

LSRD-SIS

LIBRARY SYSTEMS & RESOURCE DISCOVERY
SPECIAL INTEREST SECTION

LSRD-SIS 2024-2025

Executive Board Meeting Minutes

May 20, 2025 at 12:00pm PST via Zoom

1. Meeting called to order by Joe Cera at 12:06pm PST
 - a. In attendance: Bee Bornheimer, Ben Carlson, Joe Cera, Keiko Okuhara, Chi Song, Christopher Thomas, and Sam Thorne
2. **Approval of Minutes**
 - a. Becky notified Joe that she will do the minutes for this May meeting since she has to watch the recording.
 - b. Minutes update
 - i. Sam C. has been working on the backlog of outstanding minutes (November, February, March, April) but will shift attention to completing the 2024 Business meeting minutes which must be ready ahead of the 2025 Business meeting next month.
3. **Officer Reports**
 - a. Treasurer/Secretary: Sam Cabo (not present - Joe Cera reporting on Sam's behalf)
 - i. Elections (Sam)
 1. There were 67 ballots - contests were all very close
 2. 2024 election had 55 total ballots
 3. Vice Chair/Chair-Elect—Karen Scoville (37.88%)
 4. Secretary/Treasurer—Chi Song (46.27%)
 5. Member-at-Large—Kim Martin (50.75%)
 6. Sam C. reached out to all candidates with the results as well as to the Chair and Vice Chair.
 7. Encouraged candidates to fill out volunteer forms and let us know if they were interested in getting involved in a committee or helping at AALL.
 - ii. One of the people who did not win specifically offered to help at AALL, so please think about if there is anything we might need.
 1. Keiko mentioned that it is great that they are willing to help and hopes we can find something for them. Keiko is available to help set up Saturday morning.
 - iii. Chi and Sam will meet for the Secretary/Treasurer position transition on 5/30.
 - iv. Sam is continuing work on outstanding meeting minutes, 2024 business

- meeting minutes, and annual report
- v. Some expenses will need to be approved (to be discussed later in the meeting).
- b. Vice-Chair: Ben Carlson
 - i. Mostly focused on survey results and comparisons to previous surveys
 - ii. Will be adding report to listserv next week, highlighting some of the data and new questions in particular
 - iii. Wants to coordinate people on the board who will be attending AALL for coverage at CONELL, etc. Will send out a doodle poll.
 - iv. Joe and Ben will meet in the next few weeks to discuss committee assignments.
- c. Members-at-Large: Bee Bornheimer and Sam Thorne
 - i. Bee said we need to figure out handouts/giveaways. Becky has existing supplies, ribbons, and the poster.
 - 1. What else can we do for the conference (low cost)
 - 2. Do we want to plan a handout? Don't want it to be duplicative of TS content.
 - a. Keiko says a quick list would still be helpful.
 - 3. Joe is developing a list of sessions which he posted on the listserv. This information can be used on the website, listserv, and as a handout. On top of the few responses, Joe also added sessions by known EB and committee members.
 - a. Ben said maybe we could possibly highlight LSRD speakers
 - 4. Bee said they are mostly just looking for the most useful types of things to hand out. Don't want to spend too much time with items that won't even be well received.
 - a. They did use AI to come up with a few fun fake inspiration quotes about library systems.
 - 5. Sam T's final question is do we need to run the rest by the EB board since we don't have another meeting.
 - a. Joe said we trust them if they find stuff that doesn't have a cost, but if you have input or a cost is associated, reach out to the EB.
- d. Past Chair: Becky Bearden (not present - Joe Cera reporting on Becky's behalf)
 - i. Working on edits to the calendar and Keiko and Becky are meeting again next week.
 - 1. Will make board approvals via email
 - ii. Becky is working on her annual report to submit to Joe.
 - iii. Working on a NASIG liaison position between LSRD and TS.
 - 1. Approved by both SIS' and NASIG, but waiting for permission from AALL.
 - iv. Both people that we offered the VIP program to will be attending AALL. Ben and Becky will be available to help them at the conference.

- v. Already emailed with Bee about poster and marketing supplies Becky will be bringing to the conference.
- e. Chair: Joe Cera
 - i. Logistics for conference
 - ii. Responding to AALL as needed
 - iii. Election notifications
 - iv. There was a question about the annual reports - all committee members and board members are required to submit their report by June 30, but also share that information at the business meeting, so it's easier if you get it done ahead of time.

