



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024-2025 Executive Board Meeting Minutes February 18, 2025 Meeting

1. Call to Order/Welcome

- a. Attendees: Joe Cera, Ben Carlson, Sam Cabo, Sam Thorne, Becky Bearden, Keiko Okuhara, Christopher Thomas.
- b. Absent: Bee Bornheimer, Chi Song
- c. Joe Cera called the meeting to order at 12:02pm PT.

2. Approval of Minutes

- a. July 2025 Minutes approved.
- b. August 2025 Minutes to be approved next month.
- c. Backlog minutes are in progress (November, December, January).

3. Officer Reports

- a. Treasurer/Secretary: Sam Cabo
 - i. Thank you, Becky, for assisting with the August minutes. No comments for the July minutes change. Will continue to work on the outstanding minutes.
 - ii. Reviewing Secretary/Treasurer duties and calendar to make suggestions and edits in the shared document.
 - iii. FROG Grant check issued but never deposited. Keelan and Sam contacted recipient to let them know that funds will be resent but must be deposited within 30 days.
 - iv. Per the most recent financial report, ended 2024 with a \$4,908.54 balance but may change if FROG grant is not deposited.
- b. Vice-Chair: Ben Carlson

- i. 32 responses to the Membership Survey received thus far. Target response is 50-60.
 - ii. Ben will continue to remind and post to request responses. A new post was sent to the listserv today.
- c. Members-at-Large: Sam Thorne and Bee Bornheimer
 - i. Bee is out until mid-April.
 - ii. Next Office Hours on February 27th at 2pm.
 - iii. Ben posted a reminder to the listserv.
 - iv. Sam or another member of the Membership Committee will take notes and plan to do a write-up for the TSLL.
 - v. Considering what the follow-ups to the Office Hours should be, such as more listserv posts, additional Office Hours, webinars, etc., which will be guided by what happens at the Office Hours and what comes out of it.
 - vi. Office Hours originally motivated by getting people into the Areas of Interest. Will reemphasize Areas of Interest during the next Office Hours to remind folks to sign up.
- d. Past Chair: Becky Bearden
 - i. Hat patch received. Will iron on patch, add pins, and get the hat to Joe.
 - ii. Previously approved calendar updates posted on the website.
 - iii. Keiko and Becky will schedule a meeting to further discuss the calendar updates.
 - iv. Working on the December minutes.
- e. Chair: Joe Cera
 - i. Working on TSLL column. Keiko to send Joe information about the Local Systems Meeting that occurred earlier in the month.
 - ii. Keiko reshared the candidate information with Joe.
 - iii. Requested information from Chi Song about AALL Annual Meeting program so that information can be advertised along with the SIS-sponsored program.

4. Committee Chair Reports

- a. Membership: Sam Thorne
 - i. Next meeting is March 13th and will discuss the next Office Hours. If anyone is interested in serving as a moderator or have ideas, please let Sam know.

- ii. Education Committee (Ben) has been talking about a webinar about data cleanup and thinking about turning that into Office Hours for April. Ben will reach out to Sam to discuss further.
 - iii. CONELL Marketplace and AALL Annual Meeting on the horizon. Keiko provided Sam and Bee with information and ideas about the Annual Meeting. Consider a call to the membership to find out if they are presenting at the annual meeting and gather information for the Annual Meeting.
 - iv. Sam will reach out to Joe if assistance needed during Bee's absence.
- b. OCLC: Christopher Thomas
 - i. Working on content for the upcoming issue of TSLL.
- c. Education: Ben Carlson
 - i. Annual Meeting preparation in good order.
 - ii. Discussed data cleanup as topic for April Office Hours.
 - iii. Will work on better scheduling future meetings.
- d. Nomination: Keiko Okuhara
 - i. After finalizing the slate of candidates, requested that candidates provide statements by the end of January. Candidates provided statements but forgot to ask them to include a brief bio and list of professional activities (e.g., presentations and publications). Candidates are working on their bios and will submit them to Keiko by the end of this week.
 - ii. For Calendar of Events, we will need to make clear that the candidate should submit statements as well as a biography and list of professional activities.
- e. Web Advisory: Chi Song (absent, *via email*)
 - i. Nothing new to report. Continuing work on website reorganization.
- f. Local Systems: Keiko Okuhara
 - i. Winter Meeting held on February 5, with 44 participants.
 - ii. There was a short presentation on WMS. AI and coding came up during the discussion. There were also breakout session for Alma, Koha, Folio, and WMS.
- g. Strategic Planning: Ben Carlson

- i. Next meeting will be scheduled after survey results come in. Survey results will be reviewed and see where that leads the committee for next year's planning.
- ii. Clarification about road map and actionable goals provided. Last year, there was an internal focus (e.g., what are our goals), and this year, shifting to an external focus to align what the committee thinks we need to do with members' input. No specific actionable goals beyond updating the survey yet, but anticipate will have more to say about that in the summer once survey results are in.

5. Old Business

- a. Calendar and Role Description Updating (Becky)
 - i. [Spreadsheet](#)
 - ii. Keiko and Becky intend to thoroughly review but encourage others to review and update as well.
- b. Membership Survey (Joe)
 - i. [Survey Link](#)
 - ii. Board considered and previously approved two \$25 gift cards as an incentive to participate in the survey but there may be AALL restrictions to consider. Consider a gift card that better aligns with people's values (e.g., local bookstore of your choice). Visa cards should okay. Consider offering a choice to the recipient. Ben to come up with a slate of options. Prioritize whatever makes it easier for Sam to submit.
- c. Slate of Candidates
 - i. Slate of candidates complete for inclusion in TSL, MyCommunities, and Web Advisory

6. New Business

- a. None

7. [Calendar of Activities](#) (3-month preview)

- a. FEBRUARY
 - i. TSL columns due for March issue.
 - ii. LSRD-SIS chair includes slate of candidates in March "From the Chair" column in TSL.
 - 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.

iv. In alternate years, LSRD-SIS vice-chair compiles results of the membership survey.

b. MARCH

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

c. APRIL

- i. Election of officers should start April 1.
- ii. Reserve space in Annual Meeting Exhibit Hall Activities Area. Reservation form generally due to AALL by April 15, authorizing pre-entry for AALL Executive Board members.
- iii. Suggestions of candidates for AALL offices due to AALL Nominations Committee by 15th of the month, or as otherwise directed.
- iv. Website – promote election

8. Open Floor

None.

9. Next Executive Board Meeting

March 18, 2025

10. Adjournment

12:41pm PT

Respectfully submitted:

Chi Song, LSRD Secretary/Treasurer, 2025-2027