

SIG-DL 2014-2015 Meeting Agenda and Minutes

10/19/15 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next Meeting Time

10/19/15 SIG DL Officers Meeting Minutes

Friday, October 19, 2015 2:00 PM MT (1:00 PM PT/4:00 PM ET) Meeting held via Conference Call

Officers Present:Eka Grguric (Chair-elect), Lyne Da Sylva (Membership Officer), Kevin Comerford (Chair)

Meeting called to order at 2:10 pm.

1. Kevin reported Deborah Barreau Award was granted to Lizzy Rolando. Eka is finishing announcement. Kevin sent request to Jan at ASIST for payment
2. Kevin also reported candidate solicitation goes out today(email). The SIG-DL list announcement didn't work. Announcement already posted on website and Matthew is ready to post nominee info on web. SurveyMonkey election is set up for use. Elections will be held next week. # # Kevin reported the New Officers - Eka takes chair, Alyson running for Secretary/Treasurer, Matthew running as Webmaster - and encourages current officers to serve again next year. Also need ideas for Conveners (DL, Webinars, Newsletter)
3. Kevin reported he will not be able to attend the Annual Meeting.
4. Kevin reported he and Eka will meet before AM so Eka is ready to transition into Chair.
5. Eka reported she found some webinars! These include William Wueppleman of Canadiana (in discussion), Fiona Hannington of Ericsson (January), and Angie Fullington of NCSU Libraries (January). Maybe partner with SIG-USE for Hannington and Fullington.

Schuyler Lindberg (but delayed) was recommended Linked Data people from DPLA.

1. Eka suggested we could put out a call for interests from our members later on, to figure out what to focus on
2. Eka will e-mail Dick Hill re: webinar logistics
3. Eka will coordinate with Ginnie about publicizing the webinars
4. Matthew reported in meeting notes he posted call for electoral nominations on blog.
5. Matthew reported in meeting notes he formatted officer position descriptions on the wiki. Additional improvements may be necessary.
6. Lyne reported she sent out a membership roster to Kevin this morning, for election purposes
7. Lyne reported on the latest roster SIG-DL now has 402 members (up 6, from 396 in Sept. 2015 - and significantly up from 320 in Oct. 2014)
8. Lyne wondered what can possibly account for our increase? (unfortunately, not Digital Liaisons...) Possibly our activities last year? webinars? newsletters? If that's what can account for it, we should definitely keep it up. But a lot could be attributed to ASIS&T numbers being up in 2016 (see Heather Pfeiffer's e-mail of July 15th, which stated total membership 4511 compared to 2385 in 2015)
9. Lyne added the new website now allows us to print membership rosters in a reasonable form. She asked for this back in July and it was finally made available in September. Asked for attendees to thank Jan at the annual meeting.
10. Goals for next meeting: Annual meeting and webinar publicity
11. Meeting adjourned at [unknown].

09/18/2015 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next Meeting Time

09/18/15 SIG DL Officers Meeting Minutes

Friday, September 18th, 2015, 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Eka Grguric (Chair-elect), Lizzy Rolando (Secretary/Treasurer), Kevin Comerford (Chair)

Committee Chairs Present: Alyson Gamble (Digital Liaisons)

Meeting called to order at 2:05 pm.

1. Kevin reported that the Deborah Barreau Award announcement was posted, but there were no applications yet. The group will wait until until Oct.1 for new applications.
2. Kevin also reported that he is working on elections prep. He will dig out past documentation and send out for review. Kevin reported that he is looking to start nominations sometime around early October.
3. Kevin reported that he had just finished the annual report. Lizzy will write a blurb about SIG-DL's work with the Bulletin to add to publications section, and then Kevin will submit.
4. Eka and Kevin will meet before AM so Eka is ready to transition into Chair
5. Eka reported that she had found some additional webinars:
 - William Wueppleman of Canadiana (in discussion)
 - Fiona Hannington of Ericsson and Angie Fullington of NCSU Libraries (January); Maybe partner with SIG-USE for these two?
 - Schuyler Lindberg (but delayed); He also recommended Linked Data people from DPLA
6. The group discussed the possibility of putting out a call for interests from our members later on, to figure out what to focus on.
7. Eka will e-mail Dick Hill re: webinar logistics and coordinate with Ginnie about publicizing the webinars.
8. Lizzy reported that she submitted the budget request.
9. Lizzy also reported that her last day is the 30th, so someone will need to take the minutes for the October meeting. Also, if you have questions or need to get in touch with Lizzy, contact her at lizzyro@gmail.com.
10. Goals for next meeting: Elections prep info (and advertise really widely, even outside ASIS&T), and webinar planning.
11. Meeting adjourned at 12:18.

