



**American Association of Law Libraries
Technical Services SIS
2010/2011 Executive Board Meeting
Friday, May 20, 2011
Conference Call**

Attendance & Welcome

Chair Pam Deemer called the meeting to order at 10:30 EST.

Present: Pam Deemer, Chris Long, Elaine Bradshaw, Ismael Gullon, Katrina Piechnik, Suzanne Graham, Eric Parker, Shyama Agrawal, Linda Sobey, Sean Chen, Aaron Kuperman, Virginia Bryant, Martin Wisneski.

Absent: Ajaye Bloomstone, Marilyn Estes, Alan Keely, George Prager, Brian Striman

Executive Board Officers' Reports

Secretary/Treasurer Report – Elaine Bradshaw

Elaine reported that the ending balance as of March 31, 2011 statement was \$15,786.29.

TS-SIS held its annual election using AALL's electronic voting platform. 173 votes were cast. The winners were: Miriam Childs for Vice-Chair/Chair Elect and Richard Paone for Member at Large.

Approval of Minutes of Last Executive Board Meeting

Tabled. The minutes from the March 25th meeting will be sent later via e-mail.

Chair Report – Pam Deemer

Pam asked if everyone who is hosting a AALL meeting has been notified by AALL and has gotten forms to be filled out and sent back to AALL. Pam will follow up with AALL about the forms for our sponsored programs. We need nine signs made all together, which will cost us \$250.56. The sign that says Ad Hoc Professional Development Committee needs to be discarded and a new sign ordered. Everyone will have to pick up his/her own signs. Pam will talk to Ajaye about her signs.

Vice Chair/Chair Elect Report – Ismael Gullon

Ismael sent the volunteer survey in late February/early March and received 50 responses. He thanked Martin for posting it and sending the spreadsheet. He has sent information to the committee chairs. The new education chair will be James (Jim) Mumm from Marquette.

Members-at-Large Reports

Katrina Piechnik

Katrina reported that the Alphabet Soup reception had been finalized. She notified Innovative of the plans. She also sent a reminder about the silent auction. She asked about the annual report, which, according to the handbook, should be sent by June 1. Pam said to summarize what she'd done and send it to her. Katrina suggested that the Handbook needs page numbers.

Suzanne Graham

Suzanne reported that her discussion items would be covered under other agenda items.

Standing Committees Reports

Acquisitions Committee -- Eric Parker

He's hoping to have some things done to report on by June 1.

Cataloging and Classification Committee – Pam Deemer for George Prager

Pat Sayre-McCoy will be our new MARBI representative, Ellen McGrath will be the SAC (Subject Analysis Committee) representative, and John Hostage will continue as CCDA (Committee on Cataloging Description and Access) representative.

The Genre/Form group has been working on search strategies.

The Classification and Subject Cataloging group has put up a form on the TS-SIS website "Get Classification and Subject Heading Questions Answered." There are four volunteer experts so far (including Aaron).

Preservation Committee – Marilyn Estes

No report.

Serials Committee – Shyama Agrawal

Pat has sent a note about the Duplicate Exchange being postponed.

Administrative Committee Reports

Awards -- Linda Sobey

Linda reported that the grants will be talked about under new business. Seven Educational Grants have been awarded, plus the Marla Schwartz grant.

Bylaws -- Chris Long

See discussion under Old Business.

Education -- Ajaye Bloomstone

Suzanne said that the committee has settled on RDA as the Hot Topic "The RDA Decision and What it Will Mean for Me and My Library!" They are trying to pitch it to a wider audience than just catalogers.

Joint Research Grants -- Hollie White

No report.

Membership -- Sean Chen

Sean has been working on the new brochure. It has been reformatted and is now single-sided. He has forwarded the text to Hillary and then will send it out to the committee chairs to check. We do have power for the activities table this year, so Aaron's Ask the Expert (with computer) can go forward.

Nominations -- Brian Striman

No report.

Professional Development -- Aaron Kuperman

Aaron reported that he has started to recruit people for the help desk at AALL, specifically descriptive catalogers with experience in RDA. He is still looking for records (finance, set-up) for the Cataloging Institutes held in the past. He'd like to do something like this online. Pam suggested he get in touch with someone running one of the AALL annual workshops. Aaron would like to run this as a distance education program to keep the cost down. Joann Hounshell, chair of the then TS-SIS Ad hoc Professional Development Committee, was successful in obtaining an AALL grant and with her committee successfully produced a webinar. Aaron might want to contact her. Chris said Celeste Smith, Director of Education for AALL, is willing to help with questions about institutes. Aaron asked about getting a computer. Pam said this would be expensive—Aaron needs something bigger than a netbook. Pam will have her Macbook, but suggested asking the volunteers to bring their own laptops.

Other Activities**TSLL -- Virginia Bryant**

The deadline for the next issue is tomorrow. She asked Linda to write up something about Yael and the Renee Chapman award for 2011. The Education Grant winners need to write a column on a program at AALL (one of the conditions of the grant). Send any announcements to Linda.

TS SIS Online Forums -- Alan Keely

No report.

Webmaster -- Martin Wisneski

Martin reported that the new AALL website went live a couple of weeks ago. The SIS websites will be left alone until after the annual meeting according to Chris Siwa, but he doesn't know how long after AALL this will happen.

