

LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

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

1. Call to Order/Welcome

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

2. Approval of Minutes

- a. August 2025 Minutes to be approved.
- b. Backlog minutes are in progress (November and December in progress, January needs formatting cleanup only).

3. Officer Reports

- a. Treasurer/Secretary: Sam Cabo (absent, *via email*)
 - i. Keiko provided candidate statements and bios, and Sam distributed the information to the membership today.
 - ii. Petition deadline changed to next week (1 week before polling begins) because we were behind schedule and wanted to give anyone interested in petitioning an opportunity to do so.
 - iii. Submitted election software application, which was approved yesterday, and is working with Chris Siwa to get that set up, including posting photos for those who wish to share their photos.
 - iv. Will post on Monday, March 31st, about the election, so that people are aware that elections open in April.
 - v. Connected previous FROG grant recipient with Ruth at AALL last month to directly resolve the issue with the deposit of funds. Have not heard back from either party.

- vi. Will request the new FROG grant recipient payment this week from AALL.

- b. Vice-Chair: Ben Carlson
 - i. Distributed the results of the membership survey in spreadsheet format to the Board earlier today and encourage the Board to review the responses. In particular, the responses to the text questions (e.g., why does LSRD exist, etc.) may be worth reviewing by the Board.
 - ii. Ben will prepare a report for distribution, following previous formats, as well as including a comparison to previous surveys.

- c. Members-at-Large: Sam Thorne
 - i. Thank you, Ben, for a great February Office Hours.
 - ii. Reviewed survey results for mentions of Office Hours.
 - iii. Next Office Hours on data cleanup will be held on April 17th at 2pm ET with Jim Kalwara as the moderator.

- d. Past Chair: Becky Bearden
 - i. Keiko and Becky reviewed some of the calendar events in the Excel spreadsheet (see Old Business below).

- e. Chair: Joe Cera
 - i. Met with Yan Yu (TS Chair) about archiving documentation. TS does not have a central repository for this documentation. For TS, the formal documentation is what should be followed.
 - ii. We will continue passing Google folders from one person to the next until a better solution appears.

4. Committee Chair Reports

- a. Membership: Sam Thorne
 - i. Held meeting last week with Jim Kalwara as guest to discuss April Office Hours. Jim will serve as moderator. The topic is data cleanup. Julia Rose will manage polls. Discussion questions will be posted to listserv.
 - ii. Bee and Julia Rose reported about the December Office Hours for TSL. Ben is working on a report for TSL for the February Office Hours.
 - iii. On the horizon is clarifying the roles and responsibilities of the Membership Committee, including its relationship with Members-at-Large, Education Committee (e.g., Office Hours), and Secretary/Treasurer (e.g., membership tracking).

- iv. Keiko suggested that the Board review/revise the committee charge. Committee has been updating/discussing the charge but has not finalized changes.
- b. OCLC: Christopher Thomas
 - i. Nothing to report.
- c. Education: Ben Carlson
 - i. Committee met last week and discussed general AALL Annual Meeting topics.
 - ii. Committee will collect from the members lists of their presentations and activities to distribute as a single email to the membership. Sam and Keiko suggested that we also format this as a flyer that we can share at the CONELL Marketplace.
 - iii. Committee has not organized a webinar this calendar year and discussed whether a structured webinar is needed at this time as Office Hours have been very successful in engaging the membership.
 - iv. Based on Board feedback, will plan to focus on Office Hours this fiscal year and plan for more targeted webinars based on the membership survey results for the next fiscal year.
- d. Nomination: Keiko Okuhara
 - i. Will coordinate with Sam about the files for the candidates' statements and bios.
- e. Web Advisory: Chi Song (absent, via email)
 - i. Nothing to report.
- f. Local Systems: Keiko Okuhara
 - i. Committee to meet in May to discuss the Annual Meeting & Conference Local Systems Meeting.
 - ii. Last year, Local Systems Meeting was an unstructured roundtable where participants shared experiences and asked questions.
 - iii. Becky shared that the unstructured roundtable format was effective and did not think a specific theme was needed.
 - iv. Ben provided that Local Systems was highlighted in the membership survey response as helpful and adding value to the SIS.
- g. Strategic Planning: Ben Carlson
 - i. Nothing to report.

5. Old Business

- a. Calendar and Role Description Updating (Becky)
 - i. [Spreadsheet](#)
 - ii. Keiko and Becky completed review of Past Chair duties and started working on the Chair duties.
 - iii. Approval of specific line items will be handled via email. Becky will email the group, identify the specific items that need approval, provide a timeframe for a response, and request approval.
 - iv. Keiko and Becky to meet again to discuss the additional duties.
 - v. Thank you, Becky, for your leadership.
- b. Membership Survey (Joe)
 - i. [Survey Link](#)

6. New Business

- a. Business Meeting Calendaring
 - i. Propose June 17, 2025 or June 24, 2025. Joe will send out invites for both dates to find a date that works for the entire Board.
 - ii. Once the date is confirmed, the information will be distributed to the membership.
- b. Office and Committee Chair Reports
 - i. Officers and Committee Chairs to prepare written reports to be posted on the website and a short summary to be presented at business meeting.
 - ii. The audience is the current membership, future membership, and future officers/chairs. The short summary is a preview of what will be published on the website.
 - iii. Previous years' reports are posted on the website. The deadline is usually the end of June.
- c. AALL Events Lists and Volunteering Call
 - i. Joe to check with Chi to determine timeline for posting to the website (events of interest). Joe will send out a call to the membership next week to gather information about events to be included in the list.
- d. AALL Annual Meeting VIP Program
 - i. Not a priority but open to suggestions for people in the Portland area, including library students.
- e. New FROG award approved offline.
 - i. The topic "will collect and analyze data from U.S. law school websites using a hierarchical coding scheme to evaluate the differences in navigation experiences between desktop and mobile users accessing law library resources."

- ii. The awardee is Charlie Amiot for \$120 for poe.com subscription for 12 months shared by LSRD and TS.
- f. Approval of Expenditures
 - i. Current LSRD Language: (In the Chair section) Approves all expenditures as necessary and reviews LSRD-SIS financial statements in consultation with the Secretary/Treasurer.
 - ii. Current TS Language: "The Chair may approve any expenditures deemed necessary that do not exceed \$500. All approvals made by the Chair should be communicated to the Secretary/Treasurer. If the anticipated expense exceeds \$500, approval by a majority of the TS officers is required with notification to the full Board."
 - iii. Approved clarifying LSRD Language to provide more flexibility for approving expenditures, including specifically including approval via email. In addition, in light of LSRD's smaller budget, set \$200 as the threshold.

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

- a. 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.
- b. 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
- c. MAY
 - i. TSLC Columns due for June issue.
 - ii. Completed LSRD-SIS ballots are counted by the election software and elections results reported to the LSRD-SIS Chair.
 - iii. LSRD-SIS Secretary/Treasurer calls the candidates to notify them of the results
 - iv. LSRD-SIS Chair reports results to AALL Headquarters, SIS Council Chair, TSLC editor, and posts on LSRD-SIS discussion list.
 - v. Website – post new officers

8. Open Floor

- a. Annual Meeting Logistics
 - i. Becky and Keiko will be available on the Saturday of the Annual Meeting to assist with CONELL Marketplace and poster setup.
 - ii. Sam and Bee to take the lead on organizing the CONELL Marketplace.

9. Next Executive Board Meeting

April 15, 2025

10. Adjournment

12:58pm PT

Respectfully submitted:

Chi Song, LSRD Secretary/Treasurer, 2025-2027

FINAL