08/21/2015 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports

- Next Meeting Time
08/21/15 SIG DL Officers Meeting Minutes
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Friday, August 25th, 2015, 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Eka (Chair-Elect), Kevin (Chair), Lizzy (Secretary/Treasurer), Ginnie (Communications Officer)

Committee Chairs Present: Alyson

Meeting called to order at 2:03

1. Kevin reported that he was preparing to announce nominations for the Deborah Barreau Award. Kevin will coordinate with Matthew to get it on the website and with Ginnie to push out via other social media channels.
2. Kevin also reported that elections prep need to start soon. Kevin will dig out past documentation and send out for review. The executive team will all approve the materials, at which point it should be posted.
3. Kevin also reported that the Annual Report is due 9/15. We did not submit for SIG of the year this year, so our final report is due later. Kevin is working on draft of annual report, and will send out for review and approval
4. Eka reported that she found a webinar. Skylar Lindberg, works on Digital Collections at UBC, is going to talk about Linked Data or User Interface Design. She is waiting on a response from Skylar, but he had been a yes initially. Eka gave him two options: this fall or sometime later, and she is hoping to do something before the annual meeting.
5. Lizzy reported that the budget for FY16 is due September 15th. SIG-DL's allocation for FY 2016 is \$1580. In addition to the DB Award and webinars, there is also RDAP 2016 Data Carpentry workshop sponsorship possibility.
6. Lizzy reported that since SIG-DL already spent over the annual allotment for the year, with the 2014 Digital Liaisons, RDAP, and DB Award, so there is no rush to do anything until the 2015 Annual Meeting.
7. Lizzy asked that any additional budget items be sent to her, and Lizzy will send around a draft budget for everyone to review.
8. Ginnie reported that she will send out info on the Deborah Barreau award next week on all communication channels.
9. Alyson reported that we are probably not doing Digital Liaisons this year because of the cost of the workshop, but the group wants to try again next year.

10. Goals for next meeting: Election prep, DB announcement, Annual Report, and Budget Request.

11. Meeting adjourned at 12:18.

07/17/2015 Meeting Agenda

- Call to Order
 - Officer Reports
 - Committee Reports
 - Next Meeting Time
- 07/17/15 SIG DL Officers Meeting Minutes
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Friday, July 17th, 2015, 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Attendance was not captured

Committee Chairs Present:

Meeting called to order time was not captured.

1. Kevin reported that Dick Hill has emailed saying the Digital Liaisons panel is most likely a go at the Fall meeting.
2. Kevin also reported that he plans to announce the call for the DB Award next week.
3. Matthew updated the group on logo development. The group decided to stay with the light blue logo for now. Logo #5 was (just) the most popular, so that is now on the SIG-DL website: <http://www.asis.org/SIG/sigdl/>. Matthew also updated the Twitter profile picture with new logo (<https://twitter.com/sigdl/>), and he thought it would be nice to have a header image too. He asked for suggestions. Eka will email Matthew.
4. Matthew also updated the Youtube profile picture, though again, there is no header image. Matthew asked if we should use same basic format as Twitter?
5. He reported that he updated the Facebook profile picture, but didn't change the group image. Again, no header image on our profile. Matthew also updated LinkedIn profile picture and added links to our website and twitter accounts.
6. Matthew asked that we let him know of any problems.
7. Matthew asked about who is supposed to be checking notifications for Facebook, Twitter, and LinkedIn, as all had current notifications. Ginnie is handling this, still catching up from maternity leave.

8. Lyne reported that membership up to 403 (+7 last month and +60 or more from last year).
9. Lyne indicated that Jan Hatzakos and Heather Pfeiffer have helped her find a way to get a roster file in csv, using the old website, and hopefully similar functionality will added to the new website.
10. Lyne also reported that she will be out for the next meeting.
11. Goals for next meeting: Webinars (set up date and get tech setup; draft final report; and send out DB announcement.
12. Meeting adjourned at 12:22.

06/19/2015 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next Meeting Time

06/19/15 SIG DL Officers Meeting Minutes

Friday, June 19th, 2015, 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Lyne Da Sylva (Membership), Eka Grguric (Chair-elect), Lizzy Rolando (Secretary/Treasurer)

Committee Chairs Present: Alyson Gamble (Digital Liaisons)

Meeting called to order at 2:04 pm.

1. Kevin reported virtually Digital Liaisons proposal was rejected by ASIS&T reviewers. Heather Pfeiffer has volunteered to see if appeal was possible.
2. He also reported virtually that Gena can no longer continue to run the newsletter. Kevin is waiting to hear from Ginnie if she wants to coordinate it after her maternity leave.
3. Kevin also reported that Holley can no longer continue to run the webinars, but it seemed like there would be time for one if it could be arranged shortly. Although the webinars are often offered during the summer, it would be OK to have one later in the year. The group agreed it would be good to explore these 2 possibilities Eka had suggested the month before.
4. Eka reported that she has been looking into aggregators for Twitter.

5. Eka also reported that she had found a webinar. Skylar Lindberg, who works on Digital Collections at UBC, is going to talk about Linked Data or User Interface Design.
6. Lizzy reported that the New Leaders Award planners are happy to work with us if we want to actively recruit someone; Lizzy will follow up with them in two weeks to see how SIG-DL can get involved.
7. Lizzy also reported that she is helping with the nominations for the Crestos Award. She has a list of eligible SIG-DL members, if the group wants to help nominate someone.
8. Matthew asked virtually for feedback on a new SIG-DL logo. Most members on the call hadn't seen the proposed logo, so a request was made to resend the proposed logos.
9. Lyne reported that since the website has changed, she cannot get the same type of roster that she used to. She has access to a mosaic of photographs with names and addresses, but no formal list (Excel or csv).
10. Lyne reported that, from what she can tell, SIG-DL currently has 396 members, which is up from last time.
11. Lyne reported that local people have joined, which suggests that it helps to keep talking about it.
12. Alyson report that DL was not accepted. The reviewers wanted to know who the speakers were ahead of time, and because the event is run as a call for students, the speakers cannot be identified ahead of time. Kevin will/did contact people (Heather Pfeiffer) about appealing the decision.
13. The group noted that Lisa Given is the Conference Chair, and Heather O'Brien or Alison Brettle may also be able to help.
14. Alyson also asked about interest in applying for chapter awards, in particular, nominating Kevin for best SIG Member.
15. Meeting adjourned at 2:18 MST.

05/15/2015 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next Meeting Time

05/15/15 SIG DL Officers Meeting Minutes

Friday, May 15th, 2015, 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Kevin Comerford (Chair), Eka Grguric (Chair-elect), Lizzy Rolando (Secretary/Treasurer), Ginnie Dressler (Communications)

Committee Chairs Present:

Meeting called to order at 2:03 pm.

1. Kevin began with a discussion about webinars. He noted that we have time to host one if we get it together shortly. Ideally, webinars are in the summer, but it could be OK to do one late in the year.
2. The group noted that they haven't heard from Holley in a while, so Kevin will try to reconnect.
3. Two ideas for webinars: the Director of Research Data Services at UNM could talk about research data in academic libraries. He is a GIS specialist and a data archive project is underway; There is also a Drupal expert at UNM who could do a webinar on intro to Drupal for Library applications.
4. Kevin noted that any other ideas for webinars are welcome.
5. Eka suggested a webinar on shell scripting for libraries for data repositories and also a research data librarian from UBC
6. The group agreed that if there was no word from Holley, the next webinars would be figured out via email.
7. Kevin reported that he planned to announce the Deborah Barreau Award in June.
8. Kevin also called attention to a handful of things coming up that will require attention: annual report, digital liaisons, DB Award, and budget.
9. Kevin also threw out the idea of a mid-year Planning session/Review. This hadn't been done before, but time in June could be set aside for this type of planning.
10. Eka reported that she has been looking into aggregators for Twitter and thinking about webinar topics.
11. Lizzy reported that the RDAP Summit went well and that the Bulletin special edition is underway, with two other folks. Ginnie is helping too.
12. Lizzy agreed to write a recap about the event and post to the website.
13. Ginnie reported that she updated the password for Google Account, and that the new password is reflected in the account info document in Google Drive.
14. Ginne also reported that she has upcoming maternity leave. She had asked Tina Jayroe for possible coverage, but Tina is unable. Someone may need to check

the listserv for additions or messages waiting for approval. Ginnie will be checking email at some point, and she asked that folks contact her via her personal gmail for anything important: ginnie3@gmail.com.

15. Matthew reported that he can probably check the listserv for new members/messages that need to be approved. Ginnie will make sure that Matthew has access to approve folks
16. Alyson reported virtually that there was no work on DL acceptance yet.
17. Goals for next meeting: Figure out webinars, including topics, speakers, and scheduling; Update the DB Award call to send out in June; and Block out time in June Meeting for a mid-year review and figure out what's coming that we need to prepare for.
18. Meeting adjourned at 2:18 MST.

04/17/2015 Meeting Agenda

- Call to Order
- Officer Reports
- Committee Reports
- Next Meeting Time

04/17/15 SIG DL Officers Meeting Minutes

Friday, April 17th, 2015, 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Kevin Comerford (Chair), Lyne Da Sylva (Membership), Eka Grguric (Chair-elect), Lizzy Rolando (Secretary/Treasurer), Ginnie Dressler (Communications officer)

Committee Chairs Present: Alyson Gamble (Digital Liaisons)

Meeting called to order at 2:03 pm.

1. Kevin began by reporting that he advertised SIG-DL at the New Mexico Library Association Conference.
2. Kevin will work on posting the video from the last Digital Liaisons event on YouTube.
3. Eka reported that she contacted Heather O'Brien and Jentery Sayers for advice on Digital Humanities on the east coast who could speak on the Digital Liaisons Panel.

4. Lizzy reported that the financial report on <http://www.asis.org/SIG/reports/FY15/DL.pdf> is correct.
5. Lizzy also reported that the New Leaders program folks were interested in working with SIG-DL. They are still in early planning stages, but the organizers will connect with us when they are further along. They liked the idea of SIG-DL hosting a New Leader and coming up with projects for the New Leader to tackle.
6. Ginnie reported that there were still no offers yet for anyone going to RDAP to live Tweet. In case no one is able to tweet, Lizzy can put together a post mortem after the fact, for website or newsletter.
7. Ginnie also reported that there was a new SIG-DL calendar on the website, thanks to Matthew! This is a good place to add any events or upcoming things of interest.
8. Matthew reported that he had set up the calendar on the website.
9. Lyne reported that she has had trouble logging into the new website to retrieve a list of current members.
10. Alyson reported on the progress of the Digital Liaisons Panel. She sent a draft of Digital Liaisons proposal earlier this week to collect feedback.
 - The group agreement to leave out the line about non-text digital libraries.
 - The keynote speakers have been identified and committed: Twyla Gibson (http://education.missouri.edu/faculty/SISLT/Gibson_Twyla.php) and Lynne Howarth (<http://www.ischool.utoronto.ca/lynne-c-howarth>)
 - SIG-VIS Chair Krystyna Matuskiak has been confirmed as one of the judges.
 - Eka and Kevin are listed as moderators.
11. Gena reported that Alyson would not be able to take over the Newsletter. The group considered whether there were ways to more easily compile or automatically pull in information and updates. For example, there are default setups for blogs and newsletter types of publications that build a newsletter out of social media presence. These can also be easily embedded into websites.
12. The goals for the next meeting are to submit the proposal, for Eka to look at options for the newsletter and coordinate with Gena, and for Lyne to work with HQ to pull a new report on current membership.
13. Meeting adjourned at 2:24 MST.

