



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2025-2026 Outgoing / Incoming Executive Board Meeting Minutes

November 11th at 2:00 pm EST via Zoom

1. Call to Order/Welcome

Attendees: Ben Carlson; Karen Scoville; Chi Song; Kim Martin; Sam Thorne; Julia Rose Mersch; Elizabeth Outler; Jake Kubrin; Jim Kalwara

Absent: Joe Cera; Keiko Okuhara

Ben Carlson called the meeting to order at 2:04 pm EST.

New Meeting Structure

The new meeting structure (*i.e.*, meeting begins with committee chair reports, then committee chairs are dismissed, and meeting concludes with executive board session) begins with today's meeting. Please contact Ben with any comments/questions about the new format.

Google Sheet

A Google sheet will be distributed monthly with the Board Meeting agenda to support compiling meeting minutes. The sheet will be prepopulated with monthly tabs that align with Board Meeting Dates. The same Google sheet will be used every month, and a link to the sheet will be included in the meeting calendar invite.

Board Members and Committee Chairs are to update the spreadsheet before, during, or after the meeting with report summaries and discussion topics. Ideally, after-meeting updates are completed within one week of the Board Meeting. If anyone has suggestions for this process, let Ben know.

Google Sheet URL:

<https://docs.google.com/spreadsheets/d/1yE7Jo23jSgKMWyuxWPkgxM43o-2npBslzhMDloWEkPs/edit?usp=sharing>

2. Approval of Minutes

September 2025 and October 2025 Meeting Minutes approved.

3. Committee Chair Reports

Membership (Julia Rose)

- a. We have the information needed for the next Office Hours. Bee will be setting up the Zoom and emailing it out soon.

OCLC (Keiko reported via Google Sheets) - Nothing to report.

Nomination (Elizabeth)

- a. Committee met last week to begin working on nominations for April election (Vice-Chair/Chair-Elect and Member-at-Large).
- b. We have sent out a broad solicitation as well as some targeted invitations.
- c. We will follow up on communications this week and meet again next week to regroup.
- d. We encourage all board members and committee chairs to send us nominations or suggestions for individuals to contact. This is not a commitment to run for a position.
- e. Ben checked the volunteer interest survey responses, and everyone who indicated interest is already covered by existing efforts to seek nominations.
- f. Ben will send out a special call to committee members to see if there is interest in running for a Board position.

Web Advisory (Jake)

- a. Met with Committee on November 7, 2025.
- b. Committee discussed how to prepare the approved edits (see [this spreadsheet](#) - approved tabs are: chair, past chair, and some items on the calendar of events; other tabs are pending approval from the Board): Becky and Suzie will prepare Word documents with tracked changes that Jake will then forward to Chris Siwa.
- c. We reviewed the members listed [here](#). Jake reached out to Ben to confirm members and just received the updated information, so Jake will update this information this week.

- d. Committee discussed consolidation of pages project: we will give Chris Siwa instructions about candidate statements (retention decision approved by the board) and WOTM pages (retention decision pending from the board).
- e. Board approved current updates to the Calendar of Events (see spreadsheet above). Not all events have been updated as passing the baton to current and future board/committee members so that the events reflect current practices. Jake will send approved calendar of events updates to Chris Siwa.
- f. Ben and Keiko have discussed WOTM. Challenges include the large amount of data and the linking to the MARC record, not the website. Still working through how best to handle all the data that we have. Ben and Keiko to discuss further. Ben continues to work through the preservation pieces the WOTM retention policy.
- g. Committee will continue the current practice of linking to the catalog record, not the website, because part of the service is providing the MARC record.

Local Systems (Jim)

- a. Met with committee on October 27, 2025.
- b. Discussed topics for a late fall/early spring webinar and will send out call for any proposals soon.
- c. Discussed PBworks account log-in issues, which Jim will address.
- d. Committee plans to host a meeting at the 2026 AALL Annual Meeting. Ben will send correspondence to Jim about room reservations.

Education (Ben)

- a. If there are any meetings that would be relevant to LSRD that should take place at the 2026 AALL Annual Meeting, please let Ben know. The room reservation deadline is in December. The current plan is to hold the Local Systems Meeting, table at CONNELL, display a poster in the Exhibit Hall, and sponsor a program.
- b. Upcoming documentation webinar in December. There are currently 77 registrants, and Ben will send out another event notice.
- c. Electronic resources management-themed Office Hours scheduled on December 4th.
- d. Committee will meet next week to about future programming. The current plan is 2 webinars in the spring (late January and late spring).

