Minnesota Library Association
Technical Services Section Executive Committee
Wednesday, July 10th, 2013, 1:30 p.m., conference call

In attendance: Rachel Wexelbaum (Past Chair), Sarah Weeks (Chair), Cheryl Hill (Chair-elect), Jessica Shaykett (secretary)

1. Checking In

Rachel asked if anyone had anything to add to agenda. Sarah noted that the election of a new chair and secretary need to be discussed.

2. MLA 2013 conference updates

Sarah sent an email in early summer about timing for business meeting and tech services session but nothing has been confirmed. Cheryl says subunit meetings will take place on Friday from 11:15am-12:15pm. This is when *Putting the "Tech" in Tech Services* will take place. Questions about this session include format (will it be a panel?) and how to incorporate the business meeting. Sarah and Rachel suggested a fifteen minute business meeting followed by a 45 minute panel. This was agreed upon by the TSS Committee.

Standing business from last year's annual meeting include looking over the updated procedures manual and placing it online. This year, nominations of new executive committee members will also need to be added to the meeting agenda. A general email will need to go out to the membership calling for both chair-elect and secretary. Cheryl, who is serving on the volunteer planning committee for MLA, updated the group on the number (24) of tech services sessions planned for MLA.

Rachel asked if we want to have a resource table at MLA again this year like in 2012. Consensus was that it was worthwhile to have the table last year and that it was a successful means for recruiting new members. Rachel, Sarah and Jessica all have leftover flyers that could be used again. A discussion ensued as to what will be raffled off at this year's conference. One suggestion was that two prizes, one large and one small, such as a kindle and a Bluetooth barcode scanner, be raffled. The committee will decide what to raffle once the session topics are selected and confirmed.

> *Action Items:*
> Executive committee will look over updates to 2012 procedures manual
>
> Cheryl Hill will contact MLA about updating manual and flyer on TSS webpage
>
> Sarah will send an email out calling for Chair-elect and Secretary, as well as soliciting presenters for the *Putting the "Tech" in Tech Services* session

Sarah will complete resource table registration form by August deadline

3. Blog

Rachel asked if we want to post MLA sessions to the blog in August or September. Consensus was that this would be a good idea. Rachel reviewed the types of posts that would be relevant to blog, such as news and/or workshops focused on technology, archives, special collections, RDA, etc. Sarah noted that blog had not been updated since August 2012.

Action Items:
Cheryl will send MLA sessions to Committee and Sarah will add to blog

4. Budget

TSS has $215 to spend this year. Anticipated expenditures include one conference call ($20), table at MLA ($25), and raffle prizes.

5. Any new business to discuss?

None at this time, however, a follow-up meeting should be scheduled prior to the conference in October.

Meeting adjourned at 2:30.

Respectfully submitted,
Jessica Shaykett
TSS Secretary