03/20/2015 Meeting Agenda

- Call to Order

- Officer Reports
 - Committee Reports
 - Next Meeting Time
- 03/20/15 SIG DL Officers Meeting Minutes
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Friday, March 20, 2015, 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Kevin Comerford (Chair), Lyne Da Sylva (Membership), Eka Grguric (Chair-elect), Lizzy Rolando (Secretary/Treasurer), Ginnie Dressler (Communications officer)

Committee Chairs Present: Alyson Gamble (Digital Liaisons)

Meeting called to order at 12:05 pm.

1. Kevin reported that he has the videos from the last Digital Liaisons panel ready, and he will post those to the SIG-DL YouTube channel.
2. Eka reported on the all-SIG Cabinet Meeting she attended. The key points from the meet were as follows:
 - FY2016 (2015-2016) budgets are due August 15th and it's okay to change budget after submission.
 - Panel proposals are due April 30th; proposers will hear back by June 11th.
 - Posters / videos / demos are due July 1st
 - All officers should review the SIG officer's manual: <http://www.asist.org/AboutASIS/SIGOfficersManual.pdf>
 - The new asis.org wordpress site is "coming soon" (see here: <https://root.asist.org/>)
 - SIGs should make more use of the sig-l@asis.org mailing list to get in touch with other SIGs en masse and finding interested parties to co-sponsor events / workshops
3. Eka also reported that she has sent Matthew a photo and updated bio to be posted on the website.
4. Lizzy reported that the Quarterly financial report is available at <http://www.asis.org/SIG/reports/FY15/DL.pdf>. The numbers for awards is off by \$50, and there is no charge for posterboards. Lizzy will check with Jan about this.
5. Lizzy also reported that the Leadership Committee met, and there are many opportunities for SIG-DL to get involved. Lizzy will contact the organizers of the

New Leaders Program to see how they would like SIG-DL to help, especially as we may have a project for a new leader (yearbook).

6. Lizzy also asked for ideas of SIG-DL members to nominate for the Crestos Award (<http://www.asis.org/awards/leadershipaward.html>), which recognizes a new ASIS&T member who has demonstrated outstanding leadership qualities in professional ASIS&T activities.
7. Ginnie reported that she looked at the HootSuite analytics for the last two months of posting, but there were no definitive conclusions that could be drawn. She suggests checking again further down the road when we have collected more data.
8. Ginnie is still looking for someone to tweet at RDAP. Lizzy will ask some people she knows, but suggested as a backup that Ginnie make a call to SIG-DL membership for volunteers.
9. Matthew reported virtually that he updated the website with Eka's photo and new bio.
10. Lyne reported that she talked about SIG-DL at the digital libraries workshop her university hosted.
11. Kevin is still planning to talk about SIG-DL at the New Mexico Library Conference.
12. Lyne also reported that our membership is up, from 327 to 350.
13. Alyson coordinated with the group about the Digital Liaisons Panel.
 - The panel will have 90 minutes, for 5 talks, with 10 minutes for each talk (including questions) and 30 minutes for the poster session.
 - The group agreed that a topic around Community service by digital projects would work.
 - Alyson asked for ideas for a keynote speaker. Kevin and Eka will explore this, as they might have good candidates.
 - Alyson will draw up a draft of the proposal and send it around for review by the rest of the group.
14. The goals for the next meeting are to finish the draft of the Digital Liaisons proposal (Alyson is planning to send this around by April 10th) and to identify a keynote speaker for Digital Liaisons.
15. Meeting adjourned at 12:35 MST.

- Call to Order
- Officer Reports
- Committee Reports
- Next Meeting Time

02/20/15 SIG DL Officers Meeting Minutes

Friday, February 20, 2015, 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Kevin Comerford (Chair), Lyne Da Sylva (Membership), Eka Grguric (Chair-elect), Lizzy Rolando (Secretary/Treasurer), Matthew Murray (Webmaster)

Committee Chairs Present: Gena Chattin (Newsletter), Holley Long (Webinars)

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- Because the January SIG-DL meeting was cancelled, some virtual reports from January were carried over into the notes for February. Those notes that were carried over from January are still included here, so that they aren't lost, but they are prefaced by "Notes carried over from last month:"

Meeting called to order at 12:02 pm.

