TS-SIS Extended Board Meeting

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Conference Call
06/17/2015 11:30AM-12:30PM (Eastern)

Roll Call: Bess Reynolds, Ashely Moye, Katherine Marshall, Eric Parker, Diana Jaque, Ajaye Bloomstone, Kerry Skinner, Kevin Carey, Lia Contursi, Hollie White, Jacob Sayward, Chris Tarr   **Not present**: Jennifer Noga, John Jensen, Brian Striman

Call to order, roll & welcome --Suzanne

It was noted that this is the last conference call before Annual Meeting.

Update from Chair —Suzanne

No VIP for TS-SIS this year. Did meet with the AALL vendor relations group, went well. *Key takeaway*: if we're going to suggest a vendor take a particular action, policy wise, AALL has requested that we give them a heads up that we're requesting such an action just so they're aware.

Signage at Annual Meeting—Check in with headquarters office to pick up mounting board signs.

> **Action Item:** Please go through current list of signs and figure out which ones don't make any sense anymore and repurpose or weed as needed.

Action Item: Katherine to help Suzanne track the retirements coming up – we want to announce them on website and at Annual. Will put out a call to My Community asking for a list of those who have retired or will be retiring.

Treasurer's Report —Katherine

Read out total funds; charge for 'new' conference call system finally appears on the Spring financial report. Wolters Kluwer seems to be unexpectedly comping registrations of award winners this year—still sorting this out. We will receive one other statement prior the Annual Meeting with activity through May 31, 2015. This should be received late June early July.

Action Item: Katherine will send the report to Suzanne when it comes in. *Sent to Suzanne 6/25/2015*.

Updates from committees

Committee assignments —Hollie

Finalized our committee roster for upcoming year. Will be sharing full list of incoming chairs with entire SIS. Current chairs and incoming chairs should be working together to finalize their rosters. Many thanks to those who provided recommendations!

Member-at-Large Reports —Eric and Ashley

a. **Eric—Joint SIS Reception update**
    Put in our food & Beverage order in in mid-May 2015; is a dessert and cash bar. The order for a microphone went in to Innovative.

b. **Ashley—Silent Auction update**

  i. Found out a week ago that we are limited to 1 table in the activities area for this year and forever. Very difficult because past donations have included some beautiful large and sometimes heavy artworks. We also cannot exchange money at the hall anymore. Considered maybe running the auctions online in the future, but initial research into online auction services shows it will be a cost to hosting it online. It could open up the auction to

those who aren't at conference, which would be nice. Now looking for feedback about the situation. **Suggestion**: Possibly invest in some risers, display options for on-table display to maximize space.

ii. **Discussion:** We make around $700 dollars on the auction. We could take bids at the table and send checks after—but involves chasing reminders via email. Could use PayPal to take orders instead. Negatives are that most online systems will charge us plus take a commission & we'll have to pay shipping on all items. How much extra work will be it be to assemble all the data on the items and upload it online? Any change of this nature (online auction) is probably too much work this close to Annual this year.

iii. **Suggestion**: Create an online form with area for people to upload pictures & information about the submissions for the future. Alternatives to an official online auction site are: Pinterest or Instagram – using comments to bid; however, we have a lot of members who probably don't want to make online accounts. Also, law firms often restrict social media on-site, so PLL's wouldn't be able to close a bid if it ended at noon or something.

iv. **Suggestion**: Returning to the space-crunch issue, we could have a binder of other items that they'd keep in a box UNDER the table. Person manning the table can just dig out item to show if someone asks. Combine this with the display/riser idea—there are lots of decently cheap riser or display options online. Will probably need to invest in some of these this year. *Major consideration*: Someone has to take possession of all the display options and transport them to and from annual conference … we already ship a box of similar items each year, but this will add to the bulk. Regarding cost of shipping & display options--we were already buying additional tables, so with those taken away that money could go towards paying the extra shipping cost and/or go toward paying for a cheap auction site & shipping fees?

v. With the extra hassle this year, should we consider changing the type of fundraiser in the future? Shipping non-picked up items is a big responsibility.

vi. **Action Item**: Ashley will send out emails to those who have already promised items and ask them for pictures/descriptions.

Review Report from task force on roundtables and plan actions (see attached) —Ashley

Important per member poll: More Q&A's, small informal group discussions, in-person chats. Members also expect tangible results from committees & round tables.

