



LIBRARY SYSTEMS & RESOURCE DISCOVERY SPECIAL INTEREST SECTION

LSRD-SIS 2024-2025 Executive Board Meeting Minutes

November 19, 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)

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

2. Approval of Minutes

September meeting minutes (drafted by Joe C. and edited by Sam C.) are approved.

3. Officer reports

Treasurer/Secretary (Sam C): Shared September meeting minutes (drafted by Joe). Working through outstanding meeting minutes and S/T calendar and duties updates.

Annual Business Meeting minutes – 2023 Business Meeting minutes were prepared by Becky. Sam proposed shifting the annual meeting minutes to the outgoing S/T during appointment years. Since the business meeting occurs in June, but board members are not officially appointed until July, Sam thinks it makes sense to ask the S/T who is actively serving at the time of the business meeting to complete the meeting minutes. It was noted that the annual meeting is usually robust and may be a tough introductory task for a new S/T. The board agreed with the proposal. Sam will include the language in the S/T duties updates.

Vice-Chair (Ben): Nothing to report.

Members-at-Large (Bee and Sam T.): Next Office Hours is scheduled for December 5th. The discussion will focus on systems migration. Sam T. will complete the program write-up for TSL and include an overview of Office Hours mission going forward. The Members-at-

Large discussed using the Areas of Interest form to identify and recruit moderators for future Office Hours. They are also maintaining a working document of discussion questions (systems migration topic) and invited interested EB members to contribute. Keiko noted that the Local Systems Committee has discussed a similar discussion format for their spring meeting. Due to the informal nature of Office Hours, the EB is not concerned about the program encroaching on the Local Systems Committee's plans. It was suggested that the Committee participate in the upcoming Office Hours to get an idea of what members are interested in discussing so that can be applied to their spring session planning. Another suggested topic was when to consider a systems migration, namely, when is it too soon to consider migrating again.

Past-Chair (Becky): Currently working on August meeting minutes. Becky submitted a program report to TSSL, in her capacity as Past-Chair, for NASIG. She'll begin working on a program report for the discovery webinar, website updates, and hat monogramming.

Chair (Joe): Working on agendas and Education Committee duties. Joe noted the last Office Hours and Discovery Webinar were both outstanding. The discovery webinar was a follow-up to the roundtable that took place during AALL 2024; a conversation between public and technical services librarians regarding discovery, how to develop discovery processes and implement them, and how to communicate admin and user requirements. A program report will be published in TSSL.

4. Committee Chair Reports

Membership (Bee & Sam T.): The committee reviewed the current committee mission statement and list of duties. They have asked the EB for feedback regarding the following:

The Committee Chair welcomes new members via email by sending a Welcome Letter and introduces new members at meetings – The current member roster review process is tedious and AALL's member data is inconsistent. The Committee is discussing options for improving upon the new member welcome process, which hinged on monthly to quarterly roster reviews.

The Committee Chair adds names of new members to the LSRD-SIS Community – The Committee clarified this process is managed by AALL HQ and happens without EB input. Not necessary to enumerate this under the Committee's charges.

The Committee members analyze the membership interests and needs through the biannual survey conducted by the Vice Chair to improve service and to meet professional growth needs of the membership – Seeking clarification from the EB and Vice Chair on the extent of the Committee's participation in this process.

The committee members seek and identify new members at AALL functions, local chapter functions and, whenever possible, library schools in their respective states – Proposing to

remove “library schools” to broaden recruitment language and allow for additional focus on CONELL participation and engagement.

The committee members contact lapsed members to encourage them to return by showing the value of being a LSRD-SIS member – Proposed striking from Committee charges. The Committee will instead focus on attracting participation through connecting folks with LSRD programming, fostering inclusivity, and laying the groundwork for LSRD members to support one another. The Committee will continue working on their mission statement and will bring a proposal to the EB later.

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

Education (Joe): The committee met before the discovery webinar to review and finalize timing of Office Hours and other LSRD programming. They continue to discuss arrangements regarding the TS-SIS Professional Development Committee, including addressing the month-long gap between both committees’ meetings which delays update reporting. The committee is brainstorming how to approach the hack-a-thon idea.

Sam T. shared that TS-SIS’s Professional Development subcommittee is planning a monthly webinar series based on the 2024 Metadata Magicians pre-conference program. The series will start in January (01/21) with topics planned through April. Additional topics have been submitted as a proposal for AALL 2025 or adapted in a TSL article.

Nominations (Keiko): Keiko sent a call for nominations to the LSRD membership and contacted two recommendations. One person has accepted the nomination. The committee invited the EB to submit. The deadline for nominations is the end of the month (November 28th), following the LSRD calendar of events.

Web Advisory (Joe on behalf of Chi): Nothing to report.

Local Systems (Keiko): The committee is brainstorming an introductory WMS session for the next Local Systems meeting.

Strategic Planning (Ben): Committee met on November 5th. The group is focused on survey review and information gathering as they prepare for the upcoming, bi-annual survey. Ben is currently putting the survey together and working on edits. The survey will go out to members in early 2025. In the meantime, Ben presented an overview of the kinds of data the committee hopes to gather via the survey, namely demographic information, employment and role information, role responsibilities and tasks, and member interests. There are additional questions the committee feels are more appropriate for a listserv series (i.e., “Questions of the Week”) to allow for narrative responses or for future Office Hours programming. Ben will share a list of proposed questions with the EB in the coming weeks.

5. Old Business

Calendar of Events – Review October activities:

- *Program and workshop proposals due to AMPC:* Deadlines determined by AMPC and AALL HQ
- *Nominating Committee to begin work in early October:* Slate should be completed by February for inclusion in the March “From the Chair” column in TSLL.
- ~~LSRD-SIS Vice Chair becomes LSRD-SIS Education Committee chair to prepare for the following AALL Annual Meeting (Moved to January).~~

6. New Business

- *New TSLL Associate Editor:* Stacy Fowler (St. Mary’s) is stepping down and assisted with finding her replacement. No interruptions expected.
- *AALL meeting room requests, sponsorship requests, ticketed events:* Submit by December 16th. Link to memo [here](#).
 - Need reservation for LSRD-sponsored program. Confirm process for AALL programming.
 - Need reservation for the Local Systems Meeting.
 - Last year the EB erred on the side of reserving enough space to accommodate approved and pending programming. The EB has also tried to move smaller events to informal meeting areas, not requiring a reservation via AALL.
 - Joe is meeting with Yan Yu (TS-SIS President) next week and will ask about their plans for reservations and programming.
- *Calendar of Events, reviewing upcoming items:*
 - November – Remove “SIS matrix” language. Move “Chair submits scheduling forms for LSRD-SIS-related meetings at next AALL Annual Meeting; scheduling forms due to AALL HQ by...” to December.
- *Revising Roles and Calendar Updates:* Becky created a spreadsheet with each role on its separate tab. EB members are welcome to make any edits or add notes regarding changes and proposed deletions. Becky is working on a tab outlining the Calendar of Events. An update regarding the recommended change to the Secretary/Treasurer Business Meeting minutes expectations will be added. Updates to the live site will be made in collaboration with Chi (and the Web Advisory Committee); will develop an ongoing update cadence, but requests to fix errors may be made (to Chi) anytime.

7. Adjournment

Joe calls for adjournment at 12:53 pm (PST). The board’s next meeting is December 17th.

Drafted by Sam Cabo, LSRD Secretary/Treasurer, 2023-2025

Respectfully submitted: