



**American Association of Law Libraries  
Technical Services SIS  
2011/2012 Executive Board Meeting  
Wednesday, Sept. 21, 2011  
Conference Call**

**Attendance & Welcome**

Chair Ismael Gullon called the meeting to order at 1:38 p.m. (E.T.)

Present: Ismael Gullon, Elaine Bradshaw, Miriam Childs, Suzanne Graham, Richard Paone, Pam Deemer, Eric Parker, George Prager, Sally Wambold, Wendy Moore, Aaron Kuperman

**Executive Board Officers' Reports**

**Secretary/Treasurer Report** – Elaine Bradshaw

Elaine reported that as of July 31, 2011 the balance in the TS-SIS account was \$16,146.19

Approval of Minutes of July 2011 Board Meetings

George made a motion to approve the minutes from the July 24, 2011 Outgoing Executive Board meeting. The motion was seconded and all approved. Sally made a motion to approve the minutes from the July Incoming Executive Board meeting. Pam seconded and all approved.

**Chair Report** – Ismael Gullon

Ismael submitted his first column to TSSL. Martin has activated the revised TS-SIS Handbook on the TS-SIS website. Elaine sent the TS-SIS 2011 Business Meeting minutes to TSSL.

The Education Committee will sponsor nine programs, co-sponsor five programs and one workshop. They are waiting to hear from AMPC.

**Vice Chair/Chair Elect Report** – Miriam Childs

Miriam is looking forward to working on appointments to committees. By the first of December she will need to have the Education Committee appointed. She will also need to appoint Preservation and Acquisition Committee chairs for 2012-13. Sally asked if Miriam wanted input from her on the Preservation Committee chair. Ismael reminded Miriam that she also does the Membership survey.

### **Members-at-Large Reports –Suzanne Graham and Richard Paone**

Suzanne reported on the Alphabet Soup Reception. She is looking for someone local to recruit to help with the reception for Boston. She anticipates asking for the same amount from Innovative--\$5,500. Suzanne said she will also be working on the Silent Auction. The Silent Auction total for 2011 was \$660—an improvement from last year.

The evaluation process is underway for our sponsored 2011 programs. Speakers have been given their evaluations, the Education Committee has gotten copies, and the Membership Committee will be given the demographic information.

Richard reported that he is serving ex-officio on the Education Committee and is working on the program proposals. Most of his work hasn't yet started.

### **Past-Chair Report – Pam Deemer**

Pam hasn't received anything yet from Chris Long on the Handbook revisions.

### **Standing Committees Reports**

#### **Acquisitions Committee – Eric Parker**

Eric's committee has made a start on their ongoing projects. They will be conducting a survey on collection development, especially cancellations and will be targeting the spring for this. They also got a start on a list of law publishers and providers (started by Ann Robbins, University of Illinois).

#### **Cataloging and Classification Committee – George Prager**

George is trying to get Adam Schiff as VIP, but hasn't heard from him yet. Not much else is going on. The committee has a few more lists that need to be migrated to the new AALL platform.

#### **Preservation Committee – Sally Wambold**

The committee put forward two program proposals developed by Maxine Wright (she is also taking over the Preservation column in TSSL). Sally set up the e-group in My Communities. She also sent Martin the roster, and he has put it up.

#### **Serials Committee – Wendy Moore**

Wendy said she didn't have much to report. She'll be setting up her group in My Communities and hopes to work with Eric on the survey on cancellations. Ismael reminded her to contact Alan Keely. Wendy said she hadn't received a report from Pat on the Exchange of Duplicates.

### **New Business**

#### **Professional Development Committee – Aaron Kuperman**

Aaron discussed the need to prepare RDA training for the fall of 2011. He talked with Beecher Wiggins, who thinks it's a good idea for LC to work with the professional communities. Both Wiggins and Barbara Tillett like the idea of producing free training materials. Aaron is hoping to have this training available with minimal cost to participants. Mark Stratton is retiring from LC Law.

### **VIP for Annual Meeting**

As George already mentioned in his committee report, we would like to have Adam Schiff as our VIP and perhaps also for a Hot Topic. We are trying to get him for the RDA workshop as well. Aaron said we should recycle anything we can.

### **TS-SIS Educational Grant Allocation**

Last year the TS-SIS Board voted to allocate \$2,600 to grants. Do we want to increase the allocation? There were at least 10 applicants, and not everyone got money. Even if we allocate more, it doesn't mean we have to use it. We should know more about our finances by the next conference call, and can decide then.

### **Ad-Hoc Committee on Strategic Planning**

Ismael has had only had two people volunteer for this committee so far. He'll be sending out some more e-mails out to solicit volunteers. He'd like to have at least three more people, and he will serve ex-officio. His goal is for the committee to submit a draft to the board by the first week in January. Suzanne said that last year's group already did some work; she offered to send that to George, who is thinking about volunteering.

### **Other Issues**

The Serials and Cataloging Committee minutes are already on the website. Sally needs to send her minutes from her meeting at AALL Annual to Martin so he can post them. Eric will forward his minutes on to Martin as well. Pam reminded everyone that things sent to Virginia also need to be sent to Martin.

Miriam asked about surveys and when she does them. The membership survey is bi-annual and the volunteer form is done around February. She may ask in November for volunteers to chair the Education Committee. She should send the list of volunteers to the chairs. Ismael said to look at the Handbook for the new guidelines about committee appointments (who does what).

A question was raised about the RDA for Law Catalogers workshop--what if AMPC turns it down. We don't know if we can do a workshop on our own. Ismael thinks we are not authorized to do this. It might be possible for the Professional Development Committee to apply for a grant, and hold the workshop during the meeting time.

### **Motion to Adjourn**

Ismael would like to have the next meeting sometime in October, hopefully before the end of the month and after having heard from AMPC about programs.

Meeting adjourned 2:15 (E.T.)

Respectfully submitted by,

Elaine Bradshaw  
Secretary/Treasurer