



**TECHNICAL SERVICES  
SPECIAL INTEREST SECTION**



## **TS-SIS EXECUTIVE BOARD MEETING MINUTES SEPTEMBER 12, 2024 (3:00 PM ET/2:00 PM CT/12:00 PM PT)**

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

Call to order at 3:02pm

Attendees: Yan Yu, Christopher Thomas, Kathryn Downing, Sara Saddler, Colleen Williams, Joan Stringfellow, Jessie Tam, Wendy Law, Ellen Reece, Diana Dulek, Marijah Sroczynski, Jennifer Mart-Rice, Keelan Weber.

### **B. APPROVAL OF AUGUST MEETING MINUTES**

Yan moved to approve August 15, 2024 minutes and Wendy seconded.

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

2024 Strategic Planning Survey by Association Options; request feedback from AALL EB members, chapter presidents/vp, Committee Chairs/co-chairs, SIS chair/vc, and staff to complete a pre-session survey by 9/24. Strategic planning session is on 11/8

### **D. OFFICER REPORTS**

#### **a. Chair (Yan Yu)**

i. Yan viewed the recordings of AALL virtual SIS Leadership Training.

iii. The Board vote for approve \$430 to FROG 2024-25 recipients, AALL SIS Reimbursement Form will need to be submitted.

#### **b. Vice-Chair/Chair-Elect (Jessie Tam)**

i. Jessie attended virtual SIS Leadership training; will attend SIS Council meeting next week, on Sept. 20th.

#### **c. Secretary/Treasurer (Keelan Weber)**

i. We received 9 votes (aye) to approve funding for FROG grant.

ii. Processed reimbursements for New Member Grants.

iii. Action items: Membership giveaway reimbursement, FROG grant.



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**d. Member-at-Large (Diane Dulek, Wendy Law)**

No report.

**e. Past President (Shawn King)**

No report.

**E. STANDING COMMITTEE REPORTS**

**a. Metadata Management (Chris Thomas, Allison Ransom)**

i. Plans are in place for future meeting.

ii. Alison Ransom has left law librarianship, and subsequently the committee. Will need to find another co-chair. Yan is looking for a replacement.

**b. Resource Management (Michele Pope, Colleen Williams)**

i. Working on a webinar for digital licensing. Have a meeting with the presenter next Monday, Sept. 16th.

**F. ADMINISTRATIVE COMMITTEE REPORTS**

**a. Awards/Grants (Joan Stringfellow)**

i. The committee awarded the Leadership Grant.

ii. Discussion about posting award winners on our website.

**b. Bylaws and Handbook (Shawn King)**

i. Committee has been formed. The meeting will be scheduled for the end of September or early October.

**c. Membership (Wendy Law)**

i. Committee list sent to website.

ii. Scheduling a meeting for next month.

iii. Recommended adding a volunteer form to the website (see LSRD-SIS example). Positive response from the Board for adding this form to the website, Marijah and Wendy will work on form for adding to the website.



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**d. Nominating (Jennifer Mart-Rice)**

No report.

**e. Professional Development (Ellen Reece, Jennifer Mart-Rice)**

i. Had first meeting with the webinar group (planning meeting)

ii. Three webinars: TS/Public Services collaborations; DEI cataloging projects (lightning talk format); History of legal cataloging (panelist format) in spring.

iii. Committee talked about having a webinar series for those who were interested but unable to attend Metadata Magicians: Secrets Revealed, Basic Legal Cataloging at the AALL Annual Meeting. Will contact Keelan Weber and Joni Cassidy to do the session in three parts.

iiii. TS toolkit – will solicit submissions for tools recommendations from members.

**f. Funding Research Opportunities Grant (FROG) (Jessie Tan, Kathryn Downing, Heather Buckwalter)**

i. Kathryn Downing and Devan Orr from William & Mary Law School Library are the official grant recipients. They plan to submit a proposal for a session at the AALL annual meetings about their proposal.

ii. Jessie announced the winners through various streams, including listservs and the website.

**g. TSLI Editorial Representatives: (Colleen Williams, Sara Saddler)**

No report.

**h. Website Coordinator (Marijah Sroczynski)**

i. Posted bylaws and handbook, Updated TSLI latest issue, Posted FROG announcement. Two other posts will go live tomorrow (9-13-24).

**i. My Community Manager (Smita Parkhe)**

No report

**j. Cataloging Liaisons:**

To MAC: Kate Peck

To SAC: Cate Kellett

To CC:DA: vacant

Application Profile: Chris Thomas, Rachel Decker

No report.



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**G. OPEN BUSINESS**

**a. Annual Meeting programs**

- Call for program proposals (including selected “must-have” topics) issued in Fall (September)
- Annual Meeting Program Committee (AMPC) conducts blind evaluation of proposals (without seeing proposer/presenter names)
- Each SIS has the opportunity of producing and sponsoring one program
- The SIS must submit two different proposals from which the AMPC will choose.
- Costs associated with producing the program are responsibility of the SIS
- Once the program is selected by AMPC, each SIS will have a liaison assigned from the AMPC.

**H. NEW BUSINESS**

Allison Ransom is moving out of the law library and tendered resignation for her co-chair role for the metadata committee. We need to find her replacement.

Yan reached out to two possible replacements.

**I. ADJOURNMENT**

Keelan motioned, Jessie seconded 3:59