



**TECHNICAL SERVICES
SPECIAL INTEREST SECTION**



TS-SIS EXECUTIVE BOARD MEETING AGENDA/MINUTES OCTOBER 10, 2024 (3:00 PM ET/2:00 PM CT/12:00 PM PT)

A. CALL TO ORDER & WELCOME

Yan called the meeting to order at 3:03pm.

B. APPROVAL OF SEPTEMBER MEETING MINUTES

Board approved minutes.

C. ANNOUNCEMENTS AND INFORMATIONAL ITEMS

Today's meeting will vote on annual conference programs sponsorships, budgets for awards, liaison fund, sharing members roster with LSRD-SIS.

D. OFFICER REPORTS

a. Chair

i. Yan attended AALL SIS chairs council meeting on Friday 9/20

Topics included AALL archives update (<https://www.aallnet.org/about-us/press-room/aall-materials-faq/>), SIS Board Communication, SIS Board Finances, Contracts & Agreements.

AALL annual meeting -Fall deadlines

ii. The Board voted to approve **Tommy White** as co-chair of MM Committee.

iii. TS and LSRD jointly appointed **Chris Thomas** as liaison to CC:DA

iv. designated AMPC liaison to TS: Elisabeth Umpleby

v. two **Canva** accounts set up for Jessie Tam and Wendy Law

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

Attended SIS meeting

c. Secretary/Treasurer (Keelan Weber)

Processed reimbursements for outstanding grants and expenses previously approved by the board.

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

Wendy will brainstorm with Diana and Yan about fundraising for the Marla Swartz giving campaign scheduled for November.

e. Past President (Shawn King)

No report.

E. STANDING COMMITTEE REPORTS

a. Metadata Management (Chris Thomas, Tommy White)

Metadata application profile taskforce plans for future meeting.

b. Resource Management (Michele Pope, Colleen Williams)



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Upcoming webinars: Preservation of Legal Information in November and the January webinar, GPO cataloging & FLDP Data Manager, co-sponsored by Government Documents SIS.

Spring webinar upcoming about digital licenses.

F. ADMINISTRATIVE COMMITTEE REPORTS

a. Awards/Grants (Joan Stringfellow)

i. Awards/Grants funding for 2024-2025 (will vote at New Business section)

b. Bylaws and Handbook (Shawn King)

Shawn has first meeting scheduled.

ACTION ITEM FOR ALL: Committee members to reach out if there are changes to be made to the handbook.

c. Membership (Wendy Law)

Scheduling meeting at the end of October/beginning of November.

d. Nominating (Jennifer Mart-Rice)

Will meet end of October.

Confirmed that the positions are Member at Large and Vice Chair.

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

Ellen reported that they are in the planning stages for fall webinar. Working with LSRD-SIS on the new librarians' round table. Jennifer said the program committee had too many members with proposals and could not provide unbiased recommendations.

f. Funding Research Opportunities Grant (FROG) (Jessie Tam)

The committee found a new representative at large for 2024-2026; Kim Martin. Jessie has updated the website and TSLI with this change.

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

No report.

h. Website Coordinator (Marijah Sroczynski)

No report.

i. Cataloging Liaisons:

To MAC: Kate Peck

i. Propose webinar/discussion session for the next MAC meeting

To SAC: Cate Kellett

No report.

To CC:DA: Chris Thomas (2024-2027)

No report.



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G. OPEN BUSINESS

- a. Annual Meeting programs (program proposal opened on 9/16, close on 10/15)
- SIS-sponsored program (Jenn)
 - Early career librarian roundtable
 - 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

[Program Proposal FAQ](#)

Yan created a poll in the Zoom for EB members & 4 standing committee chairs. The board selected the two presentations to go forward with TS-SIS sponsorship.

H. NEW BUSINESS

a. 2024/2025 Awards/Grants budget approval

- **Marla Schwartz Education Grant (incurred expenses up to \$700.00)**
- **New Member Grant (incurred expenses up to \$1,000)**
- **Experienced Member Grant (incurred expenses up to \$1,000)**
- **Active Member Grant (incurred expenses up to \$1,000)**
- Management Institute grant (incurred expenses up to \$1000- approved)
- FROG (split between LSRD, up to \$500 for TS – Approved \$430)

Joan motioned to approve \$3700 for the remaining amount designated for the remaining awards. Yan seconded the motion, all members agreed and motion was approved.

b. Liaison fund discussion

TS Board will put \$500 annually into the fund; LSRD will also add money to this fund every year.

Committee would review the amount every three years as a new liaison is onboarded. (See April minutes for more information.)

c. Membership roster sharing with LSRD (Keelan)

Sam Cabo, LSRD secretary/treasurer, reached out about doing a membership overlap analysis with TS as part of a strategic planning initiative. Keelan will obtain more information from LSRD.

I. ADJOURNMENT at 4:15pm