1. Kevin and Eka reported that the conference call service has been fixed, and SIG-DL should be set for all future conference calls.
2. Lizzy reported that she has not yet heard anything about the SIG-DL budget, but that typically quarterly reports are issued. Lizzy will check in with Jan to see the status of an accounting update.
3. Notes carried over from last month: Lizzy also reported that Ginnie is transitioning to become the new editor for the ASIS&T Bulletin RDAP column.
4. Notes carried over from last month: Lizzy reported that she is serving on the ASIS&T Leadership Committee this year. The committee helps with nominating and choosing awardees for the Annual Meeting.
 - Lizzy asked if SIG-DL had had a New Leader assigned to them recently, and no one knew of one recently. Lizzy recommended that the group keep an ear open for calls to work with New Leaders.
5. Notes carried over from last month: Ginnie reported remotely that she has access to the SIG-DL HootSuite account. She will look for the statistics and report back to the larger group.

6. Ginnie also reported that she will not be able to attend the RDAP conference, but she is aware that SIG-DL has typically live tweeted the event. She is looking for someone who can do this at RDAP.
 7. Matthew reported that he has finished the requested changes to the website, but is still waiting for a photo of Eka.
 8. Lyne reported that the SIG-DL membership numbers are up to 327, from 310 in January.
 9. Lyne indicated that she will promote SIG-DL to members of an upcoming Digital Libraries seminar that she is organizing.
 - Kevin indicated that he is presenting at an upcoming New Mexico Library Association meeting, and he will also mention SIG-DL.
 10. Notes from last month: Alyson virtually reported that Krystyna Matusiak from SIG-VIS is interested in participating in the Digital Liaisons Panel this year.
 11. Notes from last month: Alyson also asked for suggestions of themes for the panel.
 - Notes from last month: Lyne suggested a theme based on "non-text digital libraries."
 12. Gena reported that she has finished the latest newsletter and has sent it out for review. It is scheduled to go out on Monday, February 23 at 8am.
 13. Gena also indicated that she would still like to find a replacement editor, now that Liam will not be able to take over.
 14. Gena, Kevin, and Ginnie will communicate further about putting out a call for a replacement editor.
 15. Gena noted that the newsletter should include Ginnie's contact information so that potential RDAP column contributors can contact her.
 16. Gena also reported that she would like to do some assessment of the newsletter, and she would gladly take volunteers to help.
 17. Holley reported that she has been working on a few leads for webinars and will send additional information via email.
 18. Goal for the next meeting is to find a new editor for the newsletter
 19. Meeting adjourned at 12:21 MST.
- 12/19/2014 Meeting Agenda
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- Call to Order
- Approval of Minutes from August Meeting

- Officer Reports
 - Committee Reports
 - Next Meeting Time
- 12/19/14 SIG DL Officers Meeting Minutes
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Friday, December 19, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Kevin Comerford (Chair), Lyne Da Sylva (Membership), Eka Grguric (Chair-elect), Ginnie Dressler (Communications), Lizzy Rolando (Secretary/Treasurer)

Committee Chairs Present: Alyson Gamble (Digital Liaisons)

Meeting called to order at 12:02 pm.

1. Kevin reminded the group of the goals for the next year:
 - Deborah Barreau Award
 - Digital Liaisons Panel
 - Webinars
 - Newsletter with a possible new format
 - SIG-DL Yearbook - The idea being that we would compile the best articles of the year and ask authors to expand on what they wrote. This would all be compiled into the Yearbook. It would include materials that are of interest to and germane to digital libraries.
2. Kevin also reported that Liam had to step down from the Newsletter, so Gena will continue on to help out until we've located a replacement. Kevin will work with the replacement to explore using the e-zine format for the newsletter. Eka indicated that Matthew would probably have a strong interest in pursuing this as well.
3. Eka and Kevin updated the group on the establishment of an ASIS&T/SIG-DL calendar. Eka reported that in order to sync the calendar with other devices, the calendar would need to be public, and the group agreed to make the calendar public.
4. Eka reported that she has been working with the officers and conveners to finalize the calendar, and that she has changed some of the calendar items into tasks.
5. Kevin will add information about elections to the calendar.
6. Eka reported that she has sent Matthew her bio for the website.

