

**Minutes of the New Jersey Chapter
Special Libraries Association
Held via teleconference
August 17, 2005**

President Jeannine Creazzo called the board meeting to order at 10:35 a.m.

Those in attendance were: Jeannine Creazzo, Liz Arnold, Susan Kantor, Kathy Bradshaw, Mary K. Joyce, Kris Fitzpatrick, Gregg Rempkowski, Miranda Scott, Janet Weiss and Ruth Wolfish

➤ **President's Report – Jeannine Creazzo**

➤ **Toronto**

I had the pleasure of meeting Widharto. He wanted me to express to the board & committee chairs his heartfelt thanks for all of the support that the chapter has given him.

According to headquarters, 37 chapter members attended the annual conference in Toronto. Due to conflicting scheduled events, not all chapter members attended the joint chapter event. Because of the high quality of food provided at our event and the lack there of at events held in the adjoining rooms at the Farimont Royal York hotel, non chapter member conference attendees entered the room, taking food and leaving. We ran out of food much too early in the evening, causing chapter members to leave the event. If our chapter decides to participate in this joint meeting, perhaps a plan can be instituted by those planning this event to prevent this from happening again.

➤ **Fall & Winter 2005 meetings**

I am not sure how many sponsors we have.

I will determine today how much room we have, which will determine how many attendees are allowed. I intend to include that by the registration information on the flyer. The flyer will be distributed this week.

Carol, Connie Paul and I are discussing door prizes and decorations.

After posting another save the date, I received a total of five inquires about registration. It looks like it will be a great turnout!

➤ **Committee Chair Update**

Kathy Bradshaw has graciously accepted the position of Business Manager. Kathy will hold this position until the end of the year. The Finance position will remain vacant. Thanks to Paul Gozdz for his time and dedication as Business Manager. Thanks to Kathy for taking on this new committee chair position.

➤ **Frank Spaulding and Kathleen (Cronin) Millington**

Since our last meeting, there are two obituaries I have to report.

Former NJ Chapter and SLA President Frank Spaulding passed away on July 24th. I posted this information on the chapter's discussion list. Should the link to the blog that headquarters established be placed on the chapter's web page?

<http://www.sla.org/spaulding>

Kathleen (Cronin) Millington. Kathleen was a member of SLA since 1981. She was a member of the New Jersey Chapter from 1981-2002.

As our chapter has done in the past with other deceased members, I would like to make a donation in both Frank's name and Kathleen's name.

Donations can be made in Frank's name to SLA's Professional Development Center, Hope Hospice (Fort Myers, Florida) Ss. Peter and Paul Russian Orthodox Church Cemetery (South River, New Jersey) or the American Cancer Society

A donation can be made in Kathleen's name to the St. Clare's Foundation, Denville, N.J.

Final decision: A donation of \$25 was made in the names of Frank Spaulding and Kathleen (Cronin) Millington away to their respective charitable organizations

➤ **Scholarship**

I have yet to put together a draft for the chapter student scholarship. I didn't forget!

➤ **Secretary's Report, Diana Komanesky** – The following board meeting minutes were sent out to members: February, March, April and May. Pending last minute corrections, the motion to approve February's minutes was made by Liz Arnold and seconded by Miranda Scott. The motion for approval of March minutes were made by Miranda and seconded by Liz. Approval motion of April minutes were made by Jeannine and seconded by Gregg. Motion for approval of May minutes were made by Liz and seconded by Greg. All minutes will be forwarded to chapter webmaster for posting on the chapter's website and to the chapter archivist for future reference.

➤ **Treasurer's Report, Gregg Rempkowski** – Gregg reports things are quiet right now with the sponsors. He has taken care of approved costs associated with Widharto. Financially, we are in good condition. Current balances and cash flow:

Balance Sheet
As of 8/15/2005 (Cash Basis)

8/15/2005

Account	Balance
ASSETS	
Cash and Bank Accounts	
NJ Chapter Checking 2003+	11,071.54
NJ Chapter Pooled Fund	24,056.89
TOTAL Cash and Bank Accounts	35,128.43
TOTAL ASSETS	35,128.43
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	35,128.43
TOTAL LIABILITIES & EQUITY	35,128.43

Cash Flow

1/1/2005 Through 8/15/2005

8/15/2005

Category Description	1/1/2005- 8/15/2005
INFLOWS	
Dues Allotment	4,164.00
Interest Inc	155.33
Meeting Income	
April Meeting	2,414.00
February Meeting	60.00
TOTAL Meeting Income	2,474.00
Sponsorships	
Dialog	100.00
Factiva	1,000.00
ProLibra	400.00
TOTAL Sponsorships	1,500.00
TOTAL INFLOWS	8,293.33

OUTFLOWS

Bank Charge	80.00
Contribution Expense	250.00
Directory--Non-Adv	200.00
Meeting Expense	
April Meeting	2,611.93
December Meeting	500.00
June Meeting	221.35
May Meeting	1,598.49
October Meeting	229.64
SLA 2005 Leadership Conf.	604.46
TOTAL Meeting Expense	5,765.87
Miscellaneous Expense	137.00
NJ Chapter Donation For TWIN M...	1,810.00
Reimbursement For TWIN Member	500.00
TOTAL Miscellaneous Expense	2,447.00
TOTAL OUTFLOWS	8,742.87
OVERALL TOTAL	-449.54

Committee Reports

➤ **President-elect, Ruth Wolfish**

Upcoming events in 2005.

Details below are still tentative as all programs are still being worked on.

Movie Librarian on Sept. 26 & 27

Sept 26 – E. Brunswick PL @ 10 am

St. Peter's Hospital in the evening

Sept 27 - SCILS @ Rutgers

The Movie Librarian

"SHHH ... Your Image is Showing: Movies Look at Librarians"

Join Jan LaBeause, MLIS, for a dynamic presentation about the role of

libraries and librarians in the movies. This program is highly

entertaining and will include film clips, humorous analysis and insightful examination of the librarian image, stereotype and profession.

Pam Rollo, SLA President on November 9th

SPONSORED BY AIP (American Institute of Physics)

Pam Rollo, SLA President Elect who has had a multi varied career - How did she do it, what advice does she have for others, what helped her succeed, thoughts on the "state of the profession".

Expected flyer date - By September 9; hopefully.

- Price - The original email said \$10
- Venue - Jana told me that we had SCILS Room 212, which is big enough to hold 100 people.
- Time - 7-9 pm
- Food - The idea was to keep the cost minimal, so there is to be no dinner; we might do munchies for a networking sessions afterwards.

- Parking on Rutgers campus is always a challenge, but the meters stop at 8 – we'll try to provide some guidance about where to park on the flyer.

Holiday Party on Dec 6th

- Morris Museum, Dec. 6 approx 5-8 pm
- \$500 rental fee--has been paid and contract has been signed
- \$500 security deposit due Nov. 6, which will be returned to us
- Insurance is required. We submitted the insurance form to SLA national.
- Catering--several caterers were suggested to me by the museum. I'm probably going with one called Country Picnic, which seems to have reasonable prices and seems pretty flexible
- Cost of flowers for board members
- Attendee cost between \$10 - \$15.

- **Director of Administration/Bylaws, Mary K. Joyce** – Mary K. will be going over the new recommended procedures.

- **Director of Communications, Carol Feltes** – Carol has cleared up e-mail problems.

- **Bulletin Editors, Cathy Adamo/ Kristen Fitzpatrick-** Kristen is waiting for responses from Cathy and Carol regarding posting the July bulletin. Caroline Geck has stepped down. Kristen will be starting the next bulletin (she has lots to put in!) She suggested removing photos to keep the size of the bulletin down. Board members agreed. Jeannine suggests putting those pictures on the website instead.

- **Business Manager, Kathy Bradshaw-** Henry and Kathy have been discussing