Strategic Planning (Karen)

- a. Committee met last week and came up with a good, beginning outline where existing language previously drafted by the committee over the past several

years is organized into the three major goals (collaboration and communication; innovation and preparation, and dissemination).

- b. Committee has begun discussion about how to quantitatively measure progress towards the stated goals.

4. Committee Chairs – Open Floor

None

Committee Chairs adjourned. Executive Session commences.

- 5. Recordings** – Executive sessions will be recorded and made available to committee chairs.

6. New Business

- a. Ideas for 2026 Nominations

- i. If anyone comes to mind for nominations, please reach out to Elizabeth.
- ii. Nominations timeline: Actual voting does not begin until April 1st, but final slate, including candidate statements, are posted in March. The goal is to have a final slate (with at least 2 people for each position) in place by the end of February.
- iii. Ben will summarize the responsibilities for each position to distribute to potential candidates.

- b. Board Position / Committee Responsibilities

- i. The nominations process is a good opportunity to work through and publicize the board roles. If you have thoughts on how you would describe your responsibilities/expectations, please reach out to Ben.
- ii. The goal is to have a single webpage with the various roles' responsibilities that can be shared with potential candidates and the community generally. We should further discuss the best way to communicate and feature this information.
- iii. Ben will circulate Becky's spreadsheet to the group so that individual Board members can review their position's responsibilities. Previous reviews may have already been incorporated. The updates for the Past Chair and Chair positions are complete.
- iv. Members-At-Large
 - 1. Responsibilities are tricky to cement as there are ongoing discussions about Office Hours and chairing the Membership Committee, thus updates to the website may be premature.

2. Office Hours – Membership Committee and the Members-at-Large are currently working through and testing the allocation of roles and responsibilities.
 3. Membership Committee Chair – If there is no volunteer to chair the committee, the second year Member-at-Large serve as the Chair; however, no other committee has a backup plan if there is no volunteer for chair.
 4. Current language is vague but that may be appropriate if we want Members-at-Large to have flexibility. Cementing extra responsibilities may cause issues in the future. However, we want to ensure that Members-at-Large feel like they have a purpose on the Board beyond quorum and adding their voice to the room.
- c. Office Hours Topic Selection
 - i. Education committee has an ideas spreadsheet that they update on an ongoing basis.
 - ii. Difficult to plan out topics far in advance because a lot depends on the availability of speakers/moderators.
 - d. TS-SIS Office Hours
 - i. TS-SIS has started office hours programming, but their format is different from. As there is overlap between membership and topics as well as to learn about TS's experiences with their format, Sam may reach out to Tommy White to discuss our different approaches to see if there's anything we could incorporate into our Office Hours.
 - ii. Ben discussed with Jessie Tam about alternating months for Office Hours to prevent programming overlap.

7. Officer's Reports

- a. Chair (Ben)
 - i. Working on meeting 2026 Annual Meeting deadlines/requirements.
 - ii. Strategic planning and programming are in good shape.
- b. Vice-Chair (Karen) – Nothing to report.
- c. Treasurer/Secretary (Chi) – Nothing to report.
- d. Past Chair (Joe, Absent) – N/A
- e. Members-at-Large (Kim)
 - i. Office hours are scheduled for December 4th from 2:00 to 3:00 PM EST. The session will focus on Electronic Resource Management, with Keelan Weber serving as the content moderator.
 - ii. Bee Bornheimer, representing the Membership Committee, will create the Zoom meeting and send out invitations within the next week, along with reminders closer to the date. Sam and I will follow

up with Bee this week to confirm that the meeting has been scheduled.

8. Calendar of Activities (3-month preview)

a. NOVEMBER

- i. LSRD-SIS Chair submits preliminary scheduling LSRD-SIS business, committee and roundtable meetings, *TSLL* Editorial Board meeting, and other informal programming, after consulting with TS-SIS Chair about meeting times. Deadlines determined by AMPC/AALL HQ.
- ii. LSRD-SIS Chair submits scheduling forms for LSRD-SIS related meetings at next AALL Annual Meeting; scheduling forms due to AALL HQ by November 1, or as directed by AALL HQ. (December 15th this year).
- iii. *TSLL* columns due for December issue (chair).

b. 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 their 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).
- 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 1.

9. Executive Session - Open Floor

None.

10. Next Executive Board Meeting

Tuesday, December 9, 2025, at 2pm ET.

11. Adjournment

Meeting adjourned at 2:49pm ET.

Respectfully submitted:
Chi Song, LSRD Secretary/Treasurer, 2025-2027