

**Minnesota Library Association  
Technical Services Section Executive Committee  
Friday, March 11, 2011, 11:45 a.m., Forest Lake Perkins**

Present: Marcia Semerau, Rachel Wexelbaum, Emily Asch

The purpose of this Section shall be to provide members of the Minnesota Library Association Technical Services Section, as well as other Minnesota library workers, with opportunities to discuss current problems and future developments in library technical services, to educate and to inform.

Agenda accepted as presented – we are an Executive Committee not Board

Review TSS annual meeting minutes from October 7, 2010 – things to look at

- >Budget – possible ways to spend it, list to refer to
- >Conference program ideas
- >Directory discussion

Review 2010 annual report – things to do in 2011

- >Reinvigorate ourselves, try and recruit more members
- >Procedures manual review
- >Reinventing the TSS directory

Review 2011 budget

- >Income - \$180
- >Proposed expenditures – advertising \$30, programs \$100, conference calls \$50
- >How to spend – review list from 10/7/10 annual meeting, discuss at a future date

Membership as of 3/1/11 – 28 listed from the MLA TSS roster

- >Looked at the volunteered date column which we didn't understand what it meant
- >Emily will contact MLA about how they do membership renewals, what method of notification
- >Is there a way of reaching those who have been members in the past?
- >One-on-one, letter, e-mail blitz

TSS presence

- >ALCTS-CRG (Association for Library Collections and Technical Services-Council of Regional Groups) – Emily continues to serve as our representative to this group, she's checking to see if there's a way to subscribe to their listserv if we're not a member; if no, she'll continue to forward their news through the new MLA communications channels = eblasts
- >ARLD Day – “The Everywhere Library”, Friday, April 29, 2011, from 8:30 a.m. – 4:00 p.m., at the Minnesota Landscape Arboretum in Chaska, Rachel will attend
- >Branch Out – “Beyond Your Comfort Zone”, Tuesday & Wednesday, August 2-3, 2011, at St. Olaf College in Northfield, Marcia will attend

>LIS Professional Associations Fair – Monday, March 14, 2011, from 6:30-8:00 p.m., at St. Catherine University in St. Paul, Emily will attend; suggested a bowl of candy and a single sheet handout with TSS Executive Committee contact information, possibly a new MLA/TSS brochure

>EQS (Enhancing Quality Staff) Symposium – Tuesday, May 3, 2011, at Radisson University Hotel in Minneapolis, Marcia will contact Jo Ann Toussaint, past SSPIN chair, to see if they will be there at a “professional” table, maybe we can work with them

>Discussed an MLA brochure specific to TSS subunit which includes the MLA dues structure + division choices + \$5.00 to join TSS; possible title “TSS Includes You!” with list of various technical services positions; Rachel will check with Robin Ewing, MLA President, for approval; develop this brochure for a handout at TSS sessions at various workshops and conferences; TSS budget available for advertising, printing

#### Communication – MLA Communications Committee

>MLA Eblasts – send out monthly MLA roundup eblasts; when LeAnn Suchy, chair, sends the reminder to fill out the Google Form, Marcia will forward them to Emily and Rachel in case they have news to get out; Marcia will let LeAnn know to expect information coming from the other officers as well; this information is intended to be short updates on happenings in our subunit, things that we’re working on, reminder of an upcoming event, something highlighting an MLA member

>Stand-alone eblasts – Emily may use this for ALCTS-CRG e-mails which may be time sensitive

>MLA social media – Twitter and Facebook

>MLA web site, TSS subunit link, TSS blog – we currently use this to post conference sessions

>Consider possibly doing a TSS Facebook page

>Is communications area of TSS the role for one of the officers? If yes, which one? Address this in the procedures manual.

#### MLA Annual Conference

>Which officer should be the program planning representative?

>RDA is a good pre-conference

>Try to sponsor five programs – ideas are digitization, e-books, tagging vs. controlled vocabulary (Rachel will talk to Tina to see if she can do a follow up to a session she did two years ago)

>April 1<sup>st</sup> – call for proposals

>April 29<sup>th</sup> – proposal deadline

>Program Committee meets Friday, May 13<sup>th</sup>, at which time they’ll make program selections, Rachel will attend

>Possible networking, social gathering

>Subunit business meeting during a session on Thursday – all subunits at the same time, not ideal for those who belong to more than one unit

>Celebrate St. Catherine’s accreditation for their library program – Emily will pitch at LIS and Rachel at the Program Committee meeting, somehow invite the library school students, connect with graduates such as Melissa Brechon to help plan something

## Directory

- >Emily can set up a survey on our Google site – pursue whether this might be a useful tool
- >How will we contact folks for the survey – current and past members, add to our current roster with folks from the 2001 directory
- >Emily will connect with Sara Ring to see if there's some type of mechanism in place to connect with technical services staffs around the state; invite them to participate in the survey
- >Put it up on the TSS page of the MLA web site – password protected because of privacy issues?
- >Include folks' specialties if we do this

## Mentor program

- >Do we want to do it again?
- >Possibly use the directory with specialties listed to help facilitate this

## Procedures manual

- >Discussion for another time as we're running late today
- >Possibly try to do through Google docs – Marcia will start in earnest in a month or two
- >Simple changes can just be made without TSS membership approval – capitalization, spelling, grammar, etc.

## Priorities

- >Need to focus on one or two things to do because the officers tend to end up doing most of the work

## Other things that were brought up

- >Does MLA help library students get internships?
- >We want to strengthen technical services community in Minnesota, raise awareness of who we are, understand the broad scope of what technical services is, get to know what we're about
- >Do a power point, YouTube parody something down the road?
- >Do we continue to call ourselves Technical Services Section?