

TS-SIS Extended Board Meeting

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Conference Call
01/27/2015 1:28- 2:28 pm EST

Roll Call: Suzanne R. Graham, Hollie White, Katherine Marshall, Stephanie Schmitt, Brian Striman, Kevin Carey, Diana Jaque, Kerry Skinner

Call to order, roll & welcome --Suzanne

Call to order at 1:28 pm.

Update from Chair —Suzanne

Not much more to report. Pleased about breakfast decisions at Annual 2015.

Treasurer's Report —Katherine

Received Final September 30, 2014 financial statement for TS-SIS with supporting documentation. No changes from the Preliminary Statement we received in November. I followed up with HQ about the room share refund to OBS from 2013 and HQ said they should be able to process that without any issues. I was told that Melanie Cornell, the OBS Sec/Treasurer, would keep an eye out for the refund on their statement, but have not heard from her yet. It is unclear whether or not our refund has been processed and/or received at this time.

Updates from committees

List of TS-SIS programs at Annual Meeting – John & Diana

Accepted programs (combined from OBS & TS)

- BIBFRAME: How Did We Get Here and Where Are We Going?
- Google Analytics: Using the Software, Using the Data
- Acquisitions Hip Tips Pt. 2 [TS sponsored program]
- TMI vs. TLI in the Catalog: The Roundtable (but will be OBS sponsored program)

NOT Accepted programs:

- Next Gen Library Systems Showcase
- What's Civil about Common Law, and What's Common about Civil Law: A Dialogue

Diana Jaque: Could we do a webinar based on a non-accepted Annual Program topic? They'll explore that.

Elections timeline (Kevin & Katherine)

We have filled the slate for both open positions in the upcoming TS-SIS election and Suzanne has received email confirmation from each of intent to run.

The candidates for Vice-Chair/Chair-Elect are:

Trina Holloway
Acquisitions/Serials Librarian
Georgia State University College of Law Library

Eric Parker
Associate Director for Collection and Bibliographic Services
<http://www.aallnet.org/assn/Member/nameimage.aspx?id=21673>
Northwestern University School of Law Pritzker Legal Research Center

The candidates for Member-at-Large are:

Stephanie Schmitt
Assistant Technical Services and Systems Librarian
University of California Hastings College of the Law Library

Wilhelmina Randtke
Electronic Services Librarian
<http://www.aallnet.org/assn/Member/nameimage.aspx?id=35946>
St. Mary's University School of Law, Sarita Kenedy East Law Library

Thanks to all members of the Nominating Committee—Ismael, Lorna, and Jen—for helping to get this part of our work done in exactly the amount of time we had hoped. Next up is to get all ballot information to Sec/Treasurer (by March 15). Kevin has Trina's info now, and the other three candidates have said theirs will be forthcoming soon. If he hasn't gotten everything by mid-February, he'll send another reminder, so hopefully we can have everything submitted by the end of that month, to get moving onto the next phase of the election.

We have to announce a month before to membership that there's an election coming. Electronic system needs reserved a month before as well, although info does not need to be entered at that time. Emails won't send out to the roster on a weekend! Can't start on a Sunday night. Must run for 2 weeks. Katherine, Kevin, & Hollie should get together to structure the election timeline for 2015. Report back in March meeting about election structure.

[Professional Development programming for 2015 -- Stephanie](#)

Applied for & received grant (a continuing education grant). Awarded in December 2014. Pro. Dev has their Soft Skills webinar scheduled for tomorrow 11 CST. They will report a little more after the event. 38 people registered - goals met! Would like to coordinate better on advertising for next time. It was on website & AALL continuing education opportunity list. Focusing on advertising to TS-SIS & OBS-SIS might garner better results next time. TSLAWCHATS could also be a good place to place reminders. Would like to aim for 60 attendees next time. They did cover all their costs & the grant covered honorarium for speaker.

[Awards nominations and review progress -- Jennifer \(as given by Suzanne since Jennifer couldn't make it\)](#)

No applications for management institute this time around. A little disappointed but it was a bit of rushed timeline this year. But they did have one inquiry after deadline. Committee for the Renee Chapman Award did receive nominations and there is still time to send other nominations. A decision about recipient(s) should be made by April 1st.

[Joint Grant Committee update -- Kerry](#)

OBS/TS-SIS read out the grant, which was approved & revised. Grant renamed to something more easily understood. Moving forward, it was decided they'd advertise in the same places we did the survey. Grant is open to all AALL memberships (student & vendor members too) as long as they meet the criteria. Submissions to be accepted via webform, hopefully. Ask Martin how to arrange that. Advertising blurb will be done by next week.

