

SAA-ACRL/RBMS Joint Task Force on Holdings Counts and Measures
17 August 2017

Present: Martha O'Hara Conway; Rachel D'Agostino; Lara Friedman-Shedlov; Emily Novak
Gustainis; Haven Hawley; Katy Rawdon

Absent: Lisa Miller

AGENDA

1. SAA recap/updates

Members rotating off were invited to join the call to hear SAA updates.

2. Timeline review

Revisions will be made incorporating ALA/RBMS meetings.

3. Options for scheduling a working meeting

Tentatively scheduled for Nov. 12-14 in Ann Arbor; Martha to confirm with Lisa.

4. Report outline and content mapping

See action items for assignment.

5. Preliminary discussion of section assignments

To be discussed at the 8/24 meeting.

6. New meeting schedule

Martha to follow-up with new meeting invitations for alternating business and working meetings on Thursdays; Emily and Martha to schedule a separate every-other-week check-in call.

7. Handling meeting minutes

We will update the agenda with decisions, take-aways, and to-dos the last ten minutes of every business meeting.

ACTION ITEMS DUE 8/24/2017

All

- Review the Level 1/Level 2 report outline (<https://docs.google.com/document/d/1jSIa0q5VCmIXQF-KdKzMHeh-9Dib7qPZ9MiGLKFnNc4/edit>) and plug in what you think each section should cover/include. You should include links to existing content or describe what you feel needs to be covered. This will

enable us to better map existing documentation and pull together the “we should be sure to include” things mentioned over the past six months.

Emily

- Send meeting minutes doc link to Martha for review, then circulate revised copy
- Update and circulate link to revised timeline
- Check with Lara re: her interest in continuing to update SAA microsite (Emily can handle if easier); update membership list on microsite
- Email John Bence (SAA Standards Liaison) re: whether or not anything additional is necessary for a provisional extension confirmation prior to Council meeting in November
- Request that SAA remove members rotating off the task force be removed from the JTF-HCM listserv

Martha

- Check with Lisa re: bumping up the Thursday timeslot to 12:00 or 12:30
- Send out meeting invitations for every-other week business meetings (formal agenda/notes) and working meetings
- Submit JTF-HCM extension request to RBMS Executive Council

Martha and Haven

- Obtain information about and prepare participatory session proposal for RBMS Conference in June 2018

UPCOMING ABSENCES

- Emily will be on vacation 8/28-9/1 and will miss the 8/31 meeting