



**TECHNICAL SERVICES
SPECIAL INTEREST SECTION**



TS-SIS EXECUTIVE BOARD MEETING MINUTES

August 24, 2023, 1:00 p.m. Eastern time via Zoom

Attendees: Kevin Carey, Diana Dulek, Shawn King, Wendy Law, Jackie Magagnosc, Jennifer Mart-Rice, Michele Pope, Ellen Reece, Barbara Szalkowski, Jessie Tam, Christopher Thomas, Colleen Williams.

A. CALL TO ORDER & WELCOME

Shawn called the meeting to order at 1:02 p.m. Eastern time.

B. APPROVAL OF MINUTES

The minutes were approved from the July 27, 2023, Executive Board meeting, with minor corrections noted. Kevin will share a final draft of the minutes with Marijah Sroczyński for posting on the TS site.

C. ANNOUNCEMENTS AND INFORMATIONAL ITEMS

No announcements.

D. OFFICER REPORTS & INTRODUCTIONS

a. Chair

Shawn noted that she has confirmed the updated TS EB MyCommunities updated roster via Smita Parkhe, including all the current committee chairs and representatives.

b. Vice-Chair

Shawn read out Yan Yu's report that she has received the previous biennial survey from Jason LeMay and has tweaked it a bit for the upcoming year, and she will follow up with Shawn and Jason to finalize it before sending it out at the beginning of the year.

c. Secretary/Treasurer



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Kevin reported that he shared the most recent quarterly statements with the board: the TS-SIS balance as of 6/30/23 is \$29,277.96 including revenues of \$3,080 in member dues and \$70.65 in “royalties” (which Kevin will follow up with AALL to clarify); also, the Cataloging Liaisons fund balance as of 6/30/23 is \$5,288 including a \$300 contribution from LSRD-SIS. He also confirmed that AALL sent out the four grant reimbursement checks the previous week, for a total of \$3,700 in expenses to be reflected on a subsequent statement.

d. Member-at-Large

No report.

e. Past Chair

No report.

E. STANDING COMMITTEE REPORTS

a. Metadata Management

Christopher reported that the task force has a meeting scheduled for October 2 once co-chair Rachel Decker is settled into her new job, and they will also be inviting other interested people. Christopher and Melissa Beck have started a prototype and they will share that with the task force for input.

b. Resource Management

Michele reported that Kaci Resau will be available on November 15 for the webinar on ebooks, so they will contact the Professional Development Committee to assist with registration and publicity and to set up Zoom for the webinar.

F. ADMINISTRATIVE COMMITTEE REPORTS

a. Awards/Grants



No report.

b. Bylaws and Handbook

Shawn read out Jason LeMay's report:

"For Bylaws/Handbook, our committee met on Monday (8/21) for kick-off and have already made a large number of changes to the proposed Bylaws. We reworked the Antidiscrimination and Membership sections to match the model bylaws, and added in Parliamentary Procedure from the model bylaws at Alan Keely's suggestion. We also have an email out to the chair of the AALL Bylaws committee inquiring on possible review of the antidiscrimination section, as it seems narrower than most of our existing institutions' own clauses (and we dislike 'antidiscrimination' and prefer 'nondiscrimination')."

c. FROG

Jessie reported that she has communicated with the committee members and is planning to send out their regular promotional email via the TS, LSRD, and Open Forum MyCommunities lists.

d. Membership

Wendy reported that she has sent out a welcome email to the committee members, and she will sent out a Doodle poll in September for a meeting. She noted that the handbook says there should be a MyCommunities list for the committee, and Shawn said she can follow up with Smita Parkhe as the TS list coordinator to get that set up.

e. Nominating

Jennifer reported that the committee has not met yet, but they have a timeline in place and will plan to meet in mid-September. The committee currently has four members and would be open to one more person joining, particularly a newer TS member.

f. Professional Development

Jackie reported that the committee had a kickoff meeting the previous week, and the members divided themselves into two groups, one (led by Jackie) to help members with their annual meeting program proposals, and another (led by Ellen) to help with the ebook webinar and to provide logistical support for the Management Issues and Working Parents



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roundtables. Jackie also plans to harvest the results from IdeaScale, which had some really good ideas this year for TS, in particular a potential pre-conference workshop or multi-day institute for new catalogers; she and Jennifer have strategized with Keelan Weber to help coordinate that for a lower cost, i.e. pairing with a local institution in Chicago with a TS member connection. Diana noted that she submitted an idea about dealing with chronic illness, so PDC will follow up on that.

G. OPEN BUSINESS

- a. **Liaison funding:** Shawn shared the background document created by Pat Sayre-McCoy on liaison funding, “Summary of AALL liaison selection and funding,” for review and discussion. The ALA liaisons serve three-year terms which can be renewed in coordination with LSRD-SIS: the current liaisons are serving from 2021-2024, so do their terms end at the beginning or end of 2024? Two of the liaisons will have in-person meetings this coming June, so the board will need to decide about funding before then: perhaps we could determine funding by December? Shawn reached out to Jim Mumm again about the ILUG funds which he suggested could be donated to the Cataloging Liaisons fund.

H. NEW BUSINESS

- a. **2023/2024 Grants/scholarship budget approval:** Barbara noted that AALL confirmed there will be a Leadership Academy or Management Institute in 2024. In the previous year, the board approved \$1,000 per member grant and \$700 for the Marla Schwartz grant (along with \$1,000 for Leadership/Management which didn’t take place in 2023). There is a separate approval for the TS half (up to \$500) of the FROG reimbursement when FROG approves a grant application. Barbara moved to approve \$4,700 total in the same amounts for the five grants in 2024, and Diana seconded: the board approved the grant funding. The grant application deadline will be set sometime in April, with AALL early-bird registration scheduled for May 12.

I. ADJOURNMENT

The meeting was adjourned at 1:45 p.m. Eastern time.

Minutes submitted by Kevin Carey, Secretary/Treasurer.