



TECHNICAL SERVICES
SPECIAL INTEREST SECTION



TS-SIS Executive Board Meeting Agenda/Minutes September 4, 2025 (3:00 PM ET/2:00 PM CT/12:00 PM PT)

A. CALL TO ORDER & WELCOME

Called to order at 3:03pm EST.

B. APPROVAL OF LAST MINUTES

The minutes of the [June 2025](#) Executive Board meeting. No objections, minutes approved.

C. ANNOUNCEMENTS AND INFORMATIONAL ITEMS

a. NASIG liaison update

[NASIG liaison proposal](#)

Following the AALL annual meeting, Becky Bearden secured a meeting with the AALL Board on August 20 to discuss creating a liaison position to NASIG. The meeting included AALL President Jenny Silbiger, Past President Cornell Winston, AALL SIS liaison Kim Rundle, SIS Council Chair Rebecca Chapman, Becky Bearden, LSRD Chair Ben Carlson, and myself.

Becky, Ben, and I presented the proposed new liaison position to the AALL board, along with information about the current three liaison positions. We emphasized that the liaison program benefits both the external organizations and the two SISs.

The board's primary concern was funding. We assured them that the two SISs would be responsible for any expenses incurred by the liaison, with no financial obligation to AALL. We also noted that many meetings are now conducted online following the pandemic, which reduces potential costs.

The board requested that Becky work with SIS Council Chair Rebecca Chapman to develop a formal proposal by October 5, so it can be discussed at the AALL Executive Board meeting in November.

Becky has since shared her draft proposal with Ben and me for review. As of Tuesday, she has officially submitted the proposal to NASIG and also sent it to Rebecca Chapman, the SIS Council Chair.

Rebecca will now convert the proposal into a formal memo format suitable for AALL Board action. Once she completes her draft memo, she will send it to Becky and Kim for review before it moves forward to the Board.

- b. Added instructions on how to join the two TS-SIS standing committees at the [committees](#) webpage**

D. OFFICER REPORTS

a. Chair (Jessie Tam)

SIS leadership training

- SIS operates as part of AALL, not as an independent entity, with individual financial accounts managed through AALL
- SIS Treasurers must submit reimbursement and grant award requests to AALL for processing
- SIS cannot independently sign contracts or agreements. Any software needs or contractual arrangements must be requested through AALL
- Utilize AALL branding resource
- Maintain current and accurate SIS websites

SIS Council virtual meeting for 2025-2026 will be monthly (approximately every third Thursday of each month), instead of quarterly

b. Vice-Chair/Chair-Elect (Ellen Reece)

No report.

c. Secretary/Treasurer (Keelan Weber)

Our latest financial statement from AALL (also available in the TS-EB My Communities library folder for statements)

Submitted all grant reimbursements for AALL.

d. Member-at-Large (Wendy Law, Yi Jiang)

Wendy and Yi got together for an information sharing meeting about Member-at-Large work planned for the year.

e. Past Chair (Yan Yu)

No report.

E. STANDING COMMITTEE REPORTS

a. Metadata Management (Tommy White, Christina Peter)

Tommy, Christina, and Christopher met to discuss the Committee's work. The idea of creating a monthly office hours for new members was floated (all members would be welcome).

Dorie Kurtz from Library of Congress Policy, Training and Library Cooperatives division emailed Tommy and Christina looking to appoint a participant to the LCGFT advisory group/standing committee.

b. Resource Management (Colleen Williams, Jacob Nunnally)

Jacob floated a guest speaker idea.

Office Hours as a possible plan as well.

F. ADMINISTRATIVE COMMITTEE REPORTS

a. Awards/Grants (Annie Mellot)

The Committee is formed and the website is updated. The Grant Application Form needs to be updated; Annie will update and send to Marijah for the website.

Yan noted that the board needs to decide the award amounts for this coming year.

Annie can determine the amount and share to the Board for approval. The Board can approve over email (which happened last year).

b. Bylaws and Handbook (Yan Yu)

Committee: Jacob, Kevin, Rob and Wendy. They will have their first meeting soon.

c. Membership (Elizabeth Outler)

Meeting to be scheduled within the next couple of weeks. Elizabeth needs a list of new members. Only the chair can request membership lists. ACTION: Jessie will request membership list from AALL.

Wendy suggests requesting a membership list a couple of times per year. Jessie can also request a list of new members. Previously, AALL had not able to send a list monthly as desired. Jessie will share with Elizabeth.

d. Nominating (Kevin Carey)

Submitted members for website. Kevin requested information from last year's survey if anyone mentioned volunteering, and encouraged meeting attendees to volunteer if interested. The work of the committee happens early (usually by November).

e. Professional Development (Jennifer Mart-Rice, Nariné Bournoutian)

Committee is complete for the year and they are meeting next week for the first time.

f. Funding Research Opportunities Grant (FROG) (Diana Dulek)

Jessie commented on behalf of Diana -- the committee is complete for the year. As always- all AALL members can apply for the grant.

g. TSLI Editorial Representatives: (Elaina Brown, Shawn King)

Met at AALL this year and two new columns approved: repositories and ERM. Tommy White will write the Cataloging Column, and Jake Kubrin will write the Acquisitions Column. Welcoming guest contributors.

h. Website Coordinator (Marijah Sroczyński)

Website is up-to-date now, and possibly waiting on pictures (if we have enough to add) - Jessie has some and requested other pictures.

Yan asked if Christopher Siwa needs to be contacted about the update and roster of bylaws and Handbook committee.

i. Cataloging Liaisons:

Jessie will send a reminder that these groups need to submit annual reports. The last reports that were posted on the website were from 2020. (Submit annual report to TSLI, and reports need to be updated in a specific area of the website: <https://www.aallnet.org/tssis/resources-publications/aall-representative-reports/>)

Currently the metadata reports are in the MPSAG My Communities library.

To CC:DA: **Christopher Thomas**

A few proposals from NRDAC earlier in the year. Nothing new this year yet.

To MAC: **Kate Peck**

No Report.

To SAC: **Cate Kellett**

No Report.

G. OPEN BUSINESS

H. NEW BUSINESS

a. Canva

Wendy and Jessie have an account, but Jessie can transfer her account to someone else if they need it. She will ask on EB My Communities

b. Photos of AALL conference

The committee discussed collecting pictures from and taking pictures at AALL. Consideration must be made for: credit, permission, and storage.

c. Enhance [AALL Representative Reports](#) webpage.

Put the liaison information on the website as well as the handbook. Yan will bring it up in the next Handbook/Bylaws committee meeting.

I. ADJOURNMENT

Meeting adjourned 4:09pm ET.

