



**TECHNICAL SERVICES
SPECIAL INTEREST SECTION**



TS-SIS EXECUTIVE BOARD MEETING MINUTES

February 23, 2023, 12:00 p.m. Eastern time via Zoom

Attendees: Kevin Carey, Rachel Decker, Keena Hilliard, Shawn King, Jason LeMay, Jackie Magagnosc, Jennifer Mart-Rice, Marijah Sroczyński, Joan Stringfellow, Barbara Szalkowski, Jessie Tam, Christopher Thomas, Elisabeth Umpleby.

A. CALL TO ORDER & WELCOME

Jason called the meeting to order at 12:05 p.m. Eastern time.

B. APPROVAL OF MINUTES

The minutes were approved from the January 26, 2023, Executive Board meeting. Kevin will share a final draft of the minutes for posting on the TS site.

C. ANNOUNCEMENTS AND INFORMATIONAL ITEMS

- a. **No more meeting matrix:** this is the same as last year.
 - i. **An outside company is scheduling all of the meetings and rooms**
 - ii. **We've requested specific days and timeframes and been told they can't promise anything:** Jason included preferences for each request, on Sunday and Monday, but we may want to consider cancelling to virtual in the case of conflicts. This may be worth following up with the SIS Council for future meeting planning.

- b. **AALL awards brochure**
 - i. **Deadline to submit is April 15**
 - ii. **Note: SISs will now be responsible for ordering and distributing awards**
 - 1. **At Denver, Kim Rundle mentioned that SISs would place direct orders to have awards sent to recipient's home/work address**

D. OFFICER REPORTS

- a. **Chair**



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No report.

b. Vice-Chair

Shawn reported that she received the previous member volunteer survey information from Jason and is planning to get that out by the end of March.

c. Secretary/Treasurer

Kevin reported that he shared the latest financial statement from AALL with the board, with an ending balance of \$24,815.13 as of December 31, 2022. That included a \$500 expense for the FROG grant recipient, along with \$160 in member dues received. He will set up the election via AALL soon and confirmed that it is scheduled to run from April 1 to May 1.

d. Member-at-Large

Jessie noted that she is willing to help out with the membership survey, as noted in the 2nd-year Member-at-Large position description in the handbook.

e. Past Chair

No report.

E. STANDING COMMITTEE REPORTS

a. Metadata Management

Rachel reported that CC:DA will meet virtually this year, but then plans to be in-person at San Diego in 2024. Chris reported that the committee has started to put together a draft metadata application profile for law materials, and they will bring in the larger group to work on that when it's ready.

b. Resource Management



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Elisabeth reported that the ebook webinar is coming up on April 20, in conjunction with NELLCO, with registration just opening up this week: they had 52 registrants in the first two hours, so it will be a popular event.

F. ADMINISTRATIVE COMMITTEE REPORTS

a. Awards/Grants

Keena reported the committee received two Chapman nominees with the extended deadline, and they plan to set up a meeting in mid-March to meet the April deadlines for AALL awards. The posted deadline for TS grant applications is May 1, so they will send out some reminders before then.

b. Bylaws and Handbook

Joan reported that she met with the committee and uploaded all their working documents to a Google drive for editing, and they will meet again soon to finalize any changes.

c. FROG

Jessie reported that sending out emails promoting the FROG grant have been helpful in generating responses from members.

d. Membership

No report.

e. Nominating

Barbara reported that she was able to fill the open Member-at-Large slot on the upcoming election, so she has sent all the candidate information to Kevin, and the committee's work is complete for the year.

f. Professional Development

Jennifer reported that the next webinar is coming up on March 29, on managing staff during ILS migrations. The Management Issues Roundtable (MIRT) has been re-co-



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chaired by Ajaye Bloomstone and Sydnie Tallman, so Jennifer and Jackie are providing them support in that transition. The committee is also working with Larissa Sullivant on the joint TS/LSRD “Hot Topic”/roundtable session at the Annual Meeting: it may need to switch to virtual if it gets an unfavorable time slot for this important discussion. We are still waiting to get confirmation of official program approval from AMPC, but Elisabeth confirmed that several programs of interest to TS were approved and are moving forward.

G. OPEN BUSINESS

a. Liaisons—Funding

- i. Waiting for word from Ryan RE: CC:DA: Rachel reported that CC:DA will be virtual in 2023 and in-person in 2024.
- ii. SAC and MAC virtual 2023
- iii. Board needs to discuss future funding considerations for the liaisons, so they will be invited to an upcoming board meeting to be part of that.

H. NEW BUSINESS

Jason reported that Laura Fouladi will be leaving law librarianship next month, so she may need to be replaced as co-chair of the Resource Management Committee, depending on her AALL membership status, unless we decide to wait and appoint new co-chairs next year.

I. ADJOURNMENT

The meeting was adjourned at 12:58 p.m. Eastern time.

Minutes submitted by Kevin Carey, Secretary/Treasurer.