Round tables at annual meetings: feedback was that location not important but topics & who showed up were. Pushing them to coffee shops or outside venue was maybe okay. *Key takeaway*: having someone designated to lead/host the roundtable and having a clear agenda is important to having people show up. Also good marketing! Solicit topics before the meeting online and have a person dedicated to leading the topic (like the Hot Topics general tables @ AALL). "Roundtables on the road" –suggested name.

Scheduling times were difficult, but moving to a "Hot Topics" informal style does free things up a little.

Suggestion: Get a taskforce together next year to work on committees --- a lot of the feedback the task force received was more applicable to committees than roundtables.

We're planning for roundtables to meet at lunch instead of breakfast. Serials/Acquisitions has been combining their Roundtable with their committee meeting for the past few years. And there is the limit to number of meetings we can hold to consider.

Action Item: Taking nominations for people to lead roundtables this year. Suggested Melody Lemke for new catalogers, also Alan Keely, who was part of the Task Force and volunteered to help / co-lead a roundtable.

Management issues roundtable is still up in the air, although Suzanne might coordinate it. Need to finalize by early July and advertise them!

Many thanks to Ashley & the committee to running this very important survey!

Vote on request from Awards Committee to clarify Leadership Academy grant (see below, at bottom of agenda) —Jennifer

Jennifer cannot be with us, but we have her notes for discussion.

Suggestion: This will be a reimbursement deal – we definitely need to make it clearer that the recipient will need to pay for everything up front. May need to change application deadline to earlier in order to support this? Also needs to be clear that we HAVE to have receipts for that money. We're not providing money over total cost.

Suggestion: Have a checkbox on the grant – are you dependent on this grant in order to attend?

Vote to approve grant: All in favor

> We have approved this grant, also to have it be a separate grant. People can apply without having been accepted into the program. Send back to committee that the deadlines are shifted within a month of award is announced, and also should clarify in description that it is reimbursement strictly based on receipts.

Vote on whether to recommend the changes to the grant text: All in favor!

Update on Joint Research Grant name poll —Kerry

We received 50 different name suggestions. Narrowed it to 5, had vote on those 5. "FROG"- Funding Research Opportunities Grant won. Also did a random drawing for membership to OB-SIS & TS-SIS. Karen Seldon won the gift card to Amazon for coming up with FROG.

Have plans for year-round marketing now to remind membership that this grant is available.

New Business

New Pro Dev committee questions: What is the reporting structure that the TS-SIS board want? They will now be a 5th standing committee under TS-SIS and the co-chairs will be able to attend executive board, but they will only have 1 vote for the committee.

With 3 sub committees: Chairs of their designees will have a rep on the Annual Meeting and Program Coordination Working Group.

In regard to ramping up the committee: staggered terms in order to preserve some continuity. Perhaps the co-chairs should start off with 2 years terms, and one would stay on and one go off after the 2 years. Subcommittee chairs for a 2 year terms so that a committee member would have enough knowledge to take over and keep continuity. Also maybe offering subcommittee chairs the opportunities to run as a co-chair to keep the post attractive and not overwhelming.

Executive board is fine with the above proposed changes.

Suggestion: Our roll as cheerleader/editorial functions for those suggesting programs for Annual Conference=- the committee acts as liaison between membership & AALL as well as helping members form ideas. The committee will be in charge of receiving & disseminating the official list of Annual Conference topic tracks to the membership as well to guide program creation.

Action item: Please let Bess Reynolds know if you want to volunteer for a particular time at the TS-SIS table!

Suggestions: We should update our brochure to emphasize that it's not just about MARC, it's about discovery; brings us back to older question of "should we rebrand ourselves next year with terms that are more widely understood?"

Action Item: Committee chairs, please send Suzanne anything you want included in your committee letters. Have something that we can post to the website due June 15th.

Motion to adjourn:

Adjourned at 12:45 p.m.

Motion to Approve Minutes:

Motion made by Ashely Moye, Seconded by Diana Jaque

Leadership Academy Grant

A grant to cover the cost of registration and travel expenses (up to $1000) may be awarded biennially to support attendance at the AALL Leadership Academy by a TS-SIS member.

