

**Minnesota Library Association
Technical Services Section Executive Committee
Wednesday, August 24, 2011, 10:10 a.m., conference call**

Present: Marcia Semerau, Rachel Wexelbaum, Emily Asch

Agenda accepted as presented

A. MLA subunit summit recap – Rachel

1. MLA wants to:
 - a. Provide direction
 - b. Help the subunits
 - c. Guide what the subunits should be doing
 - d. See activity in/from the subunits
 - e. Wants the subunits to spend their budgets
2. MLA has 4 goals for the subunits:
 - a. Increase membership
 - b. Create/spend a budget
 - c. Plan an event
 - d. Submit an annual report
3. Subunit budgets are based on the number of members of the unit @ \$5.00 each. If membership numbers of a unit are low, MLA doesn't want available funds for planning an event to be an issue. If the subunit is looking to plan an event, ask MLA for help. Don't let the amount in your budget limit your ideas and creativity; present a proposal to MLA who wants to support the subunits; if they can, they'll approve it.

B. TSS discussion – possible webinar

1. After conference calls, TSS should have around \$150 in the budget for hosting an event.
 - a. Host an online event/webinar
 - b. Co-sponsor an event with another group (ARLD, EQS, Minitex, another subunit)
 - c. TSS forum
2. Create a survey to find a topic or process for a webinar.
 - a. Response deadline
 - b. Topics
 - c. Best day & time
 - d. Rachel will ask Melissa Palank about a centralized survey method through MLA (Survey Monkey?)
3. Could invite ideas via the MLA roundup and Google.docs.
4. How can we connect with folks who aren't members to solicit ideas?
5. Depending on the structure of the webinar, one of the TSS officers may need to travel to where the presenter is. A personal meet is much preferred to phone contact only for arrangements.

6. Possibly coordinate with Minitex because they have the technology for a webinar presentation. If with Minitex, do we possibly need to consider product as well as topic or process for the presentation?

C. TSS business meeting at MLA annual conference

1. Thursday, October 13th, 10:00-11:00 a.m. followed by lunch with the exhibitors from 11:00-12:00 and dessert keynote from 12:00-1:30

2. Build a Q&A time into the agenda

3. Things continue to evolve in the field. Should we consider changing our subunit name? (Possible topic for the roundup as well)

4. Purpose - business only?

5. Recruitment opportunity of some sort

6. Is there anything we can offer – a short presentation of some sort?

7. Election

8. Share Survey Monkey results for webinar topics – discuss scheduling a relevant event

9. Brochure

10. How to best educate people (discussion)

11. Marcia not available to attend the conference.

a. Marcia will prepare the agenda for the meeting.

b. Rachel will Chair the meeting.

c. Emily will take the minutes if Claire is not able to attend.

D. Membership increase

1. Specific names can be checked to see if the member may have missed marking subunit boxes or to see if data may have been missed on entry.

2. MLA can pull previous membership lists; subunit can compare and contact (somehow) folks who used to be members.

3. Check with the Membership Committee about lifetime members

4. Emily will connect with the coordinator of the St. Kate's library school students to see if there is interest from any of them in getting involved with TSS. Sara Ring is teaching a metadata class at St. Kate's & Emily will see if she can speak to her class about TSS, in particular our presence at MLA.

5. Via the roundup, remind folks to check specific subunits on their membership form.

E. Budget

1. 2011 = \$180 – last year’s experience with Executive Committee conference calls was that it came out of our budget. If that’s the case, we’ll have around \$150 for the webinar we’re planning.
2. 2012 – Marcia estimates that we’ll have around \$225 in our budget based on the membership numbers as of right now. Preparing a proposed budget will depend on our priorities for next year – another webinar or possibly PR (brochures) for recruiting. Marcia has noted that the budget for 2012 is due the second Friday after conference.

F. Annual report

1. Marcia submits to MLA
2. Doesn’t need to be a long document
3. MLA wants to know what we have been doing and how we spent the budget.

G. Nominating Committee

1. Ginny Heinrich, Mary Huismann, Sara Ring
2. Deadline to have the slate done – September 8th
3. Get the committee members a copy of the current membership list
4. Vote for new officers at the business meeting

H. Conference report – Collection Management & Technical Services track

1. Wednesday, October 12th, 2:00-3:00 p.m.
 - a. Cataloging, OCLC, Minitex, and You: past, present, future
 - b. If You Encourage Them, They Will Come: Strategies for Building eBook Circulation
2. Wednesday, October 12th, 4:00-5:00 p.m.
 - a. 40 Years of Collaboration: Minitex and Minnesota Libraries Then and Now
 - b. Organize Your Ordering: Buying Materials for Children’s Collections
 - c. RDA: DOA or A-OK? A Town Hall Debate
3. Thursday, October 13th, 8:00-9:00 a.m.
 - a. What’s Up with the Collection Down Under? What’s in Store for the MLAC Caverns?
4. Thursday, October 13th, 1:30-2:30 p.m.
 - a. Collection Development of Award-Winning Books in MnPALS Libraries
 - b. E-books: What’s All the EXCITEMENT About?
5. Thursday, October 13th, 3:30-4:30 p.m.
 - a. Not Your Mother’s Authority Control: Locating Information in the 22nd Century

I. Communications

1. TSS conference sessions

a. Titles are on the MLA web site TSS blog. Rachel will check with Kathleen James to see what other information might be available to update the blog – days and times for the sessions, possibly the assigned rooms.

b. Ask Sara to put it out on Minitex

c. Marcia will put it in the ALS (Arrowhead Library System) Weekly Weeder

d. Rachel will contact MnPALS cataloging and acquisitions group to share the information and see if they can disperse it somehow

2. MLA Roundup

a. Marcia submitted an article for the August issue entitled “What is TSS?”

b. Invite all TSS members to submit information by contacting the subunit officers (add to business meeting agenda)

3. YouTube – Rachel hasn’t had time to do anything with this. Wondered if there might be interest from any St. Kate’s library students where they could possibly get credit of some kind toward their degree for doing this project – someone with energy, with filming & editing knowledge, able to invest time to do it & to maintain it

J. Brochure

1. Create a brochure then send the content to the Membership Committee and to NonProfit Solutions for approval. MLA would like consistency in the message that is on all materials concerning MLA.

K. Procedures manual – this is a project that Marcia will tackle next year

L. Directory

1. Will put to rest

2. So much information is available online these days

3. Don’t have time and members to create or maintain

4. Want to protect privacy of members concerning the information that might be shared

Next TSS Executive Committee meeting

Wednesday, September 21, 2011

10:00-11:30 a.m., conference call