

**TECHNICAL SERVICES  
SPECIAL INTEREST SECTION**



## **TS-SIS EXECUTIVE BOARD MEETING AGENDA/MINUTES FEBRUARY 13, 2025 (3:00 PM ET/2:00 PM CT/12:00 PM PT)**

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

Yan called the meeting to order at 3:02pm.

Attendees: Yan Yu, Christopher Thomas, Colleen Williams, Jessie Tam, Shawn King, Ellen Reece, Diana Dulek, Marijah Sroczynski, Jennifer Mart-Rice, Keelan Weber, Michele Pope, Tommy White, Sara Saddler.

### **.B. APPROVAL OF November meeting minutes**

Board approved November minutes.

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

One of two submitted programs to AALL AMPC has been chosen- Automagic

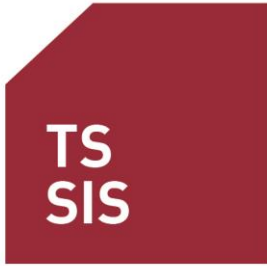
### **D. OFFICER REPORTS**

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

1. Attended AALL SIS Chairs Council Meeting on 11/19/2024, I brought up the suggestion of Michelle Pope to the council on creating a communication channel specifically for announcements on grants, webinars. The council listened, the upcoming Feb, 25 council meeting will discuss the topic of marketing and communication. Heather Haemaker, AALL Director of Marketing & Communication.
2. Responded to AALL TS-SIS GRC liaison Patricia Barbone regarding joining AALL Chapter/SIS Government Relations meeting on Dec. 3<sup>rd</sup>. Since our TS doesn't have a GRC, we won't participate in the meeting and will leave it to Chapter level.
3. Replied back to Kim Ruddle regarding 2025 conference room reservations
4. Send out Spring TS-SIS Executive Board election announcement to the TS community

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

1. SIS Council November meeting:
  - a. mindful on fundraising activities; no tax involved
2. Upcoming meeting in February. Need to prepare for the upcoming member volunteer survey. And will look for volunteers for the upcoming year for TS-SIS committees. Coming year: board members, awards and grants committee.



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

1. SIS financial statements added to My Communities TS-EB library. Will maintain this folder for storage.
2. Archive meeting minutes in My Communities TS-EB library.

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

1. Report from Wendy via email: Worked with Diana to revise the language of M@L section of the handbook and then emailed the revisions to Shawn/Bylaws and Handbook Committee for inclusion in the handbook. Plan to send out another email out to the TS-SIS asking members to consider donating to the Marla Schwartz Education Grant and the Cataloging Liaisons Fund.
2. Diana shared that she encourages TS-SIS members to participate in the AALL mentorship program as mentors.

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

No report.

**E. STANDING COMMITTEE REPORTS**

**a. Metadata Management (Chris Thomas, Tommy White)**

1. Chris and Tommy have been meeting regularly to discuss topics for roundtable for the Annual Meeting and possible virtual meetings prior.
2. Tommy - idea of coffee chats pre annual meeting (April/May/June)

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

No report.

**F. ADMINISTRATIVE COMMITTEE REPORTS**

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

Report via email: Haven't received any applications for the Renee Chapman. Will send out a reminder of the Award and the deadline of March 1. May extend deadline.

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

Shawn will incorporate the edits from Wendy for Member at Large. Final draft shared with EB in coming months.

**c. Membership (Wendy Law) absent**

Report via email: Membership Committee are brainstorming about potential themes and giveaways for the TS-SIS Exhibit Hall Board and the TS-SIS CONELL table

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

1. Candidates have been submitted. Will request bios and photos, next deadline: March 15<sup>th</sup>.
2. EB discussed offering a coffee chat with new board members and committee chairs to acquaint them with their new roles.

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



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1. Upcoming two webinars for Metadata Magicians (March and April)
  - a. Next week: DEIB lightning talks
  - b. History of Legal Cataloging: April
2. Jennifer mentioned soliciting ideas for hot topics in the upcoming survey.
3. Jennifer asked about putting together slate of TS-adjacent programs. She and Ellen can come together to create this document. This will go up on the TS-SIS website as well.

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

Keelan to check about deposit options.

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

Deadline is February 21st to be published in the next issue.

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

Past board members listed on website; discussion moved to next meeting.

**i. Cataloging Liaisons:**

To MAC: Kate Peck(**absent**)

To SAC: Cate Kellett(**absent**)

To CC:DA: Chris Thomas

Pending communication with Rachel for metadata application profile.

**G. OPEN BUSINESS**

**H. NEW BUSINESS**

Non-AALL members attend TS-SIS webinar (move to next meeting)

**I. ADJOURNMENT at 4:01 pm ET.**