



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024-2025 Executive Board Meeting Minutes

October 15, 2024, at 12:00pm PST via Zoom

1. Call to Order/Welcome

Joe Cera (Chair), Ben Carlson (Vice-Chair), Becky Bearden (Past-Chair), Sam Cabo (Secretary/Treasurer), Bee Bornheimer (Member-at-Large), Sam Thorne (Member-at-Large), Keiko Okuhara (Local Systems & Nominations Chair), Chi Song (Website Advisory Chair)

Joe called the meeting to order at 12:01 pm PDT.

2. Approval of Minutes

Minutes are pending. Sam is working on the July meetings' minutes and will prioritize October minutes once July is complete. Joe and Becky volunteered to complete the August and September minutes.

3. Officer Reports

Treasurer/Secretary (Sam C):

Annual Reporting: AALL's fiscal year runs January to December, but LSRD's reporting and board term calendars run July to June. Sam asked whether the annual financial report should reflect AALL's fiscal year (Jan-Dec), the reporting/term year (July-June), or both. The EB is unaware of any SIS policies dictating the financial reporting coverage for SIS annual reporting. Keiko volunteered to speak to AALL's reporting contacts and to see how other SISs report financials. Sam also asked whether the S/T should maintain a record of fiscal year (Jan-Dec) financials for LSRD-SIS. The EB agrees to follow the June-July cadence established in prior reporting. If the annual report is due before receipt of the April-June financials, the S/T will submit an amended (or final) report after adding that data.

Donations update & reporting: FROG donation processing is delayed. AALL (via Ruth

Gonzalez) denied the request stating, “it looks like this is a sponsorship of a project for an external entity, and we need a W9 and actual agreement.” Sam and Keelan Weber (TS-SIS S/T) spoke with Jessie Tam (FROG) and Chris Todd (Past LSRD-SIS S/T) and they confirmed they have never encountered this issue before. Sam sent a copy of the grant proposal and FROG Committee documentation to AALL, and Jessie followed up as well. Jessie and the award recipients are aware of the delay. The donation was not recorded in the July-Sept financials.

*Financial Update:*¹ Pending expenses since June are \$1,305.35. The FROG donation will bring the total to \$1,735.44.² Sam asked whether the timing of donations is relevant going forward, considering concerns with the recent BLL-SIS donation. Keiko volunteered to ask about how donations must be reported.

Vice-Chair (Ben): Nothing to report.

Members-at-Large (Bee and Sam T.): Reported 32 registrants for the Office Hours meeting on October 24th. Bee will send a meeting reminder to reach last-minute participants. Joe, Becky, and Ben will lead the discussion. Since the topic is LSRD-SIS, the Members-at-Large and Membership Committee agreed to not record the meeting; however, future meetings may be recorded depending on the topic and speakers. Sam T. offered to help develop a meeting structure, outline, question prompts, and/or moderate the discussion. Joe suggested reserving meeting time to solicit topic suggestions for future Office Hours from attendees. Bee will investigate polling attendees using the Areas of Interest as a starting point. A note-taker will be appointed later. Anonymized attendee comments will be shared with folks who cannot attend.

Past-Chair (Becky): Becky is corresponding, advising, and reviewing website content and taking notes. The Education Committee is working on a follow up program for AALL 2024’s discovery round table. Becky is working on a NASIG recap for the next TSLI issue. She is still interested in establishing a relationship between NASIG, LSRD-, and TS-SIS, and is brainstorming how that would work. Hat monogramming is pending.

Chair (Joe): Joe is organizing, focusing on membership projects and committee work, and drafting EB meeting agendas.

4. Committee Chair Reports

Membership (Bee & Sam T.): The committee met on October 3rd. Bee thanked Keiko for sharing background information and notes. The meeting focused on the committee’s purpose, which Bee summarized as helping members, or potential members, see the value of LSRD. The committee wants to leverage LSRD programming and materials, like Office Hours, to

¹ Quarterly Financial Report ending 09/30/2024 appended

² Reported incorrect totals during meeting—the numbers recorded in these minutes are accurate.

share information and provide support to members. The committee thinks Office Hours should be member-only events, as a benefit of LSRD membership, but they've discussed holding one open Office Hours session shortly before AALL's renewal season for the purpose of attracting new members.

