



**TECHNICAL SERVICES  
SPECIAL INTEREST SECTION**



## **TS-SIS EXECUTIVE BOARD MEETING MINUTES**

July 27, 2023, 1:00 p.m. Eastern time via Zoom

**Attendees:** Kevin Carey, Diana Dulek, Shawn King, Wendy Law, Jason LeMay, Jackie Magagnosc, Jennifer Mart-Rice, Michele Pope, Ellen Reece, Barbara Szalkowski, Christopher Thomas, Yan Yu.

### **A. CALL TO ORDER & WELCOME**

Shawn called the meeting to order at 1:03 p.m. Eastern time.

### **B. APPROVAL OF MINUTES**

The minutes were approved from the June 29, 2023, Executive Board meeting, with minor corrections noted. Kevin will share a final draft of the minutes with Marijah Sroczynski for posting on the TS site.

### **C. ANNOUNCEMENTS AND INFORMATIONAL ITEMS**

Shawn noted that this is a good time for officers and committee chairs to think about goal setting for the coming year, to review the handbook for the relevant sections, especially the calendar and dates throughout the year for regular activities, and to reach out to the previous year's chairs for any help or information. It's up to each committee's chairs to decide how and when to have meetings, which are a good opportunity to get to know other volunteers and get them involved in committee work. Committee chairs should also reply to Marijah's email to confirm their committee rosters and check the information on committee web pages.

### **D. OFFICER REPORTS & INTRODUCTIONS**

#### **a. Chair**

Shawn is the Head of Cataloging & Metadata at the University of Wisconsin-Madison, and she reported that her main goal for this year is to figure out the ALA liaison funding issues going forward.



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**b. Vice-Chair**

Yan is the Assistant Director for Technical Services at Notre Dame Law School Kresge Library, and her main goal is to learn from Shawn and other previous officers how to perform the role of Vice-Chair.

**c. Secretary/Treasurer**

Kevin is the Technical Services Librarian at Ohio State University Moritz Law Library, and he reported that his role is to take board meeting minutes and coordinate financial statements with AALL. The most recent quarterly statement (as of March 31) for TS-SIS had a final balance of \$26,290.31, and the cataloging liaisons fund was at \$4,988. Some of the expected expenses for upcoming statements include \$163 for the Chapman award plaque, \$850 for the SIS-sponsored program A/V fee, and \$3,700 in approved reimbursements for conference grants; projected revenues include over \$3000 in member dues and a \$300 contribution from LSRD-SIS to the cataloging liaisons fund. Kevin also spoke with Jim Mumm from Marquette at AALL, who is the current treasurer of ILUG: as that group seems to be headed for dissolution, it's possible they could contribute their remaining funds to the cataloging liaisons fund.

**d. Member-at-Large**

Diana is the Metadata & Digital Initiatives Librarian at the University of Houston Law Library, and she is also the new chair of the Houston Area Law Librarians Publications Committee.

**e. Past Chair**

Jason is the Head of Collection Services at Emory University, and as past chair his primary role is Bylaws & Handbook Committee chair, and he is available to share his font of institutional knowledge from last year with Shawn and biennial survey info with Yan.

**E. STANDING COMMITTEE REPORTS**



**a. Metadata Management**

Christopher is the Head of Cataloging at UCLA Law Library, and the main project for Metadata Management is a task force that is looking into the possibility of creating a metadata profile for law to be used with RDA: he and Melissa Beck are developing a prototype and getting the committee more involved with that.

**b. Resource Management**

Michele is the Serials/Documents Librarian at Loyola University College of Law Library, and Resource Management is planning a webinar to be scheduled at a later date.

**F. ADMINISTRATIVE COMMITTEE REPORTS**

**a. Awards/Grants**

Barbara is the Core Operations Librarian at South Texas College of Law Houston, and she asked the board to determine the approved grant totals by September 1 as dictated by the handbook calendar. It's still to be determined whether there will be an AALL Leadership Academy or Management Institute in 2024. The committee would also like to better formalize the criteria for the Renee Chapman award nomination packet, and to establish a process for nominating people for the AALL Hall of Fame to continue highlighting TS members.

**b. Bylaws and Handbook**

Jason reported that he is hoping to schedule an initial committee meeting in August.

**c. FROG**

No report.



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**d. Membership**

Wendy is the Head of Collection Development at Texas A&M University School of Law, and she is new to the committee and learning the ropes, but they did have one person sign up at CONELL requesting more information about TS.

**e. Nominating**

Jennifer is the Assistant Director for Access & Collections at University of Iowa Law Library, and she sent a welcome email to the three committee members, and they hope to have a first meeting in September or October. They are still looking for another member if possible, and their goal is to complete their charge by the end of December, which involves finding candidates for Vice-Chair/Chair-Elect, Secretary/Treasurer, and Member-at-Large.

**f. Professional Development**

Jackie is the Cataloging & Continuations Management Librarian at Cornell University Law Library, and Ellen is the Head of Metadata & Systems at University of Pennsylvania Biddle Law Library. Jackie has contacted volunteers to confirm they still want to be on the PDC, and she and Ellen are scheduled to meet soon and then have a committee meeting in August. IdeaScale is about to open and scheduled to close August 28, so they hope to continue to build on Jennifer's work in assisting people with the program proposal process and keeping a nice cycle of webinars going throughout the year. They plan to go through the IdeaScale proposals and try to ensure that programs get developed to address those topics and all of the "Must Haves" from AMPC. Jennifer is on AMPC this year and will be in touch with the PDC.

**G. OPEN BUSINESS**

- a. Liaison funding:** for background, there are three liaisons to ALA committees Cataloging: Description & Access (CC:DA), Marc Advisory Committee (MAC), and Subject Analysis Committee (SAC)—which used to be fully funded by AALL to attend

ALA conferences, but that funding was cut off and now TS manages the cataloging liaison fund. Last year we learned that two of the liaisons will be meeting in person at ALA in June 2024, while the third will meet virtually indefinitely. All three liaisons will need to be replaced after this year jointly by TS and LSRD. Pat Sayre-McCoy created a document called “Summary of AALL liaison selection and funding,” which is in the TS EB MyCommunities library, and the board will need to further discuss how to fund the liaisons going forward.

## H. NEW BUSINESS

- a. **2023 AALL Conference recap:** Shawn noted there was good feedback regarding TS sessions this year. Barbara was pleased at the broad turnout for the COUNTER statistics Hot Topic session: a follow-up program could be popular next year, but Jennifer noted that may again be limited to a Hot Topic as AALL does not want to turn off any vendors who may be discussed there. Shawn took some notes on the dine-arounds and will share her notes with Rachel Decker for planning that event next year.
- b. **2024 AALL Conference planning:** Jackie noted that a COUNTER statistics proposal is already posted on IdeaScale. Jennifer clarified that after IdeaScale closes in late August, the AMPC schedule starts with a call for proposals from September 1 to October 6, followed by proposal scoring from October 13 to November 15, and then program selection in December. PDC can help advise on TS program proposals, and Barbara is willing to proofread/vet written proposals. Diana attended the “min quals” Hot Topic: maybe an offshoot program on “paths to the profession” could be a possible proposal idea? Jennifer also suggested a potential pre-conference cataloging workshop which has not been offered for some time.

## I. ADJOURNMENT

The meeting was adjourned at 1:59 p.m. Eastern time.

Minutes submitted by Kevin Carey, Secretary/Treasurer.