4. Committee Chair Reports

- a. Membership: Bee Bornheimer
 - i. Haven't moved forward on membership committee ideas on updating the charge and updating the website page.
 - 1. They want to come up with a new summary of the purpose of the membership committee.
 - 2. Unsure whether it makes sense to require the Secretary/Treasurer to be on the committee. Maybe the responsibility for keeping track of membership numbers could be for the membership committee chair instead. They were also handling the onerous quarterly reports, and it might make sense to change to a once a year report.
 - 3. Sam T. shared that they would like to send one annual check-in email to membership, welcoming new members and also including helpful information for renewed members and that can be built upon this last year's email.
 - a. Keiko agreed this makes sense and that the secretary/treasurer were intended to be an ex-officio rather than regular member, but maybe that is not needed as long as there is communication.
 - b. MALs are by default on the membership committee
 - c. Do we want to formalize that they are the chair of the committee, or by default if no one else wants to? Agreed it makes sense to leave it open if someone else wants it.
 - d. Want to update duties and responsibilities that make most sense without being overly complicated.
 - e. Suggestion to work closely with Secretary/Treasurer, but not necessary for them to be a member of the committee.
 - f. May be better to make the decisions in August when new officers are in.
 - 4. Office Hours - June 12 - Theme will be a general recap and look forward to next year. It will be the responsibility of the Membership Committee to get things on the calendar but

collaborate with the Education Committee to help select content.

- b. OCLC: Christopher Thomas
 - i. Usual updates and emails have been sent out and there is a new call for TSSL in the works.
- b. Education: Ben Carlson
 - i. Generally things have been winding down since AALL is already all set, so we discussed year ahead and using feedback from survey.
 - ii. We talked about doing something with APIs in the fall (spearheaded by Ben) and then 2 or 3 others to work on throughout the year.
 - iii. Office Hours is for membership development, and now the Education committee can suggest topics to discuss. Good avenue for place to bring up topics we don't have specific speakers for.
 - iv. Suggestion to follow up sessions with posts on MyCommunities list or additional sessions.
- c. Nomination: Keiko Okuhara
 - i. Nothing to report
- d. Web Advisory: Chi Song
 - i. Suggestion from Chris Siwa - reducing candidate statement archive and website of the month archive (data page reduction perspective)
 - 1. Clarify for 5 years (general number, not required)
 - a. Ok for a shorter timeframe for candidate statements, but longer for the website of the month.
 - b. Perhaps keep a dedicated folder on MyCommunities rather than on the website.
 - c. There's no requirement, so there is no rush on this.
 - ii. Timeframe for conference-related activities on the website - send information as soon as it's ready.
- e. Local Systems: Keiko Okuhara
 - i. The committee last met on May 5th, and plan to do breakout sessions at AALL conference time slot.
- f. Strategic Planning: Ben Carlson
 - i. Met at the end of April (4th meeting of the year). Discussed survey results and where we are going next. Had a lot of stuff that will filter into the education committee.
 - ii. Ben to distribute report on survey

5. New Business

- a. NASIG, LSRD, TS liaison (Joe reporting on Becky's behalf)
 - i. As mentioned earlier, Becky met with NASIG executive board after speaking with TS and LSRD chairs and shared a proposal with AALL for the joint liaison position. Waiting to hear back from AALL on if we can move forward.
- b. Need approvals from the board (Joe):

- i. \$500.00 contribution to TS-SIS Cataloging Liaison Fund approved by AALL—expense form submitted to AALL on May 7th.
 - c. Reimbursement for LSRD-SIS purchases—Please email Sam C. your receipts and preferred method of payment:
 - i. Check—provide your mailing address
 - ii. E-deposit—AALL will follow up with you to get your bank/account details.
 - d. EB budget approvals needed:
 - i. AALL budget (to be submitted to AALL for pre-approval)—please approve a budget amount for each
 - ii. Sponsored program(s)
 - 1. \$850.00/event—Charged by AALL, includes a/v and space - APPROVED
 - 2. No other materials needed for the sponsored program, and there is no speaker gift or other supplies.
 - iii. Local Systems Meeting - no supplies needed
 - iv. LSRD Roundtable(s) - No roundtables this year
 - v. CONELL supplies - Approved up to \$50 on candy or other supplies, but not sure what we need yet.
 - vi. LSRD swag/materials - ribbons, stickers, bookmarks?
 - 1. 80 ribbons from last year is more than enough for this year, as well as enough stickers and bookmarks left over. May have some handouts or something else that is small.
 - 2. Approved up to another \$200 but unsure what we might need at this point.
 - vii. Outgoing chair gift budget—\$200.00 - APPROVED
- 6. Next meeting will be June 24th Business Meeting

7. Adjournment

Ended at [1:03pm PST]