



**American Association of Law Libraries  
Technical Services SIS  
2010/2011 Executive Board Meeting  
March 25, 2011  
Conference Call**

**Attendance & Welcome**

Chair Pam Deemer called the meeting called to order at 1:04 p.m.

Present: Pam Deemer, Elaine Bradshaw, Chris Long, Katrina Piechnik, Suzanne Graham, Eric Parker, Marilyn Estes, Shyama Agrawal, Linda Sobey, Ajaye Bloomstone, Hollie White, Sean Chen, Aaron Kuperman, Virginia Bryant, Martin Wisneski

Absent: Ismael Gullon, Alan Keely, George Prager, Brian Striman

**Executive Board Officers' Reports**

**Secretary/Treasurer Report** – Elaine Bradshaw

Approval of Minutes of Last Executive Board Meeting

Correction to minutes from January 14, 2011: remove attribution to Ajaye for remarks on the timeline under Education Committee.

A motion to accept the minutes as corrected was made and seconded. All approved

**Chair Report** – Pam Deemer

Pam will cover funding/budgeting later in the meeting. Since there has been no response from David Fenske (Dean of Information Science at Drexel), it looks like we won't have a VIP this year. Pam will be manning the CONELL table. Katrina will also help, as well as Sean, if he is there that early. Pam wants all those who have programs to give her their AV requests.

Pam suggested that Executive Board minutes should be available on the TS-SIS website. Shyama said the only issue might be when we are talking about the candidates. Pam said we can delay until the announcement has been made publically.

A motion to start posting Executive Board minutes on the website was made and seconded. All approved.

Elaine will forward past minutes that have been approved to Martin.

**Vice Chair/Chair Elect Report** – Pam Deemer for Ismael Gullon

Ismael has posted the volunteer survey on the TS website. As of March 21, 36 people have filled out the survey. Jim Mumm has volunteered to chair the Education Committee.

**Members-at-Large Reports** –Katrina Piechnik and Suzanne Graham

Katrina Piechnik

Katrina sent info about silent auction to Virginia to publish in the March issue of TSLL. She has already gotten some donation offers. She also asked SIS chairs for help at the TS/OBS/CS/RIPS reception—Katrina will send them their duties. Katrina will be out July 16-20, but will be at the conference.

Suzanne Graham

Suzanne will report on items later in the agenda.

**Standing Committees Reports**

**Acquisitions Committee** -- Eric Parker

Eric has been in touch with Robert Meyers, CRIV chair, who will speak at the AALL 2011 Acquisitions Meeting. The incoming CRIV chair, Shaun Esposito, may also attend. Eric attended the Vendor Colloquium held at the end of February. He feels that it had modest goals, and, overall, was a good start. There were some formal discussions and some smaller group informal discussions. Eric referenced the e-mail from Joyce Janto about the next steps forward. Eric thanked Pam for putting his name forward for attendance.

**Cataloging and Classification Committee** – Pam Deemer for George Prager

Pam reported for George. The advisory group worked with John Hostage for recommendations in revising RDA. There is a proposal to revise place names in Australia and the U.S.

The committee assisted Jolande Goldberg in reviewing drafts of Native American schedule and discussed strategies for implementation

The CSCP group's form for submitting cataloging questions on the website is up and running "Get Your Classification and Subject Heading Questions Answered."

The representatives to CC:DA, SAC and MARBI are up for replacement this year. The Cataloging and Classification Committee chair is to send recommendations to the TS-SIS Executive Board. Pam sent Darcy Kirk, the AALL President-Elect, the letter recommending Ellen McGrath for SAC and Pat Sayre-McCoy for MARBI and advising that John Hostage remain as the CC:DA representative.

**Preservation Committee** – Marilyn Estes

Marilyn reported that she is continuing work on updating the preservation website. After the volunteers submit their information, it will be forwarded to Martin to post on the website.

## **Serials Committee Report** – Shyama Agrawal

No report.

## **Administrative Committee Reports**

### **Awards** -- Linda Sobey

There were five nominees for the Renee Chapman award; the committee voted on Yael Mandelstam. Linda spoke with Yael on Tuesday, and followed up with a letter. There is one week left for the Marla Schwartz Grant and the Education Grants—four applications have been received so far.

### **Bylaws** -- Chris Long

Chris reported that the committee has been busy since the last meeting. They have looked at various parts of the handbook and have compiled the revisions. They will meet again in early April with the goal of having something to present to the TS-SIS Executive Board by the end of April or early May. They'd like to have it approved by the TS-SIS Executive Board at the AALL annual meeting in July. They have tried to update procedures to reflect current practice and have worked in things discussed at the last EB meeting. They are also working to move some material from the appendix to the appropriate place within the document and to consolidate.

### **Education** -- Ajaye Bloomstone

The committee doesn't have a Hot Topic yet, and Ajaye hasn't gotten any suggestions from other committee members. Ajaye will e-mail the TS membership next week. The committee is also working on promoting TS programs

### **Joint Research Grants** -- Hollie White

The applications are due next week. Hollie talked about increasing advertising for the grant. She will have a blurb in Spectrum, and will promote the grant during the Research Roundtable at AALL.

