

**SLA Alabama Chapter
Executive Committee Meeting Minutes**

Friday, July 27, 2007

Birmingham Museum of Art

Present: Karen Croneis, Treasurer-Elect; Mangala Krishnamurthy, President; Sherie Mattox, Treasurer; Beata Walton, President-Elect (via speakerphone); Elizabeth Ledyard, Guest; Tatum Preston, Past President and Membership Chair

The meeting was called to order at 10:30 a.m.

Introductions were made and the minutes from the last Executive Committee meeting, held February 5, 2007, were reviewed.

Tatum and Beata brought up the need to find a new website and bulletin editor to start in January 2008. Beata suggested finding someone with the skills to re-vamp the website. She also suggested that we convert our newsletter into a blog format. A monitor would be needed for the blog. SLA provides the blog. Our next newsletter will come out next month in the pdf format that we have been using in the past. We would like to have the blog up and running for our spring newsletter, due to come out in February 2008.

Beata needs content for the upcoming August newsletter. Mangala will write a president's letter, and others are encouraged to submit ideas.

Sherie presented the Treasurer's report. So far this year, the accounts are balanced and we have a \$503.40 of our income for 2007 left. Karen will be taking over the office of Treasurer in January and is beginning to learn the details of our budget now. She inquired about our operating budget, which is currently funded by the chapter dues allotment of \$1125 annually. Unless we have a drastic increase in membership (+ 40 members), this allotment should remain constant. Annually we budget \$200 to the Florine Oltman Scholarship, \$75 to miscellaneous supplies, and \$750 to meeting support (SLA Leadership Summit or Annual Conference) for the chapter's President and President-Elect. Mangala noted that another Executive Committee member could attend the Leadership Summit in place of the President or President-Elect, with the approval of the Board. Beata plans to attend this year's Summit, in Louisville, so this should not be an issue this year but can be kept in mind for the future.

Sherie also presented a review of the budget for the Knowledge Services workshop with Guy St. Clair. The chapter experienced a loss of -32.98 on the workshop, which was in keeping with our goal to present the workshop at the lowest possible cost to attendees. All of Sherie's reports are attached at the end of these minutes.

Karen asked about the balance of our savings account and if we have plans for the sum of money in it. She stated that SLA recommends keeping a year's worth of operating budget in savings, and suggested that we could fund a speaker such as Mary Ellen Bates with part of this money.

Mangala mentioned the SLA pooled account as a possible place to invest our savings. The SLA staff person in charge of this effort is Nancy Sansalone, if we want to investigate this in the future.

Karen will sign up for the SLA Treasurer's Community of Practice (CoP) to stay abreast of information relevant to our finances. Karen also needs to be added to the signature card for our accounts.

Beata spoke about plans for the Fall Professional Development Conference. It will be held Friday, October 19 at the U.S. Army Aviation Museum at Ft. Rucker, in Enterprise. There is a meeting room there that we can use free of charge that has a projector but no internet connection.

Beata plans to invite Rick Luce, the Vice-Provost and Director of Libraries at Emory University and former Research Library Director at Los Alamos National Laboratory. Karen mentioned that it is a good idea to bring national speakers to the state conference, since many members are not able to attend the SLA Annual Conference. We still need additional speakers and a theme for the conference. Possible ideas are Jill Grogg at UA or one of the new UA SLIS professors. Mangala suggested someone from Elsevier and will supply Beata with contact information.

We will also arrange a tour of the Museum and/or base and will supply attendees with hotel information.

Mangala reported on the chapter's activities so far this year, including:

- We sponsored a Knowledge Management workshop presented by Guy St. Clair. Partnering with UA SLIS and University Libraries allowed us to present this workshop and to attract a good mix of chapter members, library staff, and SLIS students.
- In April, 5 chapter members participated in a panel presentation on special libraries and librarianship at the Alabama Library Association conference.
- Mangala and Tatum created a Chapter Showcase poster for the SLA Annual Conference in Denver. This is the first time that SLA presented the Chapter Showcase display in the Exhibition Hall for everyone to see, and we took the opportunity to participate and showcase our chapter activities and share the highlights with everyone at SLA. We will place this poster on the chapter website. Also, Mangala will print it out for display at the Fall Professional Development Conference at Ft. Rucker.
- Mangala reported chapter activities to Anne Caputo, SLA Chapter Cabinet Chair, for inclusion in her annual report on chapters at the SLA Annual Conference.