Criteria

- financial need

- documentation of acceptance into AALL Leadership Academy

- member of TS-SIS

Each applicant must submit:

- a resume that incudes current position and relevant previous positions

- copy of Leadership Academy application (no letters required) and copy of notification of acceptance into the Academy

- itemized estimate of expenses for attending the Academy

- statement of how much financial support will be provided by the applicant's employer

- brief statement (200 words maximum) connecting attendance at Academy with service to TS-SIS

The recipient will be expected to:

- volunteer to serve in a TS-SIS leadership position (such as executive officer, committee chair or intern) within two years of attending the Academy

- write an article about their experience at the Academy for TSLL within the year

- participate in the TS-SIS business meeting, if at AALL Annual Meeting

Deadline:

- All application materials must be received by the Awards Committee Chair by 11:59 pm EST on December 15

Management Institute Grant

A grant to cover the cost of registration and travel expenses (up to $1000) may be awarded biennially to support attendance at the AALL Management Institute by a TS-SIS member.

Criteria

- financial need

- documentation of registration for the AALL Management Institute

- member of TS-SIS

Each applicant must submit:

- a resume that incudes current position and relevant previous positions

- a copy of registration confirmation for the Institute

- itemized estimate of expenses for attending the Institute

- statement of how much financial support will be provided by the applicant's employer

- statement describing their interest in the Institute and financial need

- one letter of recommendation

The recipient will be expected to:

- write an article about their experience at the Institute for TSLL within the year

- participate in the TS-SIS business meeting, if at AALL Annual Meeting

Deadline:

- All application materials must be received by the Awards Committee Chair by 11:59 pm EST on December 15

TS-SIS Task Force to Investigate Role of Roundtables
Final Report
May 2015

Intent

The intent of this report is to present the TS-SIS Executive Board with findings and recommendations to consider as they examine the existing TS-SIS Roundtable structure and implement ways to expand the effective benefits of our vital roundtables to all members, especially those who cannot attend the annual meeting.

Purpose, Charge, and Membership

The TS-SIS Task Force to Investigate Role of Roundtables was appointed by TS-SIS Chair, Suzanne Graham, in September 2014. Its purpose was to review all existing TS-SIS Roundtables to determine if 1) they are continuing to serve an ongoing strategic purpose or whether their purpose and function is being fulfilled; and 2) if there are models of association workflow that may be more effective or suitable for fostering member participation and engagement.

The Task Force charge was specifically to:

1) List all roundtables currently affiliated with the Technical Services Special Interest Section and document the activity of each over the past three years (to include programming at the annual meetings, reports produced, communications via email and My Communities)
2) Compile a list of related roundtables in other Special Interest Sections of the American Association of Law Libraries (AALL)
3) Submit a final report to Executive Board with recommendations for steps to empower vital roundtables, merge formally under committees, reposition into online forums, or disband.

The Task Force included the following members: Ashley Moye, chair; Sean Chen; Trina Holloway; Alan Keely; and Brian Trippodo.

Process

The Task Force was first introduced to members via the TS-SIS My Community in October 2014 and sparked passionate discussion among our membership. The Task Force formally met in November via conference call and the five members discussed both on and off-line feedback they received thus far regarding bothroundtables in general and the specifics of the Task Force charge. Members decided to implement a survey to collect both quantitative and qualitative feedback on the current state of roundtables, incorporating questions tailored to the original charge measurements as well as additional suggestions from the TS-SIS membership. A notice was published in the December issue of TSLL, promoting the upcoming survey.

The hope was to gather evaluative information on each roundtable from current and past members and from other members that may have drifted from TS-SIS over the years. Some of the goals of the survey, beyond tracking metrics within the Task Force charge, were to:

*   Discern the primary purpose of roundtables in TS-SIS as well as their current value, based on our membership's views
*   Develop ideas for future steps on roundtable interactions, including ways to structure the annual meeting

roundtable communications and best practices for implementing and facilitating roundtable communications on a year-round basis

* Identify current and previous roundtables and their popularity with membership
* Identify related roundtables in other SIS communities within AALL and beyond
* Brainstorm ways to encourage membership to participate in roundtables
* Gather qualitative anecdotes that could be used in future roundtable marketing aims

The Task Force met several times via conference call to discuss progress throughout the months as well as communicated via email. The survey was implemented for the month of March 2015, following release of the TS-SIS volunteer survey. In April, the Task Force met to discuss survey results in a preliminary manner. Following this April call, the Task Force crafted its report and recommendations mostly via email.

