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| [http://www.olaweb.org/assets/site/ola-logo.jpg](http://www.olaweb.org/) | **Technical Services Round Table**  **Steering Committee Meeting**  August 18, 2023 10:30am – 3:30 pm  Newport Public Library  *McEntee Room*  35 NW Nye Street  Newport, Oregon 97365  [www.newportoregon.gov/dept/lib/](http://www.newportoregon.gov/dept/lib/) |

In attendance: (in-person) Damon Campbell, Robert Kohl, Emily O’Neal, Lillian Curanzy, Kristynn Johnson; (virtual) Lori Robare, Heather Pitts

**10:30 -10:45 Introductions Everyone**

* Lunch decisions – in case we need to order ahead.

**10:45-11:15 Updates from OLA board retreat/ OLA Annual debrief Emily/Lily/All**

* OLA 2023 highlights/stats
  + Emily attended part of the board retreat, which is generally for incoming elected chairs
    - First day was onboarding new chairs
    - If anyone wants to be a chair of a committee or division, the retreat is meant to pass on the position
      * A big part of the introduction teaching new chairs what it means to lead in OLA
        + Budget awareness, tracking, how to make proposals
        + Administrative side of Memberclicks, updating individual websites

**Shirley Roberts** at OLA can help with this

**Heather Pitts** has some of this knowledge and has updated the website, but may not have the needed access

* + - * + Some email distribution info

we tend to use the TSRT list, but subcommittee work should happen on the email distribution list

* + - * + OLA Board meeting

Roundtables and committees don’t get a vote – division chairs do

No real benefit to being a committee - the number count requirements may be a complication, as committees are capped at 7 voting members.

Ex-officio members can be added

* + - Second day - intended for all levels of leadership.
      * Handoff from current OLA president into incoming OLA president. **Emily** was unable to attend this portion.
        + Outgoing president (**Star Kahn**) highlights accomplishments
        + Incoming president (**Brittany Young**) sets goals and intentions for the year

Impact on TSRT – she’s looking at policies, which we’ve not done in a while. The policies will be audited for alignment with our DEI goals

**Star** had intended to visit with all groups, which may mean we get a visit from **Star** before her departure or from **Brittany** when she assumes the presidency.

* + OLA TSRT’s goals for next year
    - * Make more connections
      * Develop a strong connection with the Support Staff Division (SSD)
        + Most TS staff in public libraries tend to be support staff and paraprofessional catalogers comprise a lot of TSRT, but there isn’t a lot of overlap between the TSRT and SSD
      * Work with staff training roundtable, who create trainings on demand for use in onboarding new staff
        + Unless there’s an immediate need for training, it’s easy for this to fall to the wayside
      * What would be a re-centering of TSRT for the next year?
        + We tend to talk as though we’re a cataloging group, but Acquisitions, processing, and other areas are included in the Roundtable

Represent all areas of Tech services in programming at the next OLA meeting

* + - * We are an income generating roundtable
        + $ has used for scholarships
        + We have a $5 membership due
        + Preconferences have been best paired with an onsite/interactive element

Make it a hands-on experience vs a lecture

* + - * + We’ve had preconferences that have generated income, but preconferences may be halted

Possible reasons for the halt include

concerns regarding equitable access

desire for more hands-on and site visits during the time

* + - * + Current balance - $9295.94

How long will this last with no preconference income?

What will we do with it, aside from scholarships?

Should the scholarship be available for new technical services support staff?

* + - * The coming conference is being discussed at the board meeting, which is happening at the same time as this TSRT meeting
      * No SSD conference this year
        + How do we get and keep support staff involved in TSRT?

They’re 70-80% of our libraries’ staffs, but the SSD membership had no support staff present at our TSRT meeting today

Not everyone has interest in membership

not everyone has institutional support to do professional development

* + - * **Emily** can provide a list of division heads later
      * Rather than a preconference, have a zoom training at a reduced ($20) price?
        + Continue toward our desired result, but don’t use the word “preconference”
        + Potential training topics:

MarcEdit – featuring **Terry Reese**, who created MarcEdit

Genre form headings - **Adam Schiff**

Collection Development

Censorship

Running a law library

Government documents

Mending training

AI generated books

Opening day collections (specially curated, large number of books to fill a space for a library opening) – anything specialized or unique