Mangala then talked about our upcoming fall lecture by Jane Kinney Meyers, founder and president of the Lubuto Library Project. This lecture will be held November 15 from 3:00 to 5:00 in Room 205 of Gorgas Library at UA, as part of International Week events and festivities. Ms. Meyers has received the SLA Dow Jones Leadership Award for her work with the Project, which creates "libraries of quality to serve Africa's street kids and other vulnerable children" (www.lubuto.org). Several UA colleges, schools, and organizations will co-sponsor this event with the chapter, UA Libraries, and SLIS. Additional sponsors are needed; we will advertise in the upcoming newsletter for additional sponsors.

Ms. Meyers will arrive in Birmingham on November 14 and will depart on the 16th. Karen and Tatum offered to pick her up and drop her off at the airport. Mangala will be planning her schedule for the 15th, which will include meetings with various entities on the UA campus. Her lecture will be followed by a public reception at 5:00 and dinner

with chapter members at 6:30 or 7:00. Tatum will make arrangements for the reception (possibly to be held in the SLIS reception area) and Karen will take chapter members' reservations for dinner.

We will promote this event to various groups and hope to get good coverage of the event in conjunction with International Week.

Tatum reported on communications with chapter members. She suggested we do one print mailing to let chapter members know that we are communicating all information digitally and that they need to sign up for the chapter listserv to stay abreast of chapter activities.

Each new member receives a personal email from Tatum welcoming them to the chapter and detailing upcoming chapter activities and SLA membership benefits. Potential members and lapsed members also receive a personal email. Elizabeth suggested that lapsed members receive both an email and a phone call to improve retention rates.

We still have challenges getting members to fully participate in the life of the chapter. Mangala suggested revisiting the idea of regional contacts, and Sherie suggested emailing members about the free Click U class that is offered each month through SLA.

Karen suggested that the new website or blog could contain more personal information on members and their libraries. For example, we could ask members what they like about special libraries, or details about their libraries. This idea of building a community could help with both chapter involvement and retention.

Mangala suggested creating a state map with members displayed on it to show where members are located. She would like this included on the website and in the next newsletter. Tatum and Beata will work on this map.

Tatum suggested the possibility of getting a UA SLIS intern to work on projects of this nature for the chapter. She will check with Professor Sybil Bullock, the SLA student chapter faculty liaison and SLIS internship coordinator, to see if this is a possibility.

Karen reminded us to be intentional about whatever we decide to do.

The meeting adjourned at 12:05.

Respectfully submitted,
Tatum Preston

**ALABAMA CHAPTER SPECIAL LIBRARIES ASSOCIATION (SLA)
TREASURER'S REPORT
JULY 27, 2007**

Savings Account

Balance as of 12/31/2005 - \$8,592.11
Balance as of 12/31/2006 - \$8,613.23
Balance as of 07/11/2007 - \$8,624.61

Checking Account

Balance as of 12/31/2005 - \$3,046.51
Balance as of 12/31/2006 - \$2,737.57
Balance as of 07/11/2007 - \$3,229.59

Combined total of savings and checking accounts as of 07/11/2007 - \$11,854.20

Spring meeting 2007 with SMR International

Income

Meeting fees from attendees	\$	400.00
Meeting income from UA Libraries and SLIS		<u>1,791.82</u>
Total income from the meeting		2,191.82

Expenses

SMR International fees & expenses	\$	2,224.80
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Income	\$	2,191.82
<u>Expenses</u>		<u>2,224.80</u>
Total	\$	- 32.98

The chapter experienced a loss of \$32.98 on this meeting. It was very close to being a break-even event.

**ALABAMA CHAPTER SPECIAL LIBRARIES ASSOCIATION (SLA)
TREASURER'S REPORT
JULY 27, 2007**

INCOME / EXPENSES	\$	NOTES / INFORMATION
INCOME		
	11.38	Interest income (Jan.-July 2007)
	1,125.00	Chapter Dues Allotment
	2,191.82	Meeting Income (Jan.-July 2007)
Total	3,328.20	
EXPENSES		
	100.00	Florine Oltman Award to UA SLIS
	500.00	President meeting support
	2,224.80	Meeting expenses
Total	2,824.80	
Total income in 2007	3,328.20	(January through July 2007)
Total expenses in 2007	- 2,824.80	(January through July 2007)
Total Difference	503.40	

ACCOUNTS	\$	NOTES AND INFORMATION
Savings	8,613.23	End of year 2006
Checking	2,737.57	End of year 2006
Total	11,350.80	End of year 2006
Savings	8,624.61	January through July 2007
Checking	3,229.59	January through July 2007
Total	11,854.20	January through July 2007
Checking & Savings 2007	11,854.20	January through July 2007
Checking & Savings 2006	11,350.80	End of year 2006
Difference	503.40	