

RIPS-SIS

2017 Business

Meeting Report

June 21, 2017 – Virtual Webinar

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# 2017 RIPS-SIS Annual Business Meeting Agenda

Wednesday June 21, 2017

Virtual Meeting, 1:00-2:00 PM CST

- I. Welcome
- II. Approval of the Minutes of the 2016 RIPS-SIS Business Meeting in Chicago, IL
- III. Announcements
  - a. AALL Annual Conference Events (Austin, TX)
    - i. Saturday July 15, 2017
      - Dine-Around Dinners with TS/OBS/RIPS/CS Special Interest Sections, TBA (hosted by incoming Chair Alyson Drake; incoming Member-at-Large Paul Gatz, and incoming Secretary/Treasurer Katie Hanschke)
    - ii. Sunday July 16, 2017
      - RIPS-SIS sponsored program: Understanding the Human Element in Search Algorithms: 11:30-12:30pm ACC-Room 17AB
      - RIPS-SIS Patron Services Roundtable: 12:45–1:45pm Hilton-Room 415A
      - RIPS-SIS Legal Research Competencies Roundtable: 5:15-6:15pm Hilton-Room 415A
    - iii. Monday July 18, 2016
      - Meet & Greet: 4:00-5:00pm ACC-Room 14
      - RIPS-SIS Research Instruction Roundtable: 5:00-6:00pm Hilton-Room 415A
  - b. Penguin Raffle
- IV. Approval of RIPS Bylaws
- IV. Committee Reports
  - a. RIPS Board Projects
  - b. Secretary/Treasurer's Report
  - c. Grants Committee Report
  - d. Legal Research Teach-In Committee Report
  - e. RIPS Law Librarians Blog Report
  - f. Patron Services Committee Report
  - g. Program Committee Report
  - h. Public Relations & Recruitment Committee Report
  - i. Research Instruction Committee Report
  - j. Legal Research Competencies Committee Report
  - k. Online Training Committee Report
  - l. Nominations Committee Report
- V. Welcome to New Board Members & Acknowledgement of Board Member Service
  - a. Incoming: Vice Chair/Chair Elect – Ashley Ahlbrand
  - b. Incoming: Secretary/Treasurer – Katie Hanschke

- c. Incoming: Member-at-Large – Paul Gatz
  - d. Outgoing: Secretary/Treasurer – Amy Taylor
  - e. Outgoing: Member-at-Large – Emily Lawson
  - f. Outgoing: Immediate Past Chair – Laura Ax-Fultz
- VI. Welcome to New Committee Chairs & Acknowledgement of Committee Chairs' Service
- VII. Questions for the Board & Closing

**Minutes RIPS-SIS Annual Breakfast and Business Meeting**  
**July 18, 2016**  
**Chicago, IL**

**I. Welcome**

Chair Laura Ax-Fultz welcome attendees to the RIPS-SIS Annual Breakfast & Business Meeting.

**II. Announcement of Raffle Winner**

Ax-Fultz gave some background on Puron and our adoption of the penguin at the Shedd Aquarium.

The winner of the Raffle is Lynn Hartke.

**III. Notices**

Ax-Fultz noted that our RIPS-SIS sponsored program, Leave the Treasure Hunts to the Pirates, was well-attended.

She also noted that the RIPS Research Instruction Roundtable was taking place at 3:30pm on Monday afternoon.

**IV. Approval of Minutes of the 2015 RIPS-SIS Annual Business Meeting in Philadelphia, PA**

The members present approved minutes of the 2015 Annual Business Meeting.

**V. Committee Reports**

Committee members present at the meeting reported on their committee's work over the past year. Detailed committee reports are provided in the *2016 RIPS-SIS Business Meeting Report*.

**a. Program Committee**

Beau Steenken, our liaison to the AMPC, noted that this year, each SIS will select two programs for consideration by the AMPC. This will help avoid two SISEs sponsoring similar programs.

Steenken also reminded those present about the idea scale, where members can vote on what ideas they'd like to see programs on at next year's conference.