Incentive to enter contest discussed: having boards donate \$25 towards gift card. Each SIS could offer one free membership per year. Gift card would be easier, as we don't really control the membership end of things, so that suggestion would be harder to implement. We'd have to reimburse membership dues, but

then it would be reimbursing to schools vs. the individual member, etc. An email agreement from both the chairs to split gift cards would probably be necessary. Keep entry period to month, then put together ballot after vetting appropriateness of submissions. Hope to have it wrapped by end of April.

Rubric for scoring proposals: committees haven't had an application in ten years, probably too soon to create it. Once it becomes competitive, they'll create a rubric. At this time, not worth it.

There was interest in using space on TS-SIS website to advertise grant information. It should be fine, fairly easy to move things around – probably send inquiry & proposed text to Suzanne first or CC her when emailing Martin (webmaster) about this.

Volunteer survey update —Hollie

Sent out preview to everyone on executive board. Volunteering for some of the standing committee (ones officially listed on website) was included. Want to make sure they don't exclude anyone looking for volunteers. Please send further information to Hollie if your committee has a sub-committee or working group to promote. Take a look at it this week and let her know if anything else comes up to add to the survey. Possibly 10 or 14 days to keep survey up in mid-Feb last time. [Note: Suzanne verified at the meeting that the survey actually ran from Feb 18-Mar 5, 2014]

Update from task force on roundtables —Ashley

Ashley cannot be with us today, so there is no update for us right now. They have a Survey Monkey survey that has been written and are working on fine tuning the questions right now. We loosened up deadline, so we can approve this at annual meeting. 30 people will make quorum at Annual Meeting to approve this, per by-laws.

VIP nominations for Annual Meeting —Suzanne

Discussion:

Thoughts about who to invite for the VIP nomination? Maybe someone from Drexel, a big Technical Services supporter? Hollie volunteered to send out a query on My Communities in the vein of "we're looking for some possible names for VIP nom this year, please let us know if you have suggestions" Brian can post to TSLAWCHATS, will probably cut & paste Hollie's notice.

Talk about the proposal to change Professional Development Committee

Mission: To offer as much professional development for free to as many technical services people as possible.

Discussion: Use a model like Catalog and Classification's for Professional Development Committee, lump all TS Professional Development under one big umbrella. Brian sent Suzanne a draft idea. Corral all TS-SIS professional development ideas, assign it a working group, and propose it to the board. A working group would do nothing but PR for professional development events, etc. A separate working group for Annual Meeting was suggested.

Note: Chair of this new committee would be a member of the Executive Board. A change to the handbook would be the only thing required to institute this shift.

Reminder that a concern is having enough members to flesh out working groups. Having a separate PR & 'visionary group' seems odd, maybe try to roll them all together?

Is there another option besides using working groups? Maybe rolling in groups 3 & 5 into the regular work of other three groups (1, 2, & 4)?

Is the proposed archiving group truly needed as a separate entity?

Feedback on discussion:

- Participation in professional development groups this year has been fairly lively.
- When trying to set goals, people started walking when three webinars proposed—one was deemed sufficient. Must set reasonable goals for a professional development committee, otherwise may get overwhelmed.
- Appointing really well is going to be key.
- There will probably be quite the effort to find some place to actually archive all the professional development materials as well.
- Hoping to see younger members take this as an opportunity to get involved with the T-SIS on an active level.
- 3-5 or 3-8 member range for working groups. Lots of people will volunteer for multiple areas, making it hard to understand where their real interest or strengths lie.

E-Forums/Alternative Discussion Venues

An editor affiliated with TSSL could be appointed to run e-forums?

How to measure the success of alternative discussion places like e-forums & TSLAWCHATS Facebook group? Putting it on one working group/one person would be tough – requiring work on multiple platforms when no one is interacting on there would be a hard sell assignment.

Suggestion: Maybe do an e-forum and see how clunky it feels? Linking a discussion on an e-forum to an upcoming Annual program or webinar could be a great way to get people excited about the topic ahead of time, maybe could provide information that would help tweak program or webinar content.

Assigned Action:

Professional Development, please take another stab at this idea. As Brian is retiring, he would prefer that current working group take the lead on tweaking and continuing his proposal.

Kerry will send in a draft revision of Brian’s document to Suzanne with annotations. Kerry will present it to the committee, with note that this is definitely not commentary on the quality of the current working group, just a proposal for streamlining process in the future.

Hollie would like to be included in talks with the committee since this will probably hit full fruition during her term as Chair.

New Business

No new business.

Motion to adjourn:

Hollie moves, seconded by Brian.

Adjourned at 2:28 pm

Motion to Approve Minutes:

Brian moves, seconded by Hollie.