Sam T. added that the committee will focus on its goals and visions this year, and review web content for potential edits. The committee is also reviewing the membership reporting process. Sam C. noted that the process is time consuming, and AALL's membership data is difficult to accurately track due to the cadence of AALL's data updates. Sam T. is planning to send a welcome email to new members in November.

Membership cross-analysis LRC, TS, and LSRD: TS-SIS (per their S/T) is hesitant to share member information and asked for further clarification of the use case and analysis. Sam C. summarized our intent to assess how many LSRD members are also members of TS-SIS, and whether there are commonalities among TS members who are not LSRD members (e.g., library type and role). Sam told TS there is no intention of using member data to contact or market to folks directly, rather it will be used as insight for improving LSRD marketing strategies (i.e., how to distinguish ourselves from TS-SIS while also combining efforts with TS-SIS to retain membership across both SISs). The information is also available in the AALL membership and SIS directories (in My Communities), but the scope of the information depends on what members individually opt to share via their AALL profiles.

OCLC (Joe on behalf of Christopher): Nothing to report.

Education (Joe): Both LSRD-sponsored programs have been submitted; one is about Sinopia and Bibframe metadata production, and the other is about data driven decision making, which Elisabeth (Umpleby, Education Committee) noted is also featured in a TS program proposal. Becky's discovery webinar is now scheduled for November due to October's Office Hours and a conflicting TS-SIS program. Becky shared that TS-SIS's program will also take place in November, but participants from both SISs are working to bridge the event programming to create a cohesive continuation between the two.

Nominations (Keiko): Keiko will follow up with the EB once she's received an update regarding nominations.

Web Advisory (Chi): The committee is on track. They're still working through their website review process, have completed review of all individual pages, and are now compiling their proposal for the EB.

Local Systems (Keiko): The committee hosted its meeting on October 8th to discuss system comparisons. The program attracted 40-42 participants. Joe and Becky both shared positive reviews of the programming, noting the informative overviews of various systems and the context it may lend people who are currently migrating, or planning to migrate, their institutional systems. Keiko noted that including Koha attracted a wider audience.

Strategic Planning (Ben): Nothing to report. The committee plans to meet in November.

5. Old Business

TSLL EIC search updates: Announced today that Cindy (Tian, Notre Dame) is taking over EIC duties for TSLL.

Calendar of Events – Timing of Nominating Committee appointments: All committee appointments will take place in the spring (June finalization), but certain committees need to begin meeting earlier than others. The Nominating Committee may wait until the fall to begin meeting. Specific calendaring and meeting details should be included in each committee's calendars and tasks.

6. New Business

Co-sponsoring MAC Presentation: Kate (Peck, Berkeley Law) will be presenting on the Marc Advisory Committee in January (01/14/2025). TS-SIS has committed to sponsoring the program and Kate has asked the EB whether LSRD-SIS would like to co-sponsor the event. Joe and Becky agree that LSRD-SIS should co-sponsor given that Kate's position (as MAC representative) is a joint-sponsorship of TS and LSRD-SIS. The EB agreed. Joe will share LSRD's intent to co-sponsor with Kate and will discuss aligning both SISs' interests when he meets with Yan (Yu, TS-SIS Chair) later this month.

Local Systems Committee vacancies: Keiko is seeking new members to fill two vacancies on the Local Systems Committee. Joe will connect her with LSRD-SIS members who have expressed an interest in serving on a committee.

7. Adjournment

Joe calls for adjournment at 1:03 pm (PDT). The board's next meeting is November 19th.

Drafted by Sam Cabo, LSRD Secretary/Treasurer, 2023-2025
Revised by Chi Song, LSRD Secretary/Treasurer, 2025-2027

Respectfully submitted:

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