Preliminary Findings

After reviewing the survey results and both the on and offline feedback the Task Force received, there are a number of things which stood out to our group.

Roundtable Experiences

Roundtables were historically meant to bring people together to discuss pressing issues and topics not addressed in annual meeting programs. These gatherings typically took the form of Q&As or ad-hoc small discussions, and sometimes would even continue a discussion about a formal program. These roundtables created a positive learning environment, in that face-to-face interactions were perceived as being less threatening for the novices and a wide range of experiences could be represented at the table; senior members could easily transfer knowledge to junior members of the profession or members new to particular department roles. Positive learning outcomes included new ideas for solving similar problems, best practices, future programs, and additional projects and initiatives. Networking and forming of new connections were a second outcome of roundtables, where members were connected with other people doing similar work, could create informal groups for problem investigation and solving, could become more involved in SIS and fostered increased participation in AALL.

The Task Force also had to untangle the confusion between the tangible outcomes related to committee work and the less tangible, but no less valuable, benefits of roundtables that generally do not produce a product.

We also identified that online discussion forums do not replace the value of face-to-face discussions, but face-to-face discussions can foster engagement in additional online discussions.

Current or Recent Previous Roundtables in TS-SIS

* Cataloging & Classification
* Heads of Cataloging
* New Catalogers
* Rare Book Cataloging
* Management Issues
* Serials & Acquisitions

Programming/Reports

This was a difficult category to track, as quite often programming and reports grow out of committee work instead of roundtables. However, ideas generated through roundtable discussions eventually manifest into official program proposals and reports. Approximately forty percent of the respondents reported a roundtable being

involved in creating programming or drafting reports, although very few specific examples were offered.

Projects/Initiatives

Projects and initiatives related to roundtable work were reported by approximately twenty eight percent of the respondents, usually in the form of future projects to be undertaken by appropriate committees.

Related Roundtables in AALL

*   OBS-SIS/TS-SIS Research Roundtable: This roundtable is an example of positive collaboration between OBS-SIS and TS-SIS.
*   OBS-SIS Local Systems Roundtable: This roundtable has converted to a programming slot in the past few years, which serves to fill in gaps in practical annual meeting programming for TS-SIS and OBS-SIS members.
*   OBS-SIS OCLC Users Group: This roundtable combines both a presentation on OCLC updates and a discussion forum using a Q&A format.
*   CS-SIS Roundtable: This roundtable features small group discussions on a variety of topics, where attendees can choose an appropriate table from the list of topics that appeal to their interests and needs.
*   ALL-SIS Collection Development Roundtable
*   PLL Tech Services in Private Firms

Communications

*   Cataloging & Classification – Twelve percent of the respondents communicate weekly, another twelve percent communicate at least quarterly, and fifty six percent communicate at least once a year.
*   Heads of Cataloging – Twenty six percent of the respondents communicate at least quarterly, and fifty three percent of the respondents communicate at least once a year.
*   New Catalogers – Thirty six percent of respondents communicate at least once a year.
*   Rare Books Catalogers – Twenty five percent of respondents communicate at least once a year.
*   Management Issues – Fifty four percent of respondents communicate at least once a year.
*   Serials & Acquisitions – Eleven percent of respondents communicate at least once a quarter, and sixty one percent of respondents communicate at least once a year.

TS-SIS Roundtable Value Statement and Guidelines

Roundtable discussions are smaller, informal group discussions intended to give participants the opportunity to share best practices, participate in group discussions on hot topics, gather feedback on local practices & initiatives, and generate ideas. Roundtables also provide networking opportunities where TS-SIS members can meet and make connections with others who share similar interests and goals.

Roundtable gatherings should feature targeted discussion topics, moderated with specific questions and answers as well as potential for open discussion. Roundtable facilitators should be responsible for identifying and developing a topic, creating discussion questions, and facilitating the discussion. Roundtable meetings may also be used for more formal programming at the annual meeting, if the program topic provides value for our current membership.

Recommendations for the Future

Seventy five percent of the respondents reported roundtables as either very valuable or valuable in their current format, so we believe that our current roundtables should not be diminished further, but instead leveraged into

year-round interactions and promoted more effectively to our membership.

Roundtables at the Annual Meeting

Our respondents clearly stated that location is not important to a roundtable meeting, that instead, the topics of conversation and colleagues who attend are the most important aspects. Annual meeting roundtables could meet at coffee shops or restaurants instead of conference rooms. This may help smaller, less attended roundtables still reap the benefits of interaction without requiring a large financial expenditure from TS-SIS.

