



**TECHNICAL SERVICES  
SPECIAL INTEREST SECTION**



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

December 7, 2023, 2:00 p.m. Eastern time via Zoom

**Attendees:** Kevin Carey, Rachel Decker, Shawn King, Wendy Law, Jason LeMay, Jackie Magagnosc, Ellen Reece, Marijah Sroczynski, Barbara Szalkowski, Jessie Tam, Christopher Thomas, Yan Yu.

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

Shawn called the meeting to order at 2:00 p.m. Eastern time.

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

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

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

- a. Sarah Reis is our liaison to the AALL Government Relations Committee. She encourages everyone to join the AALL Advocates Community in MyCommunities where they will share updates including information about the 2023 AALL Advocacy Training.
- b. Yan reported that Susan Azyndar from the ALL-SIS Collection Development Committee invited TS-SIS to partner on an event similar to their roundtable last year about collection development and DEI issues. Shawn noted that one of the standing committees could be interested in partnering on such an event.

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

#### **a. Chair**

Shawn reported that she has been strategizing with Becky Bearden, LSRD-SIS chair, to help avoid programming conflicts at the Annual Meeting. They have also been discussing the delay of the TSL fall issue, and some of the issues with on-boarding new volunteers and the ongoing issues with columnists, possibly opening up broader conversations about



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the future of the publication. Shawn is open any to ideas or suggestions from the board or membership.

**b. Vice-Chair**

No report.

**c. Secretary/Treasurer**

Kevin reported that he received the latest quarterly financial statement from AALL, which covered the Annual Meeting period and so included the bulk of our annual expenses: \$3,700 in reimbursements for the four awarded grants and \$1,011.10 for “A/V Equipment” (i.e. program/meeting costs) at the Annual Meeting. The A/V expense breaks out to \$850 for the sponsored-program flat fee plus \$161.10 for a flip-pad for the Hot Topic program. The revenues included \$310 in member dues and a \$25 donation to the Marla Schwartz grant. The ending balance as of 9/30/23 is \$24,901.86.

**d. Member-at-Large**

Rachel noted that Diana Dulek sent out an announcement on the TS listserv about the upcoming Giving Tuesday, encouraging members to donate to the Marla Schwartz grant, and John Hostage followed up to mention the Cataloging Liaisons fund as well. Rachel asked whether she needed to propose any updates to the member-at-large section of the TS Handbook, and Jason noted she can propose specific changes any time but that committee will be focusing on the handbook later in the year.

**e. Past Chair**

No report.

**E. STANDING COMMITTEE REPORTS**

**a. Metadata Management**

Rachel reported that the application profile task force had a meeting in November and has another scheduled for January.



**b. Resource Management**

Marijah reported that the November webinar with NELLCO, “Falling into ebooks,” was very successful, and Michele Pope has arranged for Chelsea Dalgord from OCLC to present a webinar in February about changes to WorldShare.

**F. ADMINISTRATIVE COMMITTEE REPORTS**

**a. Awards/Grants**

No report.

**b. Bylaws and Handbook**

Jason reported that they have received approval from the AALL Bylaws Committee on their proposed changes to the TS-SIS bylaws, and he distributed a red-lined document along with a summary of the proposed changes to the board. He plans to coordinate with Kevin and Marijah to determine how to publicize and administer a membership vote on the proposed changes. The committee will be meeting next in January to start working on the handbook.

**c. FROG**

Jessie reported that she plans to send out another outreach email soon.

**d. Membership**

No report.

**e. Nominating**

No report.

**f. Professional Development**

Ellen reported that they just put on a webinar, “Accessing archives and institutional repositories: meeting users where they are,” which had 130 registrants and 75 attendees and received positive feedback; Marijah has posted the recording and slides online. Their next planned webinar is an introduction to the Law SACO funnel, and they are also planning

to solicit submissions (i.e. infographics, writeups) to develop into an organizational and communication toolkit. Jackie reported that she reached out to Ajaye Bloomstone about compiling a contact list for on-site meeting planning. Also, since Jackie is a member of a strategic planning group for LSRD, she has been discussing better coordination between the SIS's regarding programming through the year and possibly developing a shared committee for that.

## G. OPEN BUSINESS

- a. **Liaison funding:** Shawn kept this as an open business item so that the board can discuss future planning for funding the cataloging liaisons, as the board previously decided on funding for the current year. Kate Peck confirmed that she is willing to renew her term, and Shawn is waiting to hear back from the other current liaisons. Kevin contacted Ruth Gonzalez at AALL to confirm the process for ILUG to donate to the Cataloging Liaisons fund, and Shawn is waiting for confirmation of that donation from Jim Mumm.

## H. NEW BUSINESS

- a. **Annual conference meeting rooms/sponsorship requests:** Shawn noted that our meeting room reservation request is due by December 15, so the board needs to decide how many we'll need at this meeting. Jason suggested we consider reserving fewer rooms and possibly switching the Hot Topic session to online, but Jackie advocated for keeping the Hot Topic as a "backup program" since that has been well attended along with all the roundtables. It was noted by several people that in-person meetings are more likely to draw in newer members who are attending the annual meeting, help promote the work of the associated committees, and provide more meaningful networking opportunities. The board decided again to not request any sponsorship, as that seems unlikely to be productive, and to likely request (pending final decisions from committee chairs) four total meeting rooms for a Hot Topic session and the Resource Management, Metadata Management, and Management Issues roundtables.
- b. **Bylaws changes – see Jason's email:** Jason moved to approve putting forward the proposed bylaws changes to the membership for a vote: Barbara seconded, and the board approved the motion.



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## **I. ADJOURNMENT**

The meeting was adjourned at 2:57 p.m. Eastern time.

Minutes submitted by Kevin Carey, Secretary/Treasurer.