

**American Association of Law Libraries
Technical Services SIS
2014/2015 Executive Board Meeting
Friday, August 22, 2014
Conference Call (1:00- 1:43 PM EST)**

Present: Suzanne R. Graham, Hollie White, Katherine Marshall, Eric Parker, Ashley Moye, Diana Jaque, Jacob Sayward, Jennifer Noga, John Jensen, Kerry Skinner, Bess Reynolds, Lia Contursi, Maxine Wright, Stephanie Schmitt.

I. Chair Suzanne R. Graham called the meeting to order at 1:00 P.M. (E.S.T)

II. Report from Chair

- a. Coordinated other SIS and submitted to HQ a request for more funding for Joint SIS reception at Annual
- b. Submitted a request for HQ to find sponsorship of our TS-SIS Business and Awards Meeting (move to a funded breakfast)
- c. Sent letters to all committee members except Cataloging & Classification and Joint Research Grant (still finalizing rosters)
- d. Will send letters to members of subgroups and working groups identified by chairs and requested

There was a call for committee chairs to please follow up with a welcome email to their members in the next two weeks. Also, if a group has not yet posted an annual report, please do so.

III. Review methods of communication and project-sharing for committee work

Please use myCommunities as official means of communication within your group because it offers a good email trail and is the best way to preserve discussions for posterity. It's also important as some colleagues may not be able to access things like Google Drive during work hours. Don't forget you can save documents within e-groups as well. Feel free to contact Suzanne if you're still unsure how to use myCommunities.

Education, Awards, & anyone dealing with financial information should probably steer clear from posting items to myCommunities or from using its saved documents option due to the sensitive nature of communiques. Separate electronic groups may be set up elsewhere.

Other communication options include posting to the Facebook group or posting to the blog. Christine Tarr can help you put things on the blog and more of the committee chairs posting on there would be welcome.

All the e-Groups have been populated by Alan.

IV. Review of goals and discussion of synergy

Diana Jaque, Acquisitions: They have thirty-eight members this year and are considering subcommittees. They plan to start a 'Tip of the Month' beginning in September 2014. Would like to work on a webinar of some kind as well.

Stephanie Schmitt, Professional Development: CPE program grant available. Professional Development doesn't have a program selected or set yet, and the group would be happy to work with anyone on this if they have a program they'd like to see sponsored by CPE.

Bess Reynolds, Membership: Big goal is to try to get more TS-SIS members who are in private law firms; Bess plans to send out some communications regarding this issue. As Membership tries to articulate what we have to offer private law librarians (PLLs), please let Bess know if you come up with any programming that may be of interest to PLLs.

Lia Contursi, Cataloging & Classification: Cat&Class is considering offering some webinars or a program about MARC Edit. Membership & Cat/Class could collaborate on cataloging issue. There was some discussion about how to hook up disparate people interested in presenting about the same topic (e.g. BibFrame). Using myCommunities was suggested.

Bess/Lia/Stephanie -- could possibly collaborate on a webinar.

John Jensen, Education: Education is encouraging people to share their basic proposal ideas so they can summarize a running list of what comes in. A reminder was noted to please have people submit ideas through the Education Committee. OBS has been in contact about BIBFrame, is considering a series of sessions based on basic/intermediate/advance skill levels.

Kerry Skinner, Joint Grant Research Committee: JGRC is working on revamping the grant to attract more technical services applicants, as there were none in the last 10 years.

Maxine Wright, Preservation: The 30 year anniversary of Preservation was last year, and the group would like to do a retroactive history/timeline, possibly submitted for publication in Spectrum to generate more interest in the group. There has been some interest in changing the name to better encapsulate what the committee is about. They are considering joining up with other SIS's who have similar mission statements and are also planning to compile a list of who is doing preservation at libraries as a resource directory.

V. Discuss fall deadlines

Stephanie Schmitt, Professional Development: October 16th, 2014 grant funding takes place. Must have money spent by June 15th, 2015.

John Jensen, Education: Reported that no official deadlines have been posted yet. The AMPC site goes live on Monday with specifics on how to put proposals together.

Joint Research Grant Chair - Kerry Skinner said that advertising dates for the grant are October 15th, 2014 and April 15th, 2015. She hopes to have a revamped grant ready to submit to the board by October 31st, 2014.

Room assignments for Annual Meeting (Dec. 15)

Room assignments must be put in by December 15th, 2014. We will need to know how many rooms, what times, and room configurations are necessary.

VI. Decide whether to create an additional task force on roundtables

There is interested in creating a separate task force to look into roundtables and define what those should look like and should be.

VII. New business

Suzanne proposed to schedule the next meeting for 45 minutes to an hour, sometime the third week of September. If anyone has items to share or add to the upcoming agenda, please email Suzanne.

Committees, please have a group take a look at your resource tab and the section of technical services links there—please make sure there are no dead links and add or subtract links as necessary to update the list.

VIII. Adjourn

John Jensen moved to adjourn, seconded by Bess Reynolds.

Approved

Official motion to approve via email from Ashley Moye and seconded by Kevin Carey 9/9/2014.

Noted & Submitted

Katherine Marshall
Secretary/Treasurer