

**Minnesota Library Association  
Technical Services Section Executive Committee  
Friday, March 16, 2012, 10:15 a.m., conference call**

Present: Marcia Semerau (Past-Chair), Rachel Wexelbaum (Chair), Sarah Weeks (Chair-elect), Jessica Shaykett (Secretary)

Agenda accepted as presented

**Introductions:**

Rachel began the meeting by asking if all the members of the TSS Executive Committee felt like they knew each other. Jessica Shaykett shared some background information about the American Craft Council Library. Rachel Wexelbaum added that she understood the challenges of working in a special library setting, as her previous position was at a culinary arts school. Beyond this brief conversation it was agreed that everyone was fairly acquainted with each other's institutions and work roles.

**MLA Subunit Orientation Report:**

Marcia Semerau, the only TSS Executive Committee member able to attend the orientation, reported that it went much the same as it did the previous year. One change Marcia noted was the new procedures for submitting minutes. Minutes from section meetings now go to Carla Urban and Kristen Mastel for the MLA Board, and to Wyn Douglas for the MLA website.

Another change was MLA's move away from using listservs. Subunits can continue to use listservs if they like, however, the responsibility for hosting and maintenance would fall on the subunit's executive committee. Marcia noted we would probably not want to maintain the listserv, but the possibility is there.

Rachel asked if there was a push in the orientation for subunits to recruit members. Marcia reported that the opening statements during the orientation were in regards to ensuring that the membership is engaged. Marcia also noted that TSS membership is doing well, however, she pointed out it is imperative we maintain a roster of over 50 members in accordance with MLA Bylaws.

**Budget Report/Membership Roster/Procedures Manual Review:**

*Budget*

Rachel reported that for 2012 TSS has \$205 from membership revenue, a slight increase from 2011. The question arose as to whether or not we could recoup funding set aside in 2011 for a webinar/workshop. Marcia said she would look into this.

It was noted two weeks after the annual conference the budget proposal for the following year must be submitted. Rachel reviewed what was proposed in the budget for 2012: a brochure,

webinar/workshop, and funding for conference calls. She reminded the committee that if we have a webinar that exceeds our budget it needs approval from MLA.

### *Membership Roster*

Marcia stated that she would follow up with past-chair Emily Asch, who is a member of the Assn. for Library Collections and Technical Services (ALCTS) Affiliates Committee. Emily had been serving as liaison between ALCTS and TSS, but it was unclear if she would continue in this role. It is important that communications coming to the ALCTS affiliates reach the TSS Executive Committee for dispersal to TSS/MLA members. Marcia agreed to forward communications coming from Emily to the Executive Committee.

Rachel stressed the importance of comparing the previous membership roster to the new one. With the online registration for MLA, some people may not realize that they need to take the extra step to check the \$5 fee for membership. There may be opportunity to reach out to previous members who did not register this year.

As far as recruiting new members, Rachel asked what types of energies the committee wanted to put into this. It was suggested that at our next section meeting, we should ask members to help with recruiting, as the Executive Committee is small and could benefit from active member participation. It was proposed that we could tap into the student population at St. Kate's. Jessica noted that she has a contact in the St. Kate's MLIS program administrative office and she agreed to contact this individual to see what types of opportunities we might have to engage students.

### *Procedures Manual*

Rachel asked if the Executive Committee felt that anything needed to change in the TSS procedures manual. Marcia stated that she had gone back through to 2010 and that not enough had changed to warrant revising the manual just yet. In 2011, the MLA Board had requested a review of the policies and procedures manual. It was unanimously agreed that we should tell the Board we are holding off as nothing has changed.

## **What can we accomplish in the remaining time that we have this fiscal year?**

### *Webinar*

The webinar was proposed last fall as a way to engage new members. An online survey revealed that a webinar on e-books and e-readers was most desired among participants. In initial conversation revolved around hosting this in collaboration with ARLD, however, this did not pan out. Marcia stated she would check in with Carla and Kristen to find out whether the funds set aside for a webinar could be used this year. An idea was proposed that rather than host a webinar, we could present a panel discussion at the 2012 MLA conference on e-books and e-readers. The following suggestions were made in connection with this idea:

- Funding set aside for the webinar could be used for an e-reader giveaway that could be used to attract attendees to the panel

- Committee could use their diverse backgrounds to recruit panel participants (Rachel/Sarah – academic libraries; Jessica – special libraries; Marcia- public libraries; and possibly a k-12 librarian?)
- Discussion could focus on Kindle vs. Nook vs. iPad or how the different institutions are best utilizing e-readers and e-books
- Sarah suggested she could bring e-readers from St. Olaf to the conference as examples/for discussion
- A Google doc should be created to share ideas on the project

Sarah, as the liaison to the Program Committee, will be attending their meeting on May 4<sup>th</sup>. The question was raised as to whether or not we needed to actively recruit proposals for the MLA conference. Rachel noted that the call for proposals for sessions will go out on March 23<sup>rd</sup>. She said traditionally, MLA receives enough proposals for TSS that recruiting submissions is not necessary. As far as a session on RDA and the bibliographic framework initiative, Rachel stated that Carla Urban and Sarah Ring would likely arrange to bring someone in from Minitex to present on the topic. Sarah agreed to talk to Minitex about the RDA presentation.

#### *Brochure*

Rachel stated that the goal this year is to get the TSS brochure printed and distributed. The brochure has been created, but it needs to be reviewed by Carla, Kristen and Wyn because they want the message consistent among the various divisions, sections, and roundtables. There had been some feedback from members about the types of positions advertised on the brochure, and Rachel noted we tried to include as many as possible. As far as distribution of the brochure, the following opportunities were suggested:

- TSS homepage
- In registration materials for the MLA conference
- ARLD day in April
- Other local library and information conferences, workshops and staff symposiums
- St. Catherine University MLIS program and MCTC Library Information Technology A.A.S program

#### *Website/Blog*

Marcia reported that she periodically checks our website and that she does not believe it is used. It was suggested that the Executive Committee should look it over and share our impressions and any suggestions for change over email.

It was observed by the group that the TSS blog is almost entirely conference related. Rachel asked – where should we put our energy, in the blog or the MLA Monthly Roundup? Marcia stated that the benefit of the Roundup was that it reaches *all* MLA members. It was universally agreed upon by the Executive Committee that we should submit materials to the Roundup. Jessica suggested information in the Roundup could also be linked to the TSS blog.

In an effort to tell the larger MLA community who we are, Marcia and Rachel proposed we create a member profile for each issue of the Roundup, featuring a short interview and a photograph. Rachel agreed to draft a list of standard interview questions and share them with the rest of the Executive Committee before the end of March. It was suggested profile submissions could be gathered either voluntary or by going alphabetically through the TSS roster. It was agreed that the first profile in the Roundup should be Rachel.

*Section Name*

At the TSS meeting in October 2011 there was a discussion as to whether “Technical Services” was still an appropriate name for the section. Marcia suggested in addition to the member profile in the Roundup, we should put a call out to readers to suggest an alternative name for the section (“What name would make you feel included?”). Once members see the new brochure, it might also help them formulate recommendations for a new name.

Meeting adjourned at 11:55 a.m.

Respectfully submitted,  
Jessica Shaykett  
TSS Secretary