**b. Thanks**

Ax-Fultz thanked the committees for their willingness to deal with the new structure put in place by the Executive Board. Committee chairs now submit an agenda early in the year so

the Board knows what their projects and goals are. The Board then meets with them via conference call in December and March to see what progress has been made. Ax-Fultz noted that the chairs of each committee seem to find value in the new structure, as they can talk to each other and see where committees have overlapping goals.

## **VI. New Business**

### **a. New Initiatives**

Ax-Fultz noted that there has been a slight drop in membership. The Board has discussed communicating more with members, so RIPS-SIS members should expect some initiatives over the next year, where the Board will be reaching out more about what the various committees and the Board are doing. She also encouraged those present to communicate with the Board directly if they have ideas about what we could or should be doing.

Ax-Fultz also said to keep an eye out for some other new initiatives for the next year.

### **b. Business Meeting Options**

There was discussion about how to conduct business meetings at future conferences, in light of some other SISEs conducting their meetings virtually and relatively low attendance at the annual business meeting. The benefits of recording it include saving money that can be used on other initiatives and making it virtual allows those who cannot attend the conference attend the business meeting. Another positive benefit of a virtual meeting is that people who cannot attend can watch the recording of the meeting later. Possible drawbacks discussed include conversation being more difficult and not getting to touch base with other SIS members in person.

Other suggestions included:

- Having substantive content at the business meeting
- Holding a mid-year virtual meeting, but keeping the annual conference meeting in person
- Hybrid meeting, where we'd post the committee reports rather than having in-person reports, and we use the time to have a social gathering/brainstorming session for SIS initiatives and a speaker
- Having an afternoon gathering, rather than a morning business meeting that conflicts with many other meetings, which would also decrease costs associated with a full breakfast at the meeting.

**VII. Welcome to the New Board Members**

Ax-Fultz recognized the names of the new board members:

- Vice-Chair/Chair Elect: Alyson Drake
- Member-at-Large: Susan Nevelow Mart

**VIII. Acknowledgement of Service—Board Members**

Ax-Fultz recognized Member-at-Large Catherine Lemmer for her two years of service.

New Chair Katie Crandall recognized Ax-Fultz for her service as Chair of RIPS-SIS.

**IX. Closing**

Ax-Fultz passed Puron to Crandall and Crandall adjourned the meeting. The next business meeting will be held in Austin at the 2016 AALL Annual Meeting & Conference.

## Secretary/Treasurer Report for 2016 – 2017

|                                   |                  |
|-----------------------------------|------------------|
| <b>Balance (as of 5/31/2016)</b>  | <b>16,914.56</b> |
| <b>Revenue</b>                    |                  |
| Dues                              | 8,230.00         |
| Contributions                     | 1,375.00         |
| Breakfast Meeting                 | 560.00           |
| <b>Total Revenue</b>              | <b>10,165.00</b> |
| <b>Expenses</b>                   |                  |
| Annual Conference Food & Beverage | 5,077.57         |
| Annual Conference A/V             | 823.00           |
| Annual Conference Awards & Grants | 3,017.89         |
| Annual Conference Giveaways       | 89.00            |
| Postage/Freight                   | 18.68            |
| Telephone (conference calls)      | 128.80           |
| Online/Internet (webinar)         | 128.50           |
| <b>Total Expenses</b>             | <b>9,286.44</b>  |
| Excess Revenues over Expenses     | 878.56           |
| <b>Balance (as of 05/31/2017)</b> | <b>17,796.12</b> |

Submitted by Amy Taylor, RIPS Secretary/Treasurer

## Grants Committee Report for 2015 – 2016

The RIPS-SIS Grants committee awarded 2 AALL Management Institute Travel Grants and 7 AALL Annual Meeting Grants totaling \$4000.00 in 2017.

