

TS-SIS Executive Board Meeting: Minutes

January 23, 2018 at 11:30 A.M. Pacific

Present: Lauren Seney (Chair), Sharon Bradley, Kevin Carey, Carol Collins, Suzanne R. Graham, Trina Holloway, Diana Jaque, Gypsy A. Moody, Wendy Moore, Emily D. Nimsakont, Keiko Okuhara, Katrina Piechnik, Pat Roncevich, Kerry Skinner, and Marijah Sroczynski.

1. Welcome

Lauren Seney, Chair, welcomed attendees and called the meeting to order at 11:32 A.M. Pacific.

2. Financial Update-Diana Jaque

Diana has verified all transactions on the Q4 statement from AALL HQ. Our current balance is \$19,025.60. The only thing outstanding is that OBS owes us half of the Audio-Visual charges for the Hot Topic from the Austin Annual Meeting. Their share is \$667.13 and Kevin Carey, the OBS Secretary/Treasurer, has stated that he will transfer that to us. After that amount is transferred, our balance will be \$19,692.73.

3. Handbook Update-Suzanne Graham

Suzanne discussed the suggested changes for the 2017 Handbook. She proceeded to go over the proposed modifications.

After discussion, Suzanne motioned to approve the 2017 Handbook with changes that we just discussed. The motion was seconded by Carol Collins and the motion passed with no opposition.

Complete text of the approved 2017 Handbook is available in an attachment, and Suzanne will ask Martin to archive it as a pdf on the TS-SIS website as soon as the AALL CMS upgrade is complete.

The Bylaws and Handbook Committee will start the 2018 Handbook revisions soon, based on the changes approved at this meeting and working with Committee chairs. The new Handbook will be available on the website prior to Annual Meeting.

4. Re-structuring TS-Lauren Seney

Lauren has suggested re-structuring TS-SIS in response to various suggestions received at the Annual Meeting as well as online discussions and the reviews of standing committees and roundtables.

Proposal 1

The first proposal involves the Administrative Committees, each of which has a work product.

1. Administrative Committees will have a work product related to the section in its entirety. The Administrative Committees will be:
 - a. Awards (1 chair)
 - b. Bylaws & Handbook (1 chair, current TS-SIS Past Chair)
 - c. Membership (1 chair)
 - d. Nominating (1 chair)

- e. Professional Development (2 co-chairs, alternate years for appointment)

Sharon Bradley moved that we change the Professional Development Committee from a Standing Committee to an Administrative Committee. Wendy Moore seconded. Hearing no objections, the motion carries and the Professional Development Committee will be reworked into the Administrative Committee section of the 2018 Handbook.

Proposal 2

The second proposal involves membership of the Administrative Committees. Lauren suggested that the chair will reach out to the listservs rather than using the annual Volunteer Survey to determine the membership of the Administrative Committees.

After an extended discussion by multiple Executive Board members, including: Lauren, Suzanne, Wendy, and Carol, the language of the second distributed proposal was amended as follows:

2. Administrative Committee Chairs will put out a call for members after annual meeting. They will have a tentative roster by September that is forwarded to the Vice-Chair/Chair-Elect and presented for board approval and once approved by the board, the membership is static until next annual meeting.

Carol Collins moved that the Administrative Committee Chairs will put out a call for members after annual Meeting. They will have a tentative roster by September that is forwarded to the Vice-Chair/Chair-Elect and presented for board approval and once approved by the board, the membership is static until next annual meeting.

Emily Nimsakont seconded the motion and with no opposition, the motion carried.

Proposal 3

Lauren introduced the third proposal and explained that it includes two standing committees with each committee having two co-chairs appointed in alternate years. The distributed proposal follows:

3. There will be 2 Standing Committees which will have 2 co-chairs, appointed in alternating years. The standing committees will be:
 - a. "Description" to encompass the same specialties as the current Cataloging & Classification Committee, but it would more clearly embrace non-MARC formats and metadata creation beyond the traditional ILS.
 - b. "Resources Management" to encompass the specialties of Acquisitions, Serials, and Preservation. The use of "resource" would semantically link the scope to electronic as well as physical resources.