**11:15-12:00 TSRT Scholarship Lily**

* 2023 scholarship recap
  + A bit rushed this year, but worked out. **Cody** **Barkdull** had a good time. $1000 was awarded last time, but we might need to reduce this amount – we just want folks to be able to attend cost free
    - Included TSRT membership fee..didn’t cover OLA membership, since they were already members. Adding the scholarship covering OLA membership might increase applications, but would possibly dilute the pool of Tech services focused applicants.
  + No formal debrief happened with Cody
  + Did **Cody** know they were expected at this meeting? We should email them directly and ask them to join TSRT.
    - Make the expectation of membership more understood.
    - **Lillian** will reach out to **Cody**.
* Recommendations for matching funds
  + Fund matching was a one-year deal from the LSTA, but not an option going forward
* Next steps?
  + Do we offer a scholarship?
  + If so, how much $?
    - We could cover the cost of accommodations, then a per diem or allocation for general costs
      * US treasury provides per-diem calculation tables that we can use and allocate to the recipient
    - Would OLA be willing to give this person free registration? That would reduce the hit to our funds and let us concentrate on costs for food and per diem
      * **Emily** will ask **Brittany** about promotion, announcement, and registration, expects a positive response.
      * Have the OLA mention us and the scholarship at the next meeting or awards function
        + The scholarship is a service we’re providing to the library community
  + What’s our timetable?
    - Early-bird recitation is usually early March.
      * Announce the scholarship in January
    - Invite people to nominate their staff, **after assuring staff member interest**.
  + Make the parameters favorable toward support staff?
* **Lillian** is interested in continuing running the scholarship subcommittee and will let us know when to spring into action. **Robert** Is happy to help as well.
  + Call for volunteers November/December

**11:00-12:00 TSRT Business All**

* Update [website](https://www.olaweb.org/index.php?option=com_content&view=article&id=322) – action items
  + OLA site Roundtable chair needs to be updated
  + **Damon** will continue as secretary
  + We’ve never had a vice chair, but we need to think about succession planning
  + Scholarship information needs to be updated – currently lists $600, membership requirements for OLA and TSRT
  + Critical cataloging repository is listed at the bottom – this included lots of time and effort. We wanted to not let it go dormant, but it has.
    - **Emily** suggests removing this from the landing page (not a new resource and has gone dormant). Factors include
      * Exhaustion
      * Gap in promotion and marketing (**Brittany** and **Star** were unaware)
      * Adding data to the platform is challenging
    - Remove from new resources tab (which needs an audit), consider adding to resources tab
      * Add links to quickcat, Homosaurus, etc.
      * All the resources are cataloging – we need to create new subheadings to represent other tech services areas and link to those resources
      * The resources on the State Library of OR Cataloging Resources LibGuide webpage may help to avoid duplication <https://libguides.osl.state.or.us/c.php?g=1008245>
    - **Emily** suggests discussion of the intention of the resource. Do we revive? Start from scratch? Has this idea simply had its time?
      * This resource was created to combat a lack of progress in the updating of LC terms
    - If we want to revive, we need to build a new platform. Do we have the capacity for this?
      * If **Lillian** had time to update headings regularly, she’d enjoy a resource like this
        + Publish a static copy annually that lists the changes made in the year?
* Brainstorm ways to make TSRT focus more inclusive of Technical Services areas other than Cataloging
  + **Emily** wants to create a resources subcommittee to identify appropriate resources for these areas.
    - Will send a call and create a doodle poll.
    - **This MUST go out on LibsOR – increase awareness and promotion**
      * Send resource updates to **Heather**.
      * **Emily** will check with **Shirley** to make sure **Heather** has the correct access.
      * **Robert** will audit dated and dead links, figure out which links fit into which categories

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| LUNCH on your own. We are able to have food and drink in the meeting room so we could entertain having a working lunch. You are welcome to bring a lunch with you. For those coming from a distance, some suggestions for lunch options can be discussed at the meeting. |