### **Membership** -- Sean Chen

Sean has been in contact with Hillary Baker at AALL. The format for the brochure has changed to a single sheet, rather than folded one. He asked committee chairs if they wanted any blurbs included in the brochure.

### **Nominations** --Brian Striman

No report.

### **Professional Development** -- Aaron Kuperman

Aaron's boss has assigned him to prepare a law-specific program on how to use Class Web. CDS will turn it into a program that they will webcast. There is subject training going on at LC—perhaps this can be adapted. He'd like input from people outside LC. He'd like to have help getting material into a format that is able to be webcast or made into a DVD. Pam suggested sending something to the discussion list. Aaron asked if he could recruit. Pam said he could, and then forward things on to Ismael.

## **Other Activities**

### **TSLL --Virginia Bryant**

Virginia has revised the TSLL Structure and Policy document sent by Pam. OBS has already approved it.

Chris moved to accept the TSLL changes. Elaine seconded. All approved.  
Virginia will send a clean copy to Martin.

The March issue of TSLL is out. Virginia needs Linda to write up something about Yael, and the other award winners. Virginia has identified someone to take over the Private Law Libraries column, and will proceed to get them approved.

### **TS-SIS Online Forums -- Alan Keely**

No report

### **Webmaster -- Martin Wisneski**

AALL is still working on their content management system. They will probably be going live with it in the next month or so.

## **Old Business**

### **Handbook**

See earlier discussion. Pam wondered about links being set up in the Handbook. Chris said there are currently lots of links. He said he'll have a marked up version and a clean version to present to the board. Pam wants him to indicate the links in the Word document. Martin suggested underlining the words that lead to links.

### **VIP for the AALL Annual Meeting**

See earlier discussion.

### **Member-at-Large Duties**

Suzanne asked if Chris got the recommendations for the handbook. He said he did, and that we could check the draft to see if everything got put in.

### **Strategic Plan**

Suzanne reported that the committee met twice. The committee's primary recommendation is that we should look at updating the Strategic Plan, and that it should probably be done by a larger group with some membership input. Martin said a chat service could probably be set up if we want that.

## **New Business**

### **Budget for Awards**

Pam asked Linda what the budget was last year—Linda said it was \$2,500. In 2009 it was stretched to cover about 10 people, including some students. Last year we gave out 4 awards. This year there are 4 applications in with 1 week to go. Applicants are requesting help with workshop or conference registration. Do we need to raise the total amount? We could start with \$2,500 and go up from there if needed.

### **Budget for Food and Drink at AALL**

Other expenses for the conference include food for standing committees and coffee for Cindy May's Classification working group. Last year we allocated \$400 each for Acquisitions and Serials Committees and \$600 for the Cataloging/Classification meeting. Pam suggested raising the amount for the Acquisitions and Serials Committees, and perhaps for Cat/Class. as well. Eric said he thought \$500 could provide more. Shyama said she thought \$450 would work for Serials. The board agreed on \$500 for the Acquisitions Committee meeting, \$450 for Serials, \$700 for Cat./Class. Pam suggested \$300 for Cindy May's 7:00 a.m. Classification and Subject Cataloging Policy Advisory Working Group meeting, and everyone agreed.

We do not have to pay Barbara Tillett (AALL is picking that up) because it is an AMPC program. We also will pay for the plaque for the Chapman award. AV expenses shouldn't be too bad, especially if we piggyback.

### **Budget for Membership for Table at AALL (Both CONELL and the AALL activities area)**

What do we want to have at the tables? We don't need souvenirs. We'll have a lot going on at the table with the auction. Aaron asked about a computer connection to facilitate the help desk. No one knows about this yet. He'd also like to have a real computer there if possible. Pam asked about a drawing. Last year we had a drawing for a Starbucks card. The board agreed to allocate \$100 total for both tables--\$50 for candy and \$50 for gift cards. We will have brochures for the table. Pam requested material for the CONELL table be mailed to her before the conference.

### **Other Business**

Hollie asked if TS will have a presence at the poster presentation—perhaps something from one of the working groups or task groups. Pam can mention this to George to see if any of his groups might have something. Pam will be driving up, so can perhaps she could take posters.

Eric asked about Pam contacting Joyce Janto regarding formal representation on CRIV. Pam said there has been no follow-up. Eric said this might be better to come from Pam. When she requested an invitation for Eric Parker, the TS-SIS Acquisitions Committee Chair, to the AALL sponsored Vendor Colloquium, Pam discussed this somewhat with the current AALL President, Joyce Janto. Pam got the feeling that AALL is not very receptive to having a TS-SIS Acquisitions representative on CRIV. They seem more interested in getting types of libraries involved, rather than functional groups like our Acquisitions Committee. She thinks focusing on

having someone from CRIV come to the Acquisitions Committee meeting is the way to go for now. Eric asked if this might be revisited next year—Pam said that was a good idea.

**Next Board meeting before AALL**

The next meeting will be set towards the middle or end of May—after the election sometime. Suzanne will look at possible dates and will send out options via Meeting Wizard

**Adjournment**

A motion to adjourn was made and seconded. Meeting adjourned at 2:21 pm

Respectfully submitted by,

Elaine Bradshaw  
Secretary/Treasurer