



**TECHNICAL SERVICES  
SPECIAL INTEREST SECTION**



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

October 26, 2023, 1:00 p.m. Eastern time via Zoom

**Attendees:** Kevin Carey, Rachel Decker, Diana Dulek, Shawn King, Wendy Law, Jason LeMay, Michele Pope, Ellen Reece, Marijah Sroczynski, Barbara Szalkowski, Jessie Tam, Christopher Thomas, 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 September 28, 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 reported that she attended the AALL antitrust training webinar, with an outside attorney advising nonprofit organizations on changes to antitrust laws from February 2023. The changes revoked a “safe harbor” which had previously allowed us to conduct surveys or share information regarding costs of legal products, so we should no longer use MyCommunities listservs or other AALL communication to share vendor costs or contract conditions as that could be considered a conspiracy under antitrust laws. It was suggested that institutions could include a clause or statement in contracts with vendors that they are providing the best possible price, and government/state organizations’ information could also be publicly available via FOIA requests. Jason noted that the webinar was not recorded, but it basically followed the new AALL antitrust policy. Shawn also followed up with Jim Mumm at ILUG, who noted that they are moving forward with that group’s dissolution and are just working through the administrative details before they can donate



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those funds. Barbara noted that ILUG had sent out a survey asking about the dissolution and the disbursement of their remaining funds.

**b. Vice-Chair**

Yan reported that she also attended the antitrust training, and she had submitted her votes on TS program proposals to Jackie Magagnosc.

**c. Secretary/Treasurer**

No report.

**d. Member-at-Large**

No report.

**e. Past Chair**

No report.

**E. STANDING COMMITTEE REPORTS**

**a. Metadata Management**

Rachel reported that the application profile task force met for the first time in October and will be meeting again in November: that meeting will also be open to anyone interested. Christopher noted that they have started dividing up the prototype for the application profile, and members are working to build out all the sections.

**b. Resource Management**

Michele reported that the ebooks webinar is coming up at 1 pm Central time on November 15.

**F. ADMINISTRATIVE COMMITTEE REPORTS**

**a. Awards/Grants**



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Barbara reported that the committee has reviewed the application for the member grants and created a new application for the Chapman award, so those have been approved and posted on the TS website. They also changed the deadline for the Chapman award to March 1 in order to align with AALL’s Hall of Fame and Gallagher award deadline. The 2024 Leadership Academy has now been announced, and the Board has previously approved that grant’s funding for this year, so Barbara will work with Marijah to update the website accordingly. She has also worked with Jason on some updates to the awards section for the handbook.

**b. Bylaws and Handbook**

Jason reported that he submitted the proposed changes to the AALL Bylaws Committee, and he should hear back from them about approval soon.

**c. FROG**

No report.

**d. Membership**

Wendy reported that she reached out to AALL to get information on new TS members: she will solicit volunteers to send out welcome emails, and the committee will design a welcome email template they can use going forward.

**e. Nominating**

No report.

**f. Professional Development**

Ellen reported that the committee is working on the fall webinar on “Discovery, access, and marketing of institutional materials and archives,” which will be on November 9 at 2 pm. The panel will include Rebecca Altermatt, Benjamin Carlson, Heather Kushnerick, and Kris Turner.

**G. OPEN BUSINESS**

**a. Liaison funding:** Shawn reiterated that she hopes the board can decide on 2024 funding amounts by the end of the year. We know two of the three liaisons will be

meeting in-person at ALA in summer 2024, so we at least need to come to a resolution about how much we can contribute for reimbursement this year. The three current liaisons are on 2021-2024 terms and may reasonably have expectations of full funding reimbursement, but future funding will necessarily depend on yearly donations and could be discussed further at the members business meeting. Rachel suggested that we should make funds available for this year's liaison travel and future travel in a way that's sustainable and make that yearly total a specific fundraising goal. Kevin noted that the cataloging liaisons fund has a current balance of \$5,288, including donations totaling \$440 this fiscal year, but TS has not contributed directly to the fund. Jason noted that we have approved \$4,700 in funds for grants, which along with expected conference expenses is more than our annual revenue from member dues. Shawn noted that TS does have a fairly high current balance, so we could discuss whether to apply any of that to the cataloging fund in the future.

Shawn then called for a motion to fund the liaisons for the upcoming year: Jason moved to provide \$1,500 per liaison for the two in-person meetings, Barbara seconded, and the motion was approved by the Board.

## H. NEW BUSINESS

- a. **Member-at-large fundraising duties:** Rachel and Diana noted that they had some questions about the 1<sup>st</sup>-year member-at-large fundraising duties outlined in the TS handbook. The silent auction in support of the Marla Schwartz grant has not happened for several years. Jessie noted that she had sent out fundraising emails when she was in that role, for Giving Tuesday after Thanksgiving and then Valentines Day, and Jason noted there is still an option to donate via the form on the AALL website. Marijah advocated for keeping a general fundraising role with the 1<sup>st</sup>-year member-at-large to give them the option to contribute creatively. Any proposed changes for that part of the TS handbook should be submitted to Jason.



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- b. Expense approval for transportation of TS-SIS conference materials:** Kevin reported that AALL was not able to process a shipping reimbursement request in the amount of \$40 for Joan Stringfellow, as they required that request to be more clearly documented. So Kevin moved to approve a reimbursement of \$40 to Joan Stringfellow for transporting TS-SIS materials home after the Annual Meeting: Jason seconded, and the motion was approved by the Board.
- c. Annual conference meeting rooms/sponsorship requests:** Shawn reported that she received the email from AALL about Annual Meeting room requests and sponsorships, with a response deadline of December 15. Last year we had four meeting rooms: Hot Topic, Metadata Management roundtable, Resource Management roundtable, and Management Issues roundtable. Jason noted that the Professional Development Committee made the recommendation for room requests last year, so we could check with them and confirm the requests at the next meeting. He also recommended against requesting any sponsorship, as vendors have not been as active since the “Alphabet soup” reception went away.
- d. November/December meeting:** Shawn will send out a Doodle poll to schedule a time/date.

**I. ADJOURNMENT**

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

Minutes submitted by Kevin Carey, Secretary/Treasurer.