

**SAA-ACRL/RBMS Joint Task Force on Public Services Metrics Task Force
Conference Call
July 30, 2015 / 1:00-2:00PM EDT**

Present: Christian Dupont, Tom Flynn, Emilie Hardman, Sarah Polirer, Amy Schindler, Bruce Tabb, Gabriel Swift, Elizabeth Yakel, John Bence SAA Standards Committee liaison

Agenda

- I. Society of American Archivists Meeting
- II. Review of Survey
- III. Drafting Document
- IV. Announcements & Other Business

Meeting Minutes

Meeting was opened by Amy Schindler at 1:00pm EST.

Amy Schindler opened the meeting by reviewing the agenda items.

I. Lunch forum at SAA with three joint taskforces (1hr. 15 minutes)

- Co-chairs had a meeting to discuss the agenda (note: no technology in the room to present slides, broadcast, etc.)
 - Agenda of meeting
 - History of the development of these taskforces
 - Review of the charges
 - SAA Standards Process
 - Q&A

Note: Each taskforce will assign a note taker to capture comments and questions

- Notes will be used to produce an article
 - Possibly for SAA newsletter, *RBM*, etc.

Each taskforce will also prepare a handout to distribute during the meeting. Amy will draft.

II. Conversation on the survey

- Sarah had a question about the channels for distribution and was concerned about reaching the business archives community
- Amy will send to SAA leader list and invite particular constituencies to respond
- Will send out to testers - get feedback in the next week/10 days
- Send out survey prior to SAA

Specific concerns on survey

- Christian concerned about the distinction we count some of this/we count this sometimes
 - Work on this to emphasize this is a question about sampling?
- Add length of time survey takes, percentage complete

III. Draft document

- Gabriel, Sarah, Tom worked on Collection Use section in our draft document
- Keeping working notes at the end of the document
- Utilize Skype working sessions for the group to develop the domains further
 - Standing meetings to drop in and work
 - Email all members when holding a session

IV. Other Business

Friday meeting at SAA

- Three people won't be able to attend (Gabriel, Moira, Bruce)
- No support for call in -- should we try from personal laptops?
- Survey update
- Report from the SAA Standards Committee
- Working session on document
- Joint meeting: Reports; Public forum debrief; Discuss posters, talks, etc. to disseminate our work (SAA 2016, etc.)

Notes from SAA Standards Committee liaison

- Post any communication in the shared working space
- Put any presentations, etc. in the drive
- Consider pop up sessions - first time offered at SAA