Old Business**Strategic Plan**

Suzanne reported that the committee offered its report and recommendations at the last conference call. The recommendation was that a larger group should work on this. Pam

suggested Ismael might call for an Ad Hoc Committee. Suzanne said there is a good starter document in Google Docs.

Handbook

Pam said the By-Laws Committee has been renamed the By-laws and Handbook Committee. Also, the committee was left off of the list of Administrative Committees under Vice-Chair, Chair-Elect. It is listed at the end with the other Administrative Committees.

Comments on the Handbook

Virginia pointed out a change of wording on p. 7 describing the TSSL editor's term "2 year term, renewable once"--remove "renewable once." There shouldn't be a limit on the renewal.

Pam said Members-at-Large section might be the stickiest

Suzanne liked moving the Silent Auction back under Members at Large responsibilities

Chris needs feedback on Silent Auction procedures—should these be linked to a separate document, or included in the handbook. Pam asked what other procedures are being linked to. Chris said currently not linking out to any other procedures. One suggestion was to keep procedures in the documents at the end of the handbook. Another option mentioned was to have procedures manuals for each position, leaving less detail for the handbook. This is a fundamental question—do we want "how it's done" language in the handbook. Suzanne said that as a new board member, she felt the more details and procedures the better.

Ismael pointed out that on p. 7 under Vice Chair/Chair Elect, the term for the Education Committee Chair is given as 2 years, when it is really an 18 month term. He also asked about the ex officio member. Chris asked Ismael to send him language for changes that need to be made.

Pam said the appointments of committee chairs are really made by the Vice Chair/Chair Elect before the annual meeting.

Shyama questioned wording on Standing Committee appointments (p. 7-8). The committee members are usually just those who show up at the meeting, rather than being formally appointed. Chris said each standing committee is free to appoint members as they see fit. Pam thinks committee members should have a one year term, and technically can be appointed via the volunteer survey form (need to have official names for the website). The volunteer form allows committee chairs to have the core membership of their committees, to which they can add. Chris asked if any change is being proposed. Pam said that the sign-up sheets often could be for attendance, not necessarily for recruitment for committee membership. Committee chairs should say whether signing the sheets is for attendance or volunteering.

Shyama also asked about "the list of appointment candidates should be presented to the TS-SIS Executive Board..." Pam said amend that to say "the list of qualified candidates for committee chairs should be presented to TS-SIS Executive Board..." (p. 8)

Pam asked Ismael to e-mail the list of chairs to the Executive Board.

Chris asked if the Education Grant procedures should be left in a related document rather than being brought into the Handbook proper. He asked for permission to tighten up the document—to re-arrange the content, but not fundamentally change it. Pam said that as long as the actual criteria aren't changed, but only rearranged, that it would be ok.

Chris asked about the next steps—when will we vote on this? Pam said to have it ready by the outgoing Executive Board meeting at AALL. Chris said the committee has worked very hard on this and deserves thanks. Pam likes the reorganization of the Awards Committee section.

Ismael suggest adding a revision date—Chris said the date will be whenever it is actually approved by the TS Executive Board (presumably at annual). Pam suggested getting the revised version up on the website.

New Business

Grants Criteria and Payment

Linda explained the criteria for the educational grants. A suggestion was made to put a checkbox on the application for the different grants available—it is not clear from the current form which grant is being applied for. Pam asked if the grants should just be for registration, or for travel too. Linda said she thought the committee's preference would be for AALL or workshop registration.

A motion was made and seconded that the TS-SIS Educational Grants should be only for registration for AALL events. All approved.

It was also decided that it would be best if reimbursement was made after the event to ensure that the grant recipients actually go.

The decision that the grant money will go for registration for an AALL event should be added to the Handbook. Chris asked for someone to send him some wording.

Elaine will follow up with AALL about what they require for reimbursement and will let Linda know.

Annual Meeting Program Evaluations

Pam wondered if some questions on the evaluation can be eliminated, for instance, Question 2, which asks what SIS the person belongs to. Most responses have come from TS-SIS members, followed by those from OBS-SIS. The evaluations are to all the SIS lists, however.

Pam also asked if we need to have the question about the caucuses (Question 3)—does this information help the Education Committee in any way. Chris doesn't think it hurts to have it in there. We may revisit this next year and remove it if it proves not to be useful. Shyama suggested having a “none of the above” button for the caucuses question.

Some felt moving the negative to the left and the positive to the right seemed more intuitive.

Sign Forms Check

See earlier discussion of signs for AALL 2011. The signs are horizontal and are 11”x17”. AALL will cover signs for the sponsored programs. The cost for our signs will be \$250.56. All the signs that are needed are in the conference center. Anyone in charge of a meeting or program needs to place his or her own sign.

AALL’s My Communities and the Future of Forum Lists

Pam hopes the lists won’t go away entirely. Martin said that is what the e-mail seemed to suggest. Katrina asked if access is restricted to those SISs you pay for. You have to go in and sign up for access to My Communities. Pam also wondered about the special lists, such as that for the Executive Board. Katrina suggested everyone sign up and explore the new system.

Motion to adjourn—A motion to adjourn was made and seconded. Meeting adjourned at 12:09 EST.

The next meeting will be at AALL on Sunday July 24, 2011.

Respectfully submitted by,

Elaine Bradshaw
Secretary/Treasurer