Submitted: Marin Dell, Grants Committee Chair, 2016-2017

## Legal Research Teach-In Committee Report for 2016-2017

The Teach-In Kit Committee has been busy at work this year. This year marked the 25<sup>th</sup> Teach-In Kit, an occasion we hoped to make special by, originally, asking for members to submit their “best of” – favorite handouts, assessments, etc. – then later, based on suggestions from others, we emphasized submitting assessments, since that’s the latest hot topic. Despite heavy advertising across multiple listservs, blog posts, and social media channels, this year’s Kit is again on the small side, but no less rich in value, with a variety of content from handouts for non-law students, to lectures on a variety of research topics, to in-class exercises and take-home assessments. We experienced a slight delay in publishing the Kit, but it should be up soon.

In addition to this year’s Kit, we have been doing a great deal of work on past Kits. A few years ago, we began a new tradition with the Kits of adding coversheets to each submission, to give them a little more context when discovered through Internet searches. The plan was to then go back to previous Kits and add these coversheets as well. This project is near completion. In addition, we are currently in the midst of digitizing the oldest Teach-In Kits, with the plan to add them to the website as well. Many thanks to Laura Ax-Fultz and the librarians at Penn State Dickinson Law for providing these print Kits for digitization. Finally, based on member feedback, we are working on a finding aid for the Teach-In Kits that will help members find content by topic, author, and submission type across all Kits. It is our intent to have these projects finalized prior to the Annual Meeting.

I would like to extend my sincerest thanks to the Executive Board for providing counsel and advice as I struck out on the “retrospective” projects with the Teach-In Kits this year; to Becca Rich, my co-chair, for overseeing the creation of this year’s Kit; to Maribel Nash, our fearless RIPS-SIS webmaster, for her assistance in getting the Kits online; and to this year’s Teach-In Kit Committee members: Cynthia Condit, Rob Beharriell, Cynthia Jones, Charles Perkins, Caroline Young, Annmarie Zell, Kimberly Mattioli, Alex Zhang, and Kerry Lohmeier.

Respectfully submitted,

Ashley Ahlbrand

Teach-In Kit Committee Co-Chair, 2016-2017

**RIPS Law Librarian Blog  
Spring 2017 Editor's Summary**

The RIPS Blog finished strong in 2016 with our most views, yet. We had 28,446 total views, 14,514 visitors, and 85 total posts. As of early May 2017, we already have over 15,000 views and nearly 8,000 visitors with 45 posts. We are on track to meet and likely surpass our 2016 stats.

By the end of May 2017, I plan to put out a call for new bloggers. Many of our current bloggers will likely stay on, and we'll have a few bloggers who are set to transition off after spending 3 years blogging for RIPS. Ultimately, our goal is to stay at no fewer than eight contributing blogger. With eight bloggers, each blogger contributes one blog post per month during the academic year, and this allows us to consistently publish two new posts per week.

The daily AALL newsletter, KnowItAALL, has been a boon to our readership, and I will continue advertising new posts through the RIPS-SIS & ALL-SIS "My Community" lists. I will also continue to tweet each post to our RIPS Twitter account with appropriate hashtags.

In November 2016, I also submitted the RIPS Blog for inclusion in the ABA Blawg Directory. My hope is that it will be selected for an ABA Top 100 Blawg in the near future. Because of the high-quality content, this is a very attainable goal.

Submitted by,

Jamie Baker  
RIPS Blog Editor  
May 12, 2017

## Patron Services Committee Report for 2016-2017

Chair: Genevieve Tung

Members:

Carolyn J. Brown  
Kathy Fletcher  
Christopher Dykes  
Jessica Panella  
Cindy Hirsch

Seth Quidachay-Swan  
Kristen R. Moore  
Nicole Dyszlewski  
Kathy Darvil  
Astrid Emel

Rachel Gordon  
Tiffany Camp  
Cynthia Condit  
Jamie Baker  
Genevieve Tung

The committee's new charge is to "Develop tools, publications, and programs of use to librarians, library staff, or other information professionals who provide direct services to patrons," and to "Select topics and moderators for roundtables at the Annual Meeting." The committee has undertaken several projects this year to fulfil its responsibilities under this charge.

