



**TECHNICAL SERVICES  
SPECIAL INTEREST SECTION**



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

September 28, 2023, 1:00 p.m. Eastern time via Zoom

**Attendees:** Kevin Carey, Rachel Decker, Diana Dulek, Shawn King, Jason LeMay, Jackie Magagnosc, Jennifer Mart-Rice, Michele Pope, Ellen Reece, Marijah Sroczynski, Jessie Tam, Colleen Williams, Yan Yu.

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

Shawn called the meeting to order at 1:01 p.m. Eastern time.

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

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

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

No announcements.

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

#### **a. Chair**

Shawn noted that she attended the first SIS Council meeting yesterday, which included discussion of funding for SIS's, as some aren't able to put on programs due to low funds, and what AALL can do to help the smaller SIS's. Several SIS's opted not to support any programs for the 2024 conference due to the high AV/technology fees. The annual call for meeting rooms and sponsorships will be coming soon, and Shawn will let the board know when it does. Shawn also checked in with Sara Campbell at TSLI, and she noted that they need a replacement board member from LSRD, and they are pausing production on the September issue until they are fully staffed, so that may be coming out late. TS may need to help with calls for TSLI columnists. Colleen asked to confirm whether she had been formally added as a TS rep for TSLI: Shawn will follow up after the meeting to clarify.

#### **b. Vice-Chair**



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Yan reported that she has reviewed the TS handbook and proposed bylaws revisions and the TS website. She noted a broken link on the website that Marijah will follow up to fix.

**c. Secretary/Treasurer**

Kevin reported that he followed up on an earlier question about Marla Schwartz grant funds: after discussing it with Ruth Gonzalez and Julie Thompson at AALL, he determined that those funds are not maintained separately within the overall TS funds. Donations for that grant have a separate revenue line item, but then expenses related to that grant are paid out as “Awards” with amounts determined by board approval. There was also a revenue line item for \$70.65 in “Royalties” on the 6/30/23 financial statement, and AALL confirmed those revenues came from Hein for 4 TS-related publications: \$63.01 for TSSL, \$4.75 for *Cataloging Legal Literature*, \$1.83 for *Cataloging Procedures Manual*, and \$1.06 for *Guidelines for Cataloging the Files Available Through Lexis*.

**d. Member-at-Large**

Rachel noted that she has just moved across the country to Georgetown, so she has no report at this time. Diana reported that she will work with Rachel to prepare for her upcoming Member-at-Large duties including grant fund-raising.

**e. Past Chair**

No report.

**E. STANDING COMMITTEE REPORTS**

**a. Metadata Management**

Rachel reported that the first metadata profile task force meeting is on Monday via Zoom. Christopher Thomas has posted a link to that on the TS listserv, and Rachel will send out an agenda tomorrow: they currently have 7 members committed to that task force, and the meeting will be open to all members.

**b. Resource Management**



Michele reported that they have a speaker from OCLC coming in March, and she has contacted their marketing department to post it on their website and to set up the meeting and registration. She has about four other speakers to set up after that one on topics such as licensing and Keepers Registry. Marijah noted that they have another speaker coming up on November 15.

## **F. ADMINISTRATIVE COMMITTEE REPORTS**

### **a. Awards/Grants**

No report.

### **b. Bylaws and Handbook**

Jason reported that they are initially focused on TS bylaws, mostly re-numbering and minor word changes for consistency in addition to the new added articles on non-discrimination and parliamentary procedure. He has sent the proposed revisions out to the board for comment before the next meeting, after which they will go to the AALL Bylaws committee for approval. Then the committee will start working on the TS handbook, including a section on the liaison funding. Keena Hilliard will be providing updates to the awards and grants sections, and Alan Keely has made a lot of key suggestions as well. Jason expects this will be part of a multi-year effort to revise and update the handbook.

### **c. FROG**

No report.

### **d. Membership**

No report.

### **e. Nominating**

Jennifer reported that the committee will begin working in October, and they will accept any suggestions for TS board nominations.

### **f. Professional Development**



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Jackie reported that the committee has been working to assist members with their annual meeting proposals and to come up with a list of possibilities of potential TS-sponsored proposals. She shared a Google doc of the nine proposals being considered for TS sponsorship, with five in particular marked for the board to consider before the proposal deadline on October 6.

Ellen provided an update on upcoming webinars, including “Promoting/marketing/providing access to institutional history in digital archives” in the fall, “Introduction to the law SACO funnel” in the winter, “Collaborating with public services, or how I stopped worrying and let tech services assist” in the spring, and a bonus call for infographics/writeups/videos or other types of media about communication or organizational tools and their pros/cons.

**G. OPEN BUSINESS**

- a. **Liaison funding:** Shawn reiterated that she hopes the board can decide on 2024 funding amounts by December, and she is still waiting to hear from Jim Mumm about a potential donation of ILUG funds. SAC and CC:DA are both planning to hold in-person meetings in June. Rachel suggested it would be most equitable for each liaison to receive the same amount for conference travel, possibly in the amount of \$1500-2000?

**H. NEW BUSINESS**

- a. **TS-sponsored annual conference proposals:** the board needs to review the list provided by PDC and decide on two proposals to denote as “independently produced educational programs” for TS sponsorship before the proposal deadline next Friday. Jackie also wants to notify the proposers earlier in the week, so board members should send their top 3 choices to Jackie by mid-Monday to be counted. Shawn will also contact LSRD to see if they are planning to sponsor any of the same proposals and will let the board know about that.

**I. ADJOURNMENT**

The meeting was adjourned at 1:54 p.m. Eastern time.

Minutes submitted by Kevin Carey, Secretary/Treasurer.