 50 | Time slot preference: Sunday, July 20, 12:45-1:45 or Monday, July 21, 12-1
- Meeting Name: LSRD Roundtable (topic to be determined) | Est. # of attendees: 50 | Time slot preference: Monday, July 21, 2:30-3:30
- Meeting Name: LSRD presents topic discussion (topic to be determined) | Est. # of attendees: 50 | Time slot preference: Tuesday, July 22, 9:45–10:45

6. New Business—None

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

a. DECEMBER—Nothing!

b. JANUARY

- LSRD-SIS Chair appoints facilitator(s) to lead Discussion Groups or Roundtables at the next Annual Meeting, as needed.
- Nominating Committee has candidates send letters of acceptance to LSRD-SIS Chair and submit their biographical statements to Secretary/Treasurer.
- LSRD-SIS Vice-Chair prepares the biennial “Membership Survey” and distributes notification to members (generally with a one-month deadline).
- In alternate years, LSRD-SIS Vice-Chair solicits volunteers for committee appointments (non-membership survey years). ***NOTE: Can this be rephrased so we know it is the years where the cycle starts on even years?***
- Website – promote member survey or volunteer form.
- LSRD-SIS Vice-Chair/Chair-Elect will be the Chair of the Education Committee as of January 1.

c. FEBRUARY

- 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 posts the slate of candidates to the LSRD discussion list and sends it to the LSRD-SIS Web Advisory Committee chair for posting.

8. Adjournment

Joe calls for adjournment at 12:33 p.m. PST. The board’s next meeting is Tuesday, January 21st, at 12 p.m. PT (EB meetings for the calendar year can be found [here](#))—survey and website proposal opinions will be discussed.

Drafted by Becky Bearden, LSRD Past-Chair, 2024-2025
Edited and submitted by Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

AMERICAN ASSOCIATION OF LAW LIBRARIES
Revenues and Expenses
Library Systems & Resource Discovery SIS (46-23)
9/30/2024

		Months of Jul-Sep	Year-to-Date 9/30/2024
	Beginning Balance 10/01/2023		\$ 4,138.88
	Revenues		
3060	Donation	\$ -	\$ -
3140	Dues	\$ 140.00	\$ 2,700.00
3260	Miscellaneous Revenue	\$ -	\$ -
3310	Sales/Occasional Papers	\$ -	\$ -
3370	Registrations	\$ -	\$ -
3480	Royalties	\$ -	\$ -
3500	Miscellaneous Sales	\$ -	\$ -
3560	Newsletter Subscriptions	\$ -	\$ -
3570	Workshop Registrations	\$ -	\$ -
	Total Revenues	140.00	2,700.00
	Expenses		
4020	Accommodations		
4160	A/V Equipment	\$ 850.00	\$ 850.00
4490	Food & Beverage	\$ -	\$ -
4530	Awards	\$ 162.69	\$ 162.69
4570	Honoraria		\$ -
4720	Misc Expense		\$ 300.00
4740	Supplies	\$ -	\$ -
4860	Postage/Freight	\$ -	\$ -
4960	Printing	\$ -	\$ -
4990	Brochures	\$ -	\$ -
5010	Newsletter Expenses	\$ -	\$ -
5190	Souvenirs/Giveaways	\$ 247.65	\$ 247.65
5280	Telephone	\$ -	\$ -
5320	Transportation		
	Total Expenses	\$ 1,260.34	1,560.34
	Excess Revenues over Expenses	\$ (1,120.34)	1,139.66
	Ending Balance @ 9/30/24		\$ 5,278.54