In May 2017, Astrid Emel and Rachel Gordon finished a new Interlibrary Loan Toolkit. It is designed to help new and experienced interlibrary loan and document delivery professionals learn about the various platforms, professional groups, conferences, and resources available. The Toolkit will be published on the Patron Services Committee's page within the RIPS-SIS website.

Jamie Baker, Seth Quidachay-Swan, and LISP member Sarah Lamdan have been working on a white paper focused on open access to information. This subcommittee is working on a draft and plans to have the work completed by the AALL annual meeting in July 2017, followed by publication in a scholarly journal.

Jessica Panella, Nicole Dyszlewski, and LISP member Brittany Strojny have been coordinating a collaborative anthology of writings on the topic of mental health, mindfulness, and self-care in law libraries. The project brings together contributions from eight additional authors, including patron services committee member Kristen Moore. This work is in the process of being published by AALL and will eventually be available on AALL's main website and the RIPS-SIS website.

From May 22-26, 2017, in partnership with LISP-SIS, GL-SIS, and SR-SIS, the committee participated in moderating the now-annual "Five Topics in Five Days" conversation. This year's theme was "Critical conversations in social justice." Genevieve Tung led the fourth day's discussion, focused on "Critical thinking about sources of information." Over 100 AALL members followed the conversation.

Kristen Moore will be stepping in as Vice-Chair for the 2017-2018 year. Many thanks to Kristen for her work on behalf of the committee, now and in the future!

I am grateful to all committee members for sharing their time and talents. I look forward to another great year.

Respectfully submitted,  
Genevieve Tung

## Program Committee Report for 2016-2017

The Program Committee's work began early in the fall semester, putting out calls for proposals on September 7<sup>th</sup>, 12<sup>th</sup>, and 16<sup>th</sup> offering to give feedback to members on their proposals for Austin. As a result of the calls, the Program Committee reviewed and gave thorough feedback on nine proposals from eight RIPS members for the Annual Conference in Austin. Each proposal and proposer was assigned to a member of the Program Committee, who was responsible for summarizing the detailed feedback from our Committee Discussion to the submitter and for answering any feedback questions proposers might have.

A second set of calls were made in late September, letting members know they could submit any programs for consideration as the RIPS-SIS sponsored program. Ultimately, eight excellent proposals were submitted for consideration as RIPS-SIS's sponsored program. After much discussion, two were selected to be sent forth to the AMPC for the final decision. Ultimately, Susan Nevelow Mart's program, "Understanding the Human Element in Search Algorithms: Implications for Legal Research and Collection Development." The Committee is happy to report that several other RIPS programs considered were ultimately selected to be a part of the conference as well.

In the spring of 2017, the Committee put out a call to review poster program abstracts. We received only one poster proposal abstract and passed along our feedback to the reviewer. Her poster was accepted and will be viewable at the Annual Conference in Austin.

In June and early July, the Committee will be promoting AALL Conference programming involving RIPS members to the RIPS membership, so we can support RIPS members in Austin. The list of RIPS member programming will be posted to My Communities and the RIPS blog.

I would like to extend my thanks to each of the members of the Committee for their hard work this past year: Cassie DuBay, Malikah Hall, Heather Joy, Kelly Leong, Stefanie Weigmann, Colleen Williams, Cynthia Ziegler, and Genevieve Zook. Many thanks also to Katie Crandall for her guidance in chairing the Committee.

Respectfully submitted,

Alyson Drake, RIPS Vice-Chair & Chair of Program Committee

## Public Relations & Recruitment Committee Report for 2016-2017

### *Twitter Account*

Our committee established a Twitter account in the fall of 2016. Our twitter handle is @RIPS-SIS. We created a Gmail account to use as our log in. The following is the account information for both Twitter and Gmail: Gmail Username: AALLRIPSSIS@gmail.com  
Gmail Password: puronthepenguin  
Twitter Username: RIPS\_SIS  
Twitter Password: puronthepenguin  
Currently the committee is tweeting sporadically (roughly twice a week) with a countdown until the RIPS Business Meeting.