TS-SIS needs to continue to submit ideas for Coffee Talks and Birds of a Feather at AALL to increase SIS visibility and allow for even more face-to-face discussion based forums specific to annual meeting attendees.

Cataloging roundtables could be, if they are not already, consolidated at the annual meeting, providing specific opportunities for New Catalogers, Rare Book Catalogers, and Heads of Cataloging to make valuable connections and discuss best practices specific to their own unique needs. This may be a way for some of the lower attended roundtables to maintain visibility and spark conversations and connections that can be continued throughout the year.

Based on respondent feedback, roundtables should have someone designated to lead them at the annual meeting, potentially linked through committee heads. In addition clear agendas should be provided for their meetings. The definition provided above should provide clear expectations for the roundtable meetings, but we recognize that each roundtable is different and will find unique ways of meeting the needs of their own particular membership.

ALA – Creative Ideas in Tech Services Interest Group facilitates roundtable discussions at American Library Association meetings. Individual roundtable topics are solicited from the membership in advance of the meeting with facilitators coming from those who propose topics. Currently the Acq/Serials Committee follows a similar approach, although response from the membership is low.

Roundtables outside the Annual Meeting

Because respondents stated that topics of conversation and colleagues who attend roundtables are the most important aspects, not the official location, leveraging events at annual regional chapter meetings, such as SEAALL, could expand the face-to-face benefits of roundtables, and could meet at coffee shops or restaurants as "Roundtables on the Road."

Scheduling conflicts for attendees and members who do not attend the annual meeting reduce the overall attendance at annual meeting roundtables. The effectiveness of the roundtables can be leveraged to spur a continuing conversation beyond the annual meeting using virtual methods, e.g. MyCommunities, email listservs, or the TS-SIS subscription to Infinite Conferencing which could provide a free forum for these interactions, to draw those unable to attend into the continuing conversation. Training could also be incorporated into these virtual events.

ALCTS e-Forums may be a good example to follow for email discussions. These are hosted two day discussions on a large range of specific topics such as: Analytics for Electronic Resources and Managing Student Employees/Volunteers. These discussions are led by the hosts/moderators with questions and a daily summary is produced.

Additional Recommendations

In order to better support the roundtables we would propose specific steps to better market the roundtables to the membership of the section and AALL as a whole. These could include, based on feedback from our survey:

* Improve the scheduling of the roundtables
* Highlight the informality and flexibility of the roundtables to learn, share, and network
* Encourage and support more online discussions to extend the roundtable discussions

Other ways to improve the roundtables at both the annual meeting and throughout the year include:
* Making roundtable topics more open and flexible
* Provide collegial and welcoming environments
* Emphasizing smaller groups during roundtables

Members responses on the survey and discussion board dialogue commonly indicated a confusion among roundtable and committee work, and some respondents provided feedback which suggested that the TS-SIS would benefit from a Task Force to Investigate the Role of Committees, where further distinctions could be made between roundtables and committees and potential recommendations for leveraging the power of formal Standing committees to enhance roundtable activities and vice versa.

ROUNDTABLE CONNECTIONS

**TS-SIS
Cataloging and
Classification Committee
Meeting and Roundtables**

Sunday, July 19th, 2015
7:30am - 9:00am

Marriott-Grand Ballroom
Salon C

**TS-SIS
Acquisitions and
Serials Meeting and
Roundtables**

Monday, July 20th, 2015
4:30pm - 5:30pm

PCC-Room 105B

WHY?

"I'm not alone in struggling to find answers to specific problems."

"The most valuable conversations I have at AALL happen here."

"Shared ideas, practices, and experiences are key in shaping my own ideas and work undertaken at my own library."

"I love learning about what's going on at other schools and how they are handling new challenges."

"It's where we can share what we do every day."

PREVIOUS TOPICS

Learning about pros & cons of multi-year purchasing agreements

Sharing strategies for print cancellations

Addressing staffing issues and workflow changes

Talking about access issues

Identifying similar problems with vendors

Understanding budget problems

Debating the importance of ownership versus access

Gaining knowledge of products and services available to libraries

THE **POWER** OF
CONNECTION
AALL 2015
108th Annual Meeting & Conference
July 18-21 | Philadelphia, PA