7. Lizzy reported that she has worked with Jan to get the budget updated, and once the changes have been officially made, she will send the FY15 budget around to the rest of the group.
8. Lizzy also reported that SIG-VIS will not be able to co-sponsor RDAP with SIG-DL, but that they are interested in possibly sponsoring a student award for the Digital Liaisons panel. Lizzy will put Alyson in touch with Krystyna from SIG-VIS. The RDAP organizers will help find a different co-sponsor for SIG-DL if we cannot.
9. Lizzy also indicated that it may be time to find a new editor for the Bulletin RDAP column. In addition to the call for a new Newsletter editor, a call should also be made to find a new editor from SIG-DL for the RDAP column.
10. Ginnie reported that she is investigating, with the help of Eka, social media tools like Hootsuite to help coordinate communications across the various platforms. Ginnie indicated that a major benefit to Hootsuite is that it allows to interact with followers directly. The group agreed that it is great to use any free tools available to help with communications.
11. After the new year, Ginnie will send out a call to recruit new editors for the newsletter and the RDAP column.
12. Lyne again reported that the number of members has dropped to 314, and that looking at the numbers for the last few years, membership has been in decline for a while, from 399 in January 2012, to 376 in January 2013, to 360 in January of 2014.
13. Lyne will talk with ASIS&T to get the membership numbers for the organization as a whole, to get a better picture of how membership numbers are fluctuating generally.
14. The group discussed concerns about how confusing it is to members that for \$10 they can join as many SIGs as they'd like. Lyne has raised this concern with ASIS& HQ before, and she reported that about half of SIG-DL only belongs to SIG-DL.
15. The group agreed that we want to target those folks are not currently part of ASIS&T, as many ASIS&T members are probably aware of the \$10 fee to join any SIG, and have still chosen not to join.
16. Ideas for recruitment included communication blasts around the time of the IA Summit, using the new member list to reach out to recent ASIS&T members, and

Lyne will follow up with Tina and/or Anne about methods they used in the past to connect with non-ASIS&T members.

17. Alyson will add the definite dates for the Digital Liaisons panel to the calendar.

18. Holley reported that May, August, and October all look like good months for webinars. She also reported that she has been exploring the possibility of a joint webinar with SIG-VIS.

19. Holley asked that anyone with an idea for a webinar please send it her way. She reported that is working on a list of speakers and topics for review in January.

- One suggestion was for a webinar about librarians who are working with supercomputing facilities, at UTA or UCSD.

20. Meeting adjourned at 12:34 MST.

11/21/2014 Meeting Agenda

- Call to Order
- Approval of Minutes from Business Meeting at Annual Meeting
- Officer Reports
- Committee Reports
- Next Meeting Time

11/21/14 SIG DL Officers Meeting Minutes

Friday, November 21, 2014 12:00 p.m. - 1:00 p.m. (MST) Meeting held via Conference Call

Officers Present: Kevin Comerford (Chair), Eka Grguric (Chair-elect)

Committee Chairs Present: Alyson Gamble (Digital Liaisons)

Meeting called to order at 12:20 pm.

1. Kevin listed goals for SIG-DL for 2015, which include the following:

- Deborah Barreau Award
- Digital Liaisons Panel
- Webinars
- Newsletter with a possible new format
- SIG-DL Yearbook

2. Kevin also discusses establishing a SIG-DL Calendar to track important dates for SIG-DL and ASIST deadlines.

3. Eka reported that she has reviewed the SIG-DL Wiki and Officer Duties.

4. Lyne reported virtually that SIG-DL currently has 314 members, which seems like quite a drop from 340 in September.
5. Matthew reported virtually that he has updated the list of officers on the website and asked the new officers for bios and photos to be posted on the blog. Matthew also contacted ASIS&T HQ to update the SIG-DL page on the ASIS&T site, and it has now been fixed.
6. Alyson reported that she has been talking with Holley about the SIG-DL schedule and logistics.
7. Holley reported virtually that she has reviewed the documentation about webinars that Ngozi left from last year.
8. The goals for the next meeting are to find a new conference all account, for each officer and convener to put together a list of approximate event dates and deadlines for the FY15.
9. Meeting adjourned at 12:34 MST.