Keiko Okuhara motioned to approve Proposal 3 as written. Pat Roncevich seconded the motion and with no opposition, the motion carries.

Proposal 4

Lauren's idea is that standing committee membership fluctuates and that roundtables can be subgroups.

After an extended discussion involving Lauren, Carol, Wendy, Suzanne, and Keiko, Proposal 4 was amended to read as follows:

4. The main purpose will be for discussion, with roundtables or working groups or advisory groups within the Standing Committees that have the ability to take on specific topics or work projects as necessary.
 - a. The initial roundtables/working groups/advisory groups within the Standing Committees will be (each should have its own coordinator with roundtable coordinators working on planning for annual meeting and working group coordinators leading the work on a project):
 - i. VRAG
 - ii. MPSAG
 - iii. Heads of Cataloging in Large Law Libraries
 - iv. Management
 - b. While discussing the relationship between standing committees and roundtables/working groups/advisory groups, the board discussed a process for the creation of new subgroups rather than communication protocols within the committees. Use of myCommunities was tabled for a later meeting. Descriptions of the differences between these three subgroups will be addressed in the handbook. The following procedure was suggested: If a new roundtable/working groups/advisory group is desired, interested members can solicit co-chairs of the standing committees for the roundtable/working group/advisory group to be instituted for a year-long term and at the end of the term, the roundtable or group can be evaluated on whether or not it should continue. Interested members can solicit volunteers from the larger standing group.

Note that the original 4. b., concerning the guidance on separate electronic lists for roundtable discussions versus working group discussions, was tabled.

Suzanne Graham motioned to approve the revisions to Proposal 4 and Keiko Okuhara seconded the motion. Without opposition, the motion carries.

Proposal 5

Lauren explained that with the new AALL web site, it will be more difficult to make updates. After some discussion, Proposal 5 was amended to read as follows:

5. We will eliminate membership rosters for standing committees on the website as membership can be viewed within the mycommunities discussion and will likely fluctuate. The Co-Chairs should continue to be identified on the website.

Keiko Okuhara motioned to approve Proposal 5 as amended and Trina Holloway seconded the motion. Without opposition, the motion carries.

Proposal 6

Lauren mentioned that Proposal 6 looks to eliminate the Annual Volunteer Survey.

6. Volunteering:

- a. Committee Chairs will put out calls for volunteers for their specific committee. Administrative Committees and Working Groups should put out this call after annual meeting and have membership set by September.
- b. Standing Committee Chairs should put out several calls throughout the year to encourage members to join their discussion lists.
- c. The TS Board will perform a biannual membership survey, but will eliminate the annual volunteer survey to allow for chairs to promote their own committees.

Carol Collins motioned to approve Proposal 6 as written and Marijah Sroczynski seconded the motion. Without opposition, the motion carries.

Before moving onto our next agenda topic, Sharon Bradley thanked Lauren Seney for all of her work in putting together the various proposals.

5. Biennial Membership Survey-Wendy Moore

Wendy mentioned that many things on the Biennial Membership Survey can be reused. However, there will be some small tweaks to parts of the handbook we have changed; she sees consistency as a benefit. Two years ago, two Amazon \$25 gift cards were given away. Wendy's timeline for the survey will be the middle of February or early March.

6. Standing Committee Updates

No one spoke with Lauren about giving any Standing Committee updates. Lauren did mention that we have a slate for the elections. Diana Jaque will set up the election, but as she is a candidate for office Lauren will monitor the election and change the password after it has been set up.

7. Adjourn

Keiko Okuhara made a motion to adjourn the meeting and Carol Collins seconded the motion. Hearing no opposition, the meeting was adjourned at 12:32 P.M. Pacific.

Respectfully submitted by Diana Jaque

2017/18 TS-SIS Secretary/Treasurer