**1:00-3:00 Program proposal brainstorming Everyone**

* Ideas
  + ILS Migration
  + RFID
  + Resources for new catalogers (state library)
  + Government documents (the Federal Depository Library Program ([FDLP](https://libguides.fdlp.gov/fdlp-basic-collection)) has lots of resources, free trainings)
  + Electronic resources/package management
  + Opening day collections
  + Collection management related to closures and reopenings - **Emily**
  + Alternative vocabularies – **Heather, Lori, Robert – Robert is on point**
  + Transformative Agreements
  + Open Access resources
  + Cloud based ILS best practices
  + Building diverse collections – See Timberline
  + Intellectual freedom
  + Collection Development Policies – **Emily** will pull in folks from the Intellectual Freedom Committee **(IFC)**
  + AI in technical services
    - AI generated children’s, travel books – identifying these?
    - Using AI to dedupe offer lists, etc?
    - fraudulent journal citations generated by AI?
* Proposals due: Mid-October (exact timeline undetermined)
  + We’re consistently representative of cataloging and, to a lesser extent, acquisitions. We need more inclusive programming
  + Sometimes, we’ve been unable to find speakers for wanted topics and weren’t positioned to create the content ourselves.
    - We’d sometimes ask for speakers on LibsOR
  + **Damon** proposes that rather than select topics and look for speakers to cover them, we get potential presenters to submit ideas for programs via a Call for Proposals (CFP), then select from those.
    - **Damon** has provided a link to the [program](file:///C:\Users\celbkvj\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SXTJFKH8\Acquisitions%20Institute%20at%20Timberline%20Lodge) at the 2023 Acquisitions Institute at Timberline Lodge (AITL), which may be helpful – the program was generated using the method Damon suggests.
    - **Damon also** sent a copy of the **AITL** CFP to the **OLA TSRT** as an example
    - Rather than act as content creators, we’d be sponsoring programs instead
    - We might need to suggest a few topics just in case no one wants us to sponsor their ideas
    - The programs committee decides which programs we accept, not us
      * this might present complications, as we’d just be sponsoring and facilitating the program vs accepting it
    - We’re not focused on cataloging, but we do want to welcome cataloging proposals.
      * **Lori** feels there’s not a lot of timely content right now – RDA is in stasis.
* Conference theme: Location: Salem, Oregon at Salem Convention Center
  + Theme undecided
  + We’re not sure there won’t be a preconference, but it’s unlikely that preconferences will happen.
  + If they’re happening, we can probably have a preconference series on policy CD creation/management
    - This may present a bandwidth issue, but is likely doable over multiple sessions leading to an open session at OLA
    - 9 members of **IFC**, 3 members of **OLA TSRT** – not a huge ask in bandwidth if each person covers a policy
      * Every month or every other month, we look at a policy
      * Get a sense of people’s experiences when implementing or changing policies
        + Survey afterwards to get a sense of impact on attendees
        + The final discussion would be beneficial even if folks didn’t attend the earlier discussions

We’re unsure what the time/bandwidth requirements on this will be

**Emily** will email **Ellie** **Avis** and **Robert** on this, send a separate email to the **IFC**, as this is an opportunity for collaboration

* Dates: April 23-27
  + Saturday sessions continue this year – do we need a Saturday session?
  + Pre-conference: Full or half day?

**3:00-3:30 Task review and wrap-up Everyone**

1. **Emily will**
   1. Ask **Brittany** if OLA can cover scholarship and if she could announce winner at the board luncheon
   2. Make a callout for folks to review the website, specifically resource list
   3. Check with **Shirley** to ensure that **Heather** has the appropriate access to update the website
   4. Make a call out for areas of interest of presentations for OLA 2024. We’ve selected items we can cover in-house:
      1. collection management related to closures and reopenings - **Emily**
      2. alternative vocabularies – **Heather, Lori, Robert – Robert is on point**
      3. Collection Development Policies – **Emily will pull in folks from IFC, connect with Ellie Avis and Robert**
   5. Generate and share a list of division heads
   6. Send a call out on LibsOR and create a doodle poll for the creation of a resources subcommittee, which will identify resources to be listed on our website.
2. **Lillian will** 
   1. Find out info on per diem for scholarship recipients
   2. Find out what OLA/TSRT membership requirements exist for scholarship recipients
   3. Run the scholarship subcommittee and let us know when to spring into action on scholarship work
   4. Reach out to **Cody** to clarify the expectation of TSRT membership and activity
3. **Robert will** 
   1. Audit dated and dead website links
   2. Figure out which links fit into which categories
4. **Heather will** 
   1. Help update the website and divide it out into different umbrellas of tech services
5. **Damon will**
   1. Continue as secretary
   2. Circulate and finalize minutes from this meeting