

**Annual ACTSS Board Meeting Minutes
November 16, 2008
5:00 pm – 6:15 pm
San Jose McEnery Convention Center, Room D**

In attendance: Ida Z. daRoza (co-recorder), San Mateo County; Elaine Franco, UC Davis; Becky Culbertson, UC San Diego, California Digital Library; Aimee Algier, Santa Clara University; Sandy Schmitz, Berkeley Public; Julie Moore, Fresno State; Peter Nguyen, San Jose Public Library; Sandra Vella, UC Davis; Libby Flynn, Marin CA Free Library; Bie-hwa Ma (co-recorder), UC San Diego Libraries; Michael Smith, San Jose State Student & recipient of the New Leader Award; Yu-Lan Chou, Innovative Interfaces, Inc.; Craig Cruz Jr., Krames Health Sciences Library, BayNet President; Marie Nguyen, Daly City Public Library.

Meeting called to order by ACTSS President, Ida Z. daRoza.

1) Reorganization of ACTSS to TSIG (Ida)

- We already covered a lot of the reorganization details during the membership meeting with Barbara Roberts.
- The Board voted online to change our name to the Technical Services Interest Group; this will take effect on effect July 1, 2009.
- Ida went to the executive board meeting and met Claudia the consultant. They kept saying – let's table this until the assembly meeting.

2) Maintaining affiliation with ALCTS and bylaws (Ida and Elaine)

- Ida brought up at the executive meeting that ACTSS wanted to make sure our by-laws kept us affiliated with ALCTS. ALA Executive Director Keith Michael Fiels was at the meeting and heard this.
- Elaine noted that we need to revise our bylaws using our new name. As Margaret Todd said, it is not a problem and nothing is going to be dictated from above, but that doesn't mean that you can't have a more elaborate structure if you want one. All that CLA is really going to require of the interest groups is that they have a contact person. We will not be required to have bylaws, a chair, vice chair and secretary. It doesn't mean we can't have them. Interest group bylaws cannot conflict with CLA or ALCTS that is just a technicality.
- Elaine volunteered to work on the ACTSS bylaws.

3) Assembly meeting (Elaine and Julie) – discussion of changes

- The membership voted to go ahead with the reorganization. They are eager to start but with only a little bit of anxiety due to no tool kits in hand at this conference. But as they said, just go on doing what you are doing.
- In 2 months we are supposed to have this tool kit.
- Feedback from others within CLA Governance: our section was doing a great job and we should just keep doing what we have been doing to be a model for the other sections.

4) **New Reorganization and benchmarks of activity** (Ida and Elaine)

- The Executive Board mentioned being concerned about the reorganization and sections like ACTSS that generate revenue. In a sense Ida thought that they should be concerned because we usually have a preconference that is a lot of hard work, but it doesn't seem like there will be the incentive we had before. However, it will show that we are active.
- Ida reported that the CLA Executive Committee will now start looking for activity from interest groups. They want to see that the interest group listserv is active. They want to see that groups continue producing. Interest Groups with no evidence of activity will be dissolved.
- More background information from Elaine: She and Xiaoli Li attended the CLA leadership orientation the year that reorganization was first considered. A major concern was that some sections, interest groups and round tables were not using the money CLA allotted to them each year. Money that CLA could have used for programming was locked up in these groups since they received money based on number of members, rather than level of activity. So, if we get away from that idea, then CLA has more money to give to deserving groups that have plans to use it constructively. If we present good proposals with reasonable budgets, we shouldn't worry too much about asking for money from CLA, because we have proved in the past that we are serious and successful in our programming.
- Ida suggested having other participants in the Interest Group besides the one chair that is required. Elaine recommended having a chair-elect person because that person has a year of orientation, and also keeping the past chair as a consultant.
- Once we have the bylaws we will have a better idea of what to do.

5) **TechNotes** (Ida, Julie, Elaine, Bie-hwa, Marie and Aimee)

- Ida brought up TechNotes as the next topic because of its significant value (extremely informative on our programs, reflecting timely topics, and introducing the Board to the membership) and the difficulty producing it.
- Julie, the past Newsletter Co-chair, lists what would be involved: the layout, content collection and proof reader (and Elaine is the super volunteer proof reader). She thus suggests having two people serve on the committee, the layout/publisher person and the cattle prodder, trying to get the data collected. Board members agreed with Julie.

- Bie-hwa consented to also be the Newsletter Co-chair. Marie Nguyen volunteered to be the cattle prodder.
- Elaine asked if we could get highlights of Robert Ellet's presentation which is so good in next year's TechNotes. She also recommended having it published a few times a year, one pre-conference, one post-conference, and middle of the year. The post-conference was the most helpful to wrap up the conference information.
- Ida reviewed the last few years of TechNotes which we have archived online and the newsletters have gotten more elaborate from black and white and 2 – 3 pages to what we have now which is about 15 pages in color. The Board members offer to help Bie-hwa and Marie to proofread. Julie offered to be a technical resource.

6) **ACTSS Membership and Financial/ Nuts and Bolts** (Ida, Sandy, Yu-Lan, Elaine, Craig)

- Yu-Lan Chou gave the financial statement at the membership meeting which as of today is \$7, 582.07. Ida reported that financial and membership information is also posted in the Nuts and Bolts page of CLA.net. It indicates the membership of each group for each round table, section and interest group. ACTSS interestingly enough has one of the lowest membership of 119 people in 2008 and the highest treasury of \$6, 532 per CLA.net. We went from 146 members in 2004 and it kept dropping each year to 119. Along with that, the turn out for election was 26% of the 119 membership but we did go in with two candidates. Yu-Lan commented that the voting rate is very low at CLA in general. So 20% is average. Elaine told the Board that she would not be worried about our membership being low since we have always attracted non-members to our workshops and programs.
- Aimee suggested recruiting people that come to the meetings. They do get one free section. Sandy Schmitz volunteers to be the membership chair. Ida mentions our past talk about doing an outreach effort to the San Jose State students who get a discounted membership and can choose a free section. They might not even know about our section.
- Ida has a concern about a change in CLA leadership possibly having membership as a benchmark.
- Craig asked, "How does the ACTSS make money on the workshops?" Elaine responded: High numbers of attendees, we don't charge a lot of money, a lot of our speakers do it for expenses only and I will put in a plug for the ALCTS speaker bureau – there are people that are willing to speak at cost. We use a library as our meeting place. Yu-Lan added, "We also co-sponsor with NCTPG."
- Experience from Craig, president of Baynet: Baynet does small special and academic libraries. There is usually a technical services workshop throughout the year, then a leadership workshop, and right now a web 2.0 meeting. We have coordinated meetings with the SLA chapters.

- Yu-Lan and Elaine both prompted that it looks like there is a good opportunity for us to work together with Baynet on its technical services program.

7) **Programming Ideas** (Ida, Aimee, Elaine, Sandy V. , Yu-Lan, Aimee)

- **Rare Books Cataloging Workshop:** Aimee suggested such program be sponsored because there have been a lot of interests in this topic. Elaine added, “There was a rare book pre-conference in Anaheim. It is not only academic, as Robert Ellet was saying. More and more original cataloging are those rare materials.” Elaine has a contact person. The board approved for Elaine and Aimee to pursue the Rare-Books as one of the Spring Fling cataloging workshop.
- **CJK Cataloging Workshop:** Ida would like to have a program on CJK cataloging as she has seen a lot of original cataloging in public libraries. Yu-Lan has trained people on CJK on Millennium, but the people in her classes always ask where they can get training. She volunteered to work on CJK cataloging and with Bie-hwa’s help.
- **Spanish Cataloging Workshop:** Ida had talked to Lynn Fields for potentially a Spanish Cataloging workshop.
- Aimee announced that NCTPG annual membership meeting is on April 24, 2009 probably in San Jose. The NCTPG newsletter reports on CLA activities
- Yu-Lan noted I have talked to library directors already and they have volunteered their space to us.

8) **2009 Conference Programming** (Ida, Elaine)

- Xiaoli Li has volunteered to be the programming chair.
- Ida announced that the conference next year is October 2009, but the paperwork for the conference programs is due in February. She would like to make it a policy that all proposals that are going in on behalf of ACTSS should be sent to the board for review.
- Program ideas: Ida thought people would be looking to us for information on **RDA**. The Board approved of Elaine’s working on a proposal for Marlene Harris to talk about careers **in public libraries in technical services**.

9) **Second Life Conference Planning** (Ida, Sandy V.)

- Ida asked the Board’s approval to have an informal group for Second Life planning. The informal group so far has been Craig, Julie, Peter, Marie and Ida. They have all met on Second Life.
- Their idea is to start very small with the reception to try to get things going from there.
- Sandy Vella is happy to work with all of us here.

10) **Facebook presence for our Section** (Ida, Elaine)

- Ida has been committed to our section to have a Facebook page for three years. We are coming up on three years and Ida wanted to check in. Ida spoke with our New Leader awardee Michael and he mentioned that he uses Facebook for family and friends but Linked-in for more professional connections. Mary Cohen, who wants to be our programming liaison, said the same thing. Elaine thinks Linked-in is more professional. That is the feedback Ida has gotten from others also.
- Ida thinks that when we change our group name to Technical Services Interest Group she will phase out the Facebook page.
- In Linked-in one can have online discussions in an area called The Hub. You can post items and all log in.

11) **[ACTSS] in brackets when sending out emails** (Ida)

- Yu-Lan suggested putting [ACTSS] in the subject line for sorting purposes.
- Ida suggested putting it without the brackets because that means it comes from the listserv.

12) **CLA 2008 awards dinner** (Ida, Michael, Elaine)

- Xiaoli Li won our section award.
- Michael Smith, our New Leader came a long way from Chico.
- Ida asked Elaine and Michael if there are any suggestions on the New Leader Award process.
- Michael: I didn't find out about it until a week before the deadline. A good place to advertise is through San Jose Student List. The process though was easy enough to apply. If it had been anymore in depth, I would have not applied. Michael suggested one month.
- In response to Michael's suggestion, Elaine said that we will get the information out earlier.

13) **End of meeting** – Thank you to Board/open floor (Ida)

- Everyone is staying from this term, thank you for all your work last year and for your work next year.
- Gift passed around – buttons that say: It is hip to be bib!

- No one has any open floor items.
- We will all be in contact on email or Linked-in.