### *RIPS-SIS Exhibit Hall Activity Board for 2017 AALL Annual Conference*

We have proposed a poster design with a vinyl backdrop to be reused each year. We would then overlay smaller posters with content onto the backdrop that we dispose at the end of the conference. Posters would be in black and white with images to be colored in by viewers. The coloring images will be Texas themed. We'll attach crayons, colored pencils, or markers on the board as well either with velcro or by some other means.

We have proposed printing with Vista Print and having the prints mailed to the conference hotel. The total cost would be around \$126 plus shipping (\$9 for four coloring posters + \$80 for vinyl back drop + \$10 for of coloring utensils). We are currently waiting approval from the Board for our budget proposal and design.

We plan to coordinate the setup prior to the exhibit hall opening reception.

### *CONNELL Table Staffing*

The committee has lined up volunteers to staff the RIPS-SIS table at CONELL. We will supply staffers with promotional giveaways. Volunteer staffers are Malukah Aquilah Hall and Abby L. Deese.

### *Stuffed Penguin Giveaway*

We have advertised a stuffed penguin giveaway to an attendee of either the Business Meeting and/or Meet & Greet. The giveaway was advertised in a blog post along with information of the annual penguin adoption.

*Promotional Give-a-ways: Ribbons and Leftover material*

The committee plans on purchasing ribbons to give away at the CONELL table and on the poster. The ribbons are to highlight the different roles RIPS-SIS members play in their institutions. The dimensions are 2" x 4". Each role would have a different color. We would probably pick 4 roles, then provide some blank ribbons for people to fill in on their own. 250 Ribbons would cost \$130. If we wanted less, the price works out to around .50 a ribbon. The committee will also be reusing promotional give-a-ways from the 2016 conference for the CONELL table. These include fans, pens, pins, and stickers. These are currently in the possession of Co-Committee chair Alexis Fetzer. Alexis will be shipping these to Co-Committee chair Patrick Parsons to deliver to the RIPS members staffing the CONELL table at the annual conference.



Submitted by: Alexis Fetzer, Co-Chair

**Research Instruction Committee Report for 2016-2017**

Co-Chair: Karin Johnsrud

Co-Chair: Heather Joy

Members

Book Review Subcommittee

- Robert Clark
- Taryn Marks
- Gail Mathapo
- Deb Person
- Nolan Wright (Chair)

Platform Subcommittee

- Mari Cheney
- Theresa Tarves
- Virginia Neisler
- Lance Burke
- Heather Joy (Chair)

Survey Subcommittee

- Matthew Flyntz
- Maureen Cahill
- Rob Beharriell (Chair)

*Textbook Review Subcommittee*

Task: Review current legal research textbooks.

Report: Members completed reviews of legal research textbooks following a pre-established template including information on cost, publisher, author, and evaluation of coverage, strengths, weaknesses, and

intended audiences. Pending formatting, the reviews will be posted to the Legal Research Text Reviews page on the Committee's AALL website: <https://www.aallnet.org/sections/rips/research/Legal-Research-Text-Annotated-Bibliography>.

Next steps: The Committee will reassess the existing review template. Once changes, if any, are made members will continue reviewing legal research textbooks, beginning with the latest texts and working back to include coverage of any older but still relevant titles.

#### Platform Subcommittee

Task: Determine which platform is the best option for hosting the legal research textbook reviews.

Report: Members used the existing platform (aallnet.org hosting), assessed its strengths and weaknesses, and determined criteria for ideal hosting. Ultimately, the subcommittee decided to maintain the current platform with some changes, including updating the page name to Legal Research Textbook Reviews to improve clarity.

Next steps: The Committee will explore the feasibility of a secondary hosting on the RIPS Blog or other site, and strategize how to improve awareness of the resource. Members will also work with the Review Subcommittee to streamline the posting process.

#### Survey Subcommittee

Task: Review results of the completed survey on teaching technology tools and generate sharable report.

