



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024-2025 Executive Board Meeting Minutes April 15, 2025 Meeting

1. Call to Order/Welcome

- a. Attendees: Joe Cera, Ben Carlson, Sam Cabo, Sam Thorne, Becky Bearden.
- b. Absent: Bee Bornheimer, Keiko Okuhara, Chi Song, Christopher Thomas.
- c. Joe Cera called the meeting to order at 12:07pm PT.

2. Approval of Minutes

- a. December 17, 2024 and January 21, 2025 Minutes approved.
- b. Backlog minutes are in progress (November and February).

3. Officer Reports

- a. Treasurer/Secretary: Sam Cabo
 - i. Elections
 1. Online ballot includes a feedback option. Received positive feedback about ease of election process.
 2. 57 ballots submitted thus far. In comparison, there were 55 ballots submitted last year.
 3. Shortly before the elections close at the end of the month, Sam will send out a reminder.
 - ii. Finalized FROG Grant payment to Charlie Amiot, so that should appear in the next financial statement.
 - iii. In March/April/May 2024, Board started talking about funding and donation opportunities (e.g., Cataloging Liaison, George Strait Minority Fellowship, BLL-SIS).
 1. Previously approved \$300 donation to BLL-SIS.

- c. Education: Ben Carlson
 - i. Committee met last week and discussed programming for next year based on the membership survey results. Topics include APIs, change to the scheduling of webinars due to introduction of Office Hours, and member confusion about the distinction between LSRD and TS.
 - ii. Open questions include how does the survey inform programming and SIS activities, what are ways to clarify and promote the distinction between LSRD and TS, and how to leverage areas of interest and local systems.

- d. Nomination: Keiko Okuhara (absent)
 - i. Nothing to report.

- e. Web Advisory: Chi Song (absent, via email)
 - i. When Chi and Sam sent the candidate statements for posting to the website, Chris Siwa suggested we keep fewer years of candidate statements (e.g., 5 years) and WOTM archives on the website from a website maintenance perspective. If Board is concerned about archiving, My Communities may be an option. My Communities has features where you can tag documents and intentionally create libraries.
 - ii. Consider reaching out to the membership about the WOTM archive before deciding about the WOTM archive.
 - iii. For the candidate statements, the slate will be archived in TSL and winners are announced in the Annual Report, so the slate and results are archived elsewhere. Further discussion is needed about whether to keep an archive, and, if so, how many years (e.g., previous 2-3 years). This could be a potential agenda item for the annual business meeting if we want more feedback as well as the incoming board.
 - iv. Board to seek clarification information from Chi about motivations, archive options, and recommendations at the next meeting.

- f. Local Systems: Keiko Okuhara (absent)
 - i. Nothing to report.

- g. Strategic Planning: Ben Carlson
 - i. Will schedule a strategic planning meeting to discuss the membership survey results.
 - ii. See the Education Committee discussion above about membership survey results.

5. Old Business

- a. Reminder of the business meeting reports to be presented at the meeting and posted on the website (June deadline).
- b. AALL Events List and Volunteering Call
 - i. There is no set deadline for posting events of interest to the website and turnaround is quick. Joe to send out an email next month asking the community for relevant programs and activities to be posted on the website.
 - ii. Kim Rundle approved two potential VIPs for the Annual Meeting.
- c. Calendar and Role Description Updating (Becky)
 - i. [Spreadsheet](#)
 - ii. Nothing additional to report.
- d. Membership Survey (Ben)
 - i. [Survey Link](#)
 - ii. Nothing additional to report.

6. New Business

- a. Current room reservations at AALL are for Mon & Tues at 7:15am. We will likely release those reservations.
- b. Activities Area Display Board at AALL
 - i. Joe will confirm with Ruth that we want the space.
 - ii. Becky will bring the supplies, including poster, that she has to the conference.
- c. See Chair report above for information about committee volunteers and potential committee chairs for next year.

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

- a. 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
- b. 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, TSLI editor, and posts on LSRD-SIS discussion list.
 - v. Website – post new officers
- c. JUNE
- i. LSRD-SIS Vice-Chair submits compiled report on biennial member survey for publication in TSLI
 - ii. LSRD-SIS chair appoints necessary committee chairs to serve beginning after appropriate committee meeting during AALL Annual Meeting.
 - iii. LSRD-SIS vice-chair sends committee appointment letters to selected LSRD-SIS members to serve beginning after AALL Annual Meeting.
 - iv. Committee chair appointments to TSLI
 - v. LSRD-SIS Vice-Chair appoints a new representative to TSLI Advisory Board, to begin a two-year term in July.
 - vi. LSRD-SIS Chair sends letters of appreciation to Executive Committee members and committee chairs when their terms end.
 - vii. LSRD-SIS Chair promotes LSRD programming at Annual Meeting via My Communities list
 - viii. Website – Announcements of LSRD events at Annual Meeting added to LSRD website.
 - ix. Two weeks prior to AALL, LSRD-SIS Chair sends letter of introduction to all CONELL Registrants asking to meet them at the CONELL Marketplace.

8. Open Floor

9. Next Executive Board Meeting

May 20, 2025

10. Adjournment

12:57pm PT

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