



**Technical Services Round Table  
Steering Committee Meeting**  
Virtual Meeting  
Zoom Login details below

Meeting: 4/22/2022 1:00 – 3:00 Pacific

In attendance: KT Austin, Lisa K Hauner, Damon Campbell, Robert Kohl, Lillian Curanzy, Heather Pitts, Ellie Avis, Shaun Hearn

**1:00-1:15 Housekeeping**

**All**

- I. Introductions
- II. Appoint Minute-taker
  - a. Damon Campbell (University of Oregon) volunteers to continue as secretary. This position provides minutes.
- III. Additions to Agenda
  - a. NA

**1:15-1:30 TSRT Financial Update**

**KT Austin**

- I. Recent transaction detail unclear as to how much \$ we actually have
  - a. KT reached out to Shirley for clarification, but has not heard back
    - i. KT will reach out to Shirley and possibly Emily O'Neal (former chair) about the balance
  - b. KT will be in touch with the group with more information as they receive it
    - i. Robert suggests looking for the OLA treasurer's report, which probably has the needed information
    - ii. Heather and Robert agree that our balance is over \$9000.

**1:30-2:00 TSRT Officers**

**All**

- I. Incoming Chair – Lillian Curanzy
- II. Chair elect for 21/22 – seeking volunteers
  - a. KT will send a call out to TSRT and LibsOR lists, as no one in the group volunteered
    - i. Group agrees with this move. KT will look for examples of such correspondence
      1. Heather shared [this](#) document as a guide
- III. Secretary – Seeking Volunteers
  - a. Damon Volunteers
- IV. Succession planning/correspondence
  - a. No shared drive exists – Ellie suggests one
    - i. Place to host correspondence, historical files, shared documents
    - ii. Prevent loss of documents during institutional change
    - iii. Is google our best option? If so, Ellie suggest having someone with an ola.org email own the account
  - b. The [OLA TSRT webpage](#) needs to be updated to include our current officers

**2:00-2:30 Monthly Meetings/other events**

**All**

- I. Would have been great had we been able to keep the monthly meeting going, but it required a lot of pre-planning
  - a. Monthly is an ambitious goal. A quarterly meeting may be more feasible.
    - i. Heather would be interested in facilitating a meeting
  - b. Scheduling is a great deal of work

- i. Schedule according to facilitator's needs rather than doodle polling the membership for a date
  - c. Brainstorming topics
    - i. Change
    - ii. Recruitment
    - iii. Spanish cataloging, Spanish subject headings
    - iv. Vendor equity
      - 1. ex: Institutional mandates preferring minority, women-owned, or local organizations
      - 2. Ways to bring equity, diversity, and inclusion to the forefront of our practices
    - v. Damon will be attending Timberline 5/2022, can bring back topic ideas
  - d. A quarterly check-in without a dedicated meeting topic might also be helpful
    - i. Leave space for a discussion topic rather than devote the meeting to it
  - e. When would we start?
    - i. Consider when we'd have our business meeting
    - ii. July would give us a full quarter to plan
    - iii. Lillian assumes the chair in September – meetings could begin after that
  - f. In-person meetings for this group?
    - i. Zoom is convenient, in-person meetings have benefits too
      - 1. Hybrid/optional format for meetings going forward
    - ii. We'll discuss potential meeting sites
      - 1. Find someone in the group to provide a space for the meeting
- II. OLA 2023
  - a. Robert has heard that this is being planning for Bend, OR, and will be in-person or hybrid attendance

**2:30-2:45 OLA 2023/Scholarship**

- I. Discussion postponed until we have concrete budget figures

**2:45-3:00 Task Review and wrap-up**

**All**

- I. KT
  - a. Create and share credentials for shared drive
  - b. Reach out to Lillian regarding the transition
    - i. There are things KT needs to learn before the transition happens
  - c. Reach out to Emily/Shirley for budget info to pass on
  - d. Figure out how to get the website updates
  - e. Send vice chair recruiting announcement via LibsOR and TSRT lists
  - f. Will reach out about a late July/early August meeting
    - i. Discuss OLA, conference scholarships
- II. Damon
  - a. Bring back topic ideas from Timberline
  - b. Send 8.25.21 meeting notes to KT
  - c. Send 4.22.22 meeting notes for review
    - i. Finalize notes using committee suggestions

**Zoom remote attendance:**

kt austin (they/them) is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Apr 22, 2022 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://clackamascounty.zoom.us/j/83671841184>

Meeting ID: 836 7184 1184