Report: After extensive discussion members determined insufficient data was returned. After re-evaluating end goals members decided against re-launching a survey with improved advertising to generate more responses. Based on scholarly research and anecdotal experience the subcommittee agrees a different format will be more appropriate for gathering the desired data.

Next steps: Determine the most appropriate information gathering strategy, plan and execute the strategy, and generate a shareable report.

Respectfully submitted,

Heather Joy & Karin Johnsrud

## Legal Research Competency Committee Report for 2016-2017

### Committee Members

Jane Bahnson

Lauren Collins

Marin Dell

Grace Feldman

Kerry Lohmeier, co-chair

Becky Mattson, co-chair

Pamela Rogers Melton

Kris Niedringhaus

Gail Partin

Becka Rich

### Activities undertaken 2016-2017

- Program proposal for AALL Annual Meeting in Austin –the program was not selected
- Development of a website
- LRC Roundtable at Annual Meeting - scheduled

### Website

The committee decided that we could contribute to RIPS-SIS and AALL by compiling and making accessible information on assessments and the AALL Principles and Standards for Legal Research Competency. Many of the initiatives initially discussed in committee meetings would benefit from a clearinghouse of this type of information, and this would allow the committee to move forward in subsequent years with webinars and other projects.

The LRC Committee would like to develop the Core Legal Research Competencies website <https://www.aallnet.org/sections/rips/research/Core-Legal-Research-Competencies>. To further this aim we've taken the following steps:

- We've reached out to the RIPS webmaster to determine the protocol for making changes to the website. At this time, it's our understanding that a new CMS will be rolled out next year, perhaps in the fall. We are holding content in anticipation of the roll out so as not to duplicate efforts.
- We would like to move any useful information from the AALL Legal Research Competency website <https://www.aallnet.org/mm/Advocacy/legalresearchcompetency> to preserve it and so that useful information is in one location.
- We have solicited contributions from AALL members for the website:
  - Contributions include but are not limited to: assessments used in the course of instruction. It can be a one-time assessment, multiple assessments tied to measuring and tracking competencies, assessment rubrics, etc.
- Committee members are compiling articles and other information on the following topics: Best practices in assessment, Measuring and tracking competencies, Qualitative and quantitative assessment, Rubrics, Bibliography for assessment, and Research Resources.
- Currently, we have content for Assessment, Measuring and Tracking Competencies, Rubrics.
- We did not receive a lot of contributions from members at large, so most of the content is committee-curated.
- Going forward – we will continue through the summer to collect content and copyright releases from member-created content.
- We are looking forward to working with the new CMS and updating the website!

Submitted by: Kerry Lohmeier and Becky Mattson, Co-Chairs

## Online Training Committee Report for 2016-2017

Co-Chairs: Shannon Roddy & Sarah Mauldin

Online Member Training has been somewhat quiet in its first year as a combination of the Online Member Training and Distance Education committees. We are determining our place under our new charge and are planning for a year of training opportunities for RIPS members.

Submitted by: Sarah Mauldin

## Nominations Committee Report for 2016-2017

Members:

- Susan Azyndar
- Kathleen Darvil
- Cassie DuBay
- Rachel Gordon
- Deborah Heller
- Robin Schard (Chair)
- DeCarlous Spearman
- Austin Williams

The Committee had three positions to fill on the RIPS executive board: Vice Chair/Chair Elect, Secretary/Treasurer, and Member-at-Large (one). After a few calls for nominations, the committee had six names for the slate. They presented this ballot to the membership: for Vice Chair/Chair Elect: Ashley Ahlbrand and Lisa Peters; for Secretary/Treasurer Alexis Fetzer and Katie Hanschke; for Member-at-Large: Paul Gatz and Jason Zarin.

Voting was open from March 21<sup>st</sup> until April 4<sup>th</sup>. 191 members cast ballots, and the election results were announced to the membership on April 7<sup>th</sup>: Vice Chair/Chair Elect: Ashley Ahlbrand; Secretary/Treasurer: Katie Hanschke; Member-at-Large: Paul Gatz.

Respectfully submitted,  
Robin Schard  
Chair