

**Minutes of the New Jersey Chapter  
Special Libraries Association  
Held via teleconference  
March 14, 2005**

President Jeannine Creazzo called the board meeting to order at 1:20 p.m.

Those in attendance were: Liz Arnold, Barbara Burton, Kathy Bradshaw, Carol Feltes, Caroline Geck, Kris Fitzpatrick, Marie Mueller, Kadri Kallikorn Rhodes, Gregg Rempkowski, Miranda Scott, Janet Weiss and Ruth Wolfish.

**President's Report**

Jeannine reported that fifteen people attended the dine-around hosted by Kris Fitzpatrick at her home. Jeannine also reported that Miranda Scott is interested in hosting a dine-around in Red Bank. Jeannine was contacted by a SCILS student who is a resident of Princeton, about hosting a dine-around in that particular area. Nothing definite has been scheduled.

**Treasurer's Report**

Gregg Rempkowski reported the following.

Balance in checking account:	\$14,059.23
SLA Pooled Fund	\$23,905.74
<b>TOTAL</b>	<b>\$37,964.97</b>

Janet brought up the fact that headquarters has stated that chapters should not have excess funds in their accounts, as the association is a non-profit organization. Carol Feltes suggested using funds to send a chapter member to a meeting.

Gregg stated that it would be advantageous to send a thank you note to a sponsor after the meeting they have sponsored has been held. Liz suggested that the same message be posted on the chapter's discussion list as well as the website. Kris offered to include something in the bulletin.

Gregg will contact Scott Smiley at headquarters regarding the possible use of PayPal for payment of dinner meeting registration fees. Jeannine offered to post a message to the SLA Leadership discussion list for information from other chapters.

**President-Elect Report**

Ruth reported that, as of today, fifteen people have registered for the Alice Rankin meeting at IEEE and seven people have registered for the May meeting.

The President-Elect candidate is currently being in-between jobs. The candidate does not know if their new position (once acquired) will be in New Jersey or New York. Ruth will be very busy with work during the summer and fall. Ruth suggested removing the Programming Committee Chairperson duties from the President-Elect position for the remainder of 2005 so that the planning process continues to move smoothly while she is busy with work. The three remaining meetings would be planned entirely by those working on them, with Ruth's knowledge.

Liz suggested that Jeannine send out a message to the current executive board and committee chairs to see who is willing to remain in their position until the end of 2005.

Carol offered to help in planning the September 2005 meeting. Ruth suggested Pam Rollo and Melanie Strub as speakers for the September meeting with Princeton-Trenton.

## **Chairperson's Reports**

**Director of Administration**—Mary K. Joyce had nothing to report.

**Director of Communications**—Carol Feltes suggested posting the April flyer on the chapter's website.

**Past President**—Liz reported that she, Mary K Joyce, and Miranda Scott met on February 24 to work on the NJ Chapter Governing Document and the Recommended Practices. We decided that we should leave the Governing Document in the current form that has been approved by Headquarters. The Governing Document will be incorporated into the final version of the NJ Chapter Recommended Practices, so that there is only one document. Liz stated that she will take the draft that was supplied by Headquarters, incorporate our variations, and provide a working copy to Miranda and Mary K as soon as possible.

Regarding nominations, Liz suggested to Jeannine and Ruth that although the slate of candidates has been finalized, that Jeannine may want to consider asking the current Board members if they will consider staying in office until December, in order to start the new cycle that has been adopted by SLA. Jeannine will send out an email message to the current executive board and committee chairs and ask if they are interested in remaining in their position until December.

**Archivist**-Elisabeth Eliason had nothing to report.

**Bulletin Co-Editor** -Jeannine thanked Kris for hosting the dine-around and for her work on the bulletin.

**Business Manager**—Henry Gozdz had nothing to report

**Career Guidance**—Susan Kantor had nothing to report.

**Consultant**—Janet Weiss has been corresponding with Marie regarding the prospective article in The Star Ledger. Jeannine has invited the reporter to the April meeting and is waiting for the RSVP. Janet has not received requests for consultation.

**Employment**—Miranda reported that she recently posted seven eight job openings to the discussion list

**Finance**—Kathy Bradshaw had nothing to report.

**Government Relations**—Kadri Kallikorn Rhodes had nothing to report.

Regarding RUSLA, Kadri reported that Jeannine attended the March 10<sup>th</sup> meeting and that a new board has been elected for 2005-2006. Attendees were informed of the April and May meetings. Kadri stated that RUSLA may or may not participate in the March 22<sup>nd</sup> "Welcome to SCILS" event. She will let Jeannine know if they are.

**Membership**—Sheila Fitzgibbon had nothing to report.

**Professional Development**—

**Public Relations**—Marie Mueller will follow up with Janet regarding the Star-Ledger article.

**Strategic Planning**— Rita Reisman had nothing to report.

**Webmaster**--.Kate Creegan had nothing to report.

## **New Business:**

### **1. Student Award**

Jana at Rutgers informed Jeannine that there would indeed be students eligible for an award that our chapter would make available to students.

Jeannine provided the Princeton-Trenton award requirements: *the student is a member of SLA or has APPLIED for membership and the submission of a 500 word essay. An essay of this size is more like a statement - 500 words is about 3 ½ pages of double spaced text, depending on your font and font size. This statement should answer the question - "Why are you interested in a career in special libraries"?*

Liz liked the Princeton-Trenton requirements. Kristin suggested rephrasing our chapter's topic so that they do not copy each other. Janet is on the Princeton-Trenton award committee. Marie suggested getting RUSLA involved. A possible question for the applicant "What would you do with the money?" was suggested. Janet suggested that the money could be allotted to pay for membership, conference fees, and room and board.

Jeannine will compose a draft of award requirements for the board and committee chairs to review.

### **2. Members Who Are In-Between Jobs**

#### **Below is information provided to the executive board and committee chairs before the meeting:**

*Illinois offers a discounted price to all meetings for members who are students, retired, or in-between jobs also, plus we just decided to give our President discretionary funds with the purpose of giving transitional members (up to 4 members per year) free attendance at up to four meetings per year. The selection will be made at two times during the year to spread it out and this is intended to be very discreet, with the selection made by President-Elect and President.*

*We had looked at the model in place in Boston and St. Louis (membership for selected people in exchange for volunteering) and this is a modified version. So thanks to Boston and St. Louis for starting us on this path!*

*The Fairfield County Chapter and the Philadelphia chapter both offer a discounted price to all meetings for members who are students, retired, or in-between jobs.*

*The St. Louis Chapter will pay the membership for unemployed persons who agree to either write for our newsletter or to serve on a committee. Details are on our website at <http://www.sla.org/chapter/cstl/> under unemployed benefit.*

The chapter will continue to offer one free meeting to a member who is in-between jobs.

Members who help plan a meeting can either attend that specific meeting for free or a future meeting that is held within the calendar year.

After a general discussion, the following decisions were made regarding members who are in-between jobs and their possible involvement in planning a meeting

1. They can produce the flyer
2. They can accept reservations. The use of the member's home address may be an issue for the member.
3. Be a member of the programming committee.

#### **Next board meeting**

The next board meeting is scheduled for April 19<sup>th</sup> at IEEE from 4:30p-5:30p. Ruth reminded those attending to bring picture id.

**Adjournment**

A motion to adjourn was made by Miranda Scott. Seconded by Janet Weiss and approved unanimously. The meeting adjourned at 2:01 PM.

Respectfully submitted (in absence of the secretary)

Jeannine Creazzo, President, NJSLA