



**TECHNICAL SERVICES  
SPECIAL INTEREST SECTION**



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

April 25, 2024, 1:00 p.m. Eastern time via Zoom

**Attendees:** Kevin Carey, Diana Dulek, Shawn King, Wendy Law, Jason LeMay, Jackie Magagnosc, Ellen Reece, Jessie Tam, 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 March 28, 2024, 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**

Shawn reported that she ordered the Chapman award from the same vendor as in previous years. Also, the early bird discount for AALL registration is coming up on May 3, and there are still many grants available from various organizations.

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

#### **a. Chair**

Shawn reported that there was a small group meeting about liaison funding which will be discussed during open business, and she included an item in new business about scheduling the annual business meeting.

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

Yan reported that the volunteer survey deadline is on Friday, and she will send out the updated spreadsheet of the results to the board the next week. There is no closing date for that survey so members can continue to respond with their volunteer interests. Rachel Decker emailed to note that she is interested in continuing as a co-chair of the Metadata



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Management Committee and would like to continue on the application profile task force. Shawn noted that new ALA liaisons will need to be appointed this year, along with LSRD, in addition to Yan's responsibility for appointing committee chairs by June.

**c. Secretary/Treasurer**

Kevin reported that he also attended the liaison funding meeting and can provide meeting notes for the group. The TS election is underway now and seems to be running as expected. Also, he submitted the reimbursement request for the Leadership Academy grant recipient, Samantha Thorne, to AALL. Ryan Tamares had reached out to clarify the reimbursement process for ALA liaisons, so Kevin will be in contact with next year's Secretary/Treasurer to help facilitate that process.

**d. Member-at-Large**

Diana has compiled a good list of local restaurants for the dine-arounds in Chicago, so she will send out an email soon to solicit hosts for those.

**e. Past Chair**

No report.

**E. STANDING COMMITTEE REPORTS**

**a. Metadata Management**

No report.

**b. Resource Management**

No report.

**F. ADMINISTRATIVE COMMITTEE REPORTS**

**a. Awards/Grants**



Wendy reported that the committee has voted on a Chapman award recipient, and they are currently soliciting applications for the AALL meeting grants with a deadline of May 1.

**b. Bylaws and Handbook**

Jason reported that he has two versions of the handbook updates, depending on whether the proposed bylaws amendments pass in the TS election, and he will finalize and share one after the election.

**c. FROG**

Jessie reported that she is planning to send out another outreach email to the MyCommunities lists.

**d. Membership**

Wendy reported that the committee is still discussing giveaways and themes for CONELL and the TS poster board at AALL. Shawn noted that she submitted a form denoting Wendy as the contact for CONELL.

**e. Nominating**

No report.

**f. Professional Development**

Ellen thanked Christopher for helping with the previous webinar, and she has put out a call for speakers for the next webinar, about the interactions between technical and public services, to be scheduled in late May or early June. Jackie reached out to PDC members who worked on the annual meeting, asking for Hot Topic ideas, and also went through the member survey and program proposals which were not selected for AALL. Some possible topics include accessibility, preservation of the scholarly record, alternative metadata, Wikidata, alternative methods of authority control, project management, and ebook workflows. She also plans to put out a call for member proposals based on those topic ideas; one other idea looking ahead would be asking Ajaye Bloomstone to lead a webinar on how to craft program proposals since she has been so successful.

**G. OPEN BUSINESS**

- a. **Liaison funding:** Shawn reported that there was a small group meeting on April 18 that included herself, Yan, Kevin, Christopher, Rachel, the three current ALA liaisons, and LSRD chair Becky Bearden. There will only be one in-person meeting this summer, for Ryan Tamares, so that means just one \$1500 reimbursement from the ALA liaisons fund this year. It was determined that incoming representatives should know up-front about funding, but due to limited available funds it would be appropriate to approve reimbursement depending on whether their institutions would cover those costs, and that is the proposal before the board today, along with a commitment of up to \$1500 per meeting over the upcoming three-year terms. LSRD has contributed \$300 to the fund each of the past two years and would be willing to contribute up to \$500 annually going forward, which TS could decide to match. Jason suggested eventually staggering the liaison terms, which could provide some flexibility in committing funding as the total balance decreases; another possibility would be reducing the liaison terms to two years. Kevin noted that the TS handbook says the terms are “usually” three years, so any shorter term could help phase in a staggering of the liaison terms.

Shawn moved that the board approve a commitment of up to \$1500, as needed, in reimbursement for in-person meetings during the next three year terms: that funding was approved by the board.

Shawn then moved that TS donate \$500 annually to the ALA liaisons fund: that donation was also approved by the board.

## H. NEW BUSINESS

- a. **TS-SIS Annual Business Meeting date:** Shawn noted that the next regularly-scheduled board meeting date is June 27, and the business meeting has been scheduled the same day as that outgoing board meeting the past couple of years. That is also the first day of the ALA conference, which could present a conflict for members. Perhaps the ALA representatives could report at the Metadata Management Committee roundtable instead? Also to be determined is when to present the Chapman award in-person at AALL. July 11 is another date that could possibly work for the business meeting. Shawn will sent out some Doodle polls to determine dates for the board and business meetings.
- b. Shawn also noted that Ajaye Bloomstone requested supplies for the deep-dive presentation co-sponsored by PLLIP: the total cost divided in half would be



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approximately \$74 plus possible tax/shipping. She moved to approve that amount, which has already been submitted by PLLIP and pre-approved by AALL: the board voted to approve that expense.

**I. ADJOURNMENT**

The meeting was adjourned at 1:55 p.m. Eastern time.

Minutes submitted by Kevin Carey, Secretary/Treasurer.