

**Minnesota Library Association
Technical Services Section Executive Committee
Friday, August 31, 2012, 9:00 a.m., conference call**

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

Agenda accepted as presented

1. Thank Yous:

Rachel began the meeting by thanking the group for the work they have done this year – Marcia for keeping everything and everyone on track; Sarah for her participation in the MLA Annual Conference planning meetings, selecting the TSS sessions and arranging speakers; and Jessica for taking the meeting minutes.

2. Membership Business:

Due to an error in the entry of data from membership forms, at this time the Executive Committee is not certain the membership roster is 100% up-to-date. Marcia has been manually going through the current list and comparing it to last year's membership roster. 43 members have been confirmed, but Marcia is still contacting known long-time members whose names do not appear on the 2012 list. Marcia agreed to let Wyn Douglas know about TSS members who have paid their dues and should be on the list but are not.

3. Budget:

Rachel reported that, as of July 31st, 2012, the Technical Services Section had \$205 available in the budget. Of this, \$25 should have been deducted for the rental of a table to recruit new members at the MLA Annual Conference in October. The major upcoming expense will be \$99 + tax (\$110) for the purchase of a Nook to be given away during the TSS panel presentation on E-books. Also, \$25-\$50 will need to be deducted for conference calls. Printing costs for the brochure to be handed out at the MLA Conference will likely exceed the amount left in the budget. The option of presenting an additional need for funding to MLA was suggested and agreed upon. Rachel will ask Wyn for an updated budget and confirmation of the funding request/reimbursement process.

4. Conference Planning:

a. Nominating Committee

Marcia confirmed through the MLA Bylaws, Article 6, Section 4, that the secretary is a two-year term. Therefore, Jessica Shaykett will remain secretary through 2013. The only position up for nomination for 2013 is Chair-elect. The Nominating Committee from last year included Ginny Heinrich, Mary Huisman, and Sarah Ring. Marcia confirmed that there is nothing in the Bylaws preventing

these same individuals from taking part in the Nominating Committee again this year. Current officers cannot serve on the Nominating Committee. Rachel suggested, because last year's committee did such a great job, that they be asked again this year. Rachel agreed to contact the members of the 2011 committee to see if they would be open to participating again. She also agreed to consider people she knows who are members of TSS and who might be interested in serving on the TSS Executive Committee.

b. TSS membership recruitment

Rachel, Sarah and Jessica will be manning a membership table at MLA. Marcia will check-in to cover for breaks throughout the conference. Rachel, Sarah and Jessica will bring candy for the table. Rachel will look into getting a banner for the table. The staffing schedule was set as follows:

Wednesday

Rachel and Sarah will help with setup (anytime between 8-12)

1:00-2:00: Sarah, Jessica

3:00-4:00: Rachel, Sarah

5:00-6:30: Rachel, Jessica

Thursday

10:00-11:00: Rachel, Jessica

12:00-1:00: Sarah, Jessica

Sarah and Jessica will help with takedown (before 4:00pm)

c. TSS Brochures:

The question of whether or not we could pick up the brochures from MLA at the conference, since they will already be coming, was brought up. Marcia thought this was possible, Rachel agreed to look into it.

The committee reviewed the brochure, noting that the member and executive committee sections need to be updated. Marcia arranged to send the copy for the brochure to Rachel for review. When it is updated, Rachel agreed to send the brochure to everyone so we have a copy for possible use next year. Sarah suggested that perhaps we have a handout on local/regional training resources, such as for RDA/cataloging, collection development, acquisitions, ILL, etc. Everyone thought this was a good idea and Sarah agreed to put the handout together.

Sarah raised the question as to whether someone who approaches our membership table at MLA could sign up for TSS at the conference. Rachel said she would look into this.

d. E-book Panel:

It was agreed that participants in the drawing for the Nook raffle drawing need to be present to win. Marcia will bring a tablet of paper for participants to write their name down (raffle tickets) and Jessica will bring a container to put the raffle tickets into.

Rachel will be moderating the panel on E-books, and she agreed to share the questions she will be using for the panel with the Executive Committee. Details of the E-book panel were confirmed with the group (length of time, number of panelists, schedule, etc.). Sarah suggested that Rachel contact the panelists to coordinate the structure of the session, and Rachel agreed this would be a good idea.

Rachel suggested having someone by the door to tell attendees about the raffle prize. Marcia said she could cover this position during the panel. Rachel was selected to draw the winner for the raffle during the panel. Another suggestion was that signage be present at the TSS membership table advertising the raffle.

5. Subunit Summit News:

Revisiting the discussion the TSS Executive Committee had during the last meeting in March, Rachel asked Marcia if she thought we were on track with what MLA wanted to see the subunits accomplish in 2012. As the major push from MLA was to increase membership numbers, the Executive Committee, in general, felt that TSS was on track, especially with the printing of a brochure and the upcoming presence of a TSS membership table at MLA in October.

6. Other business:

None noted.

Meeting adjourned at 10:15 a.m.

Respectfully submitted,
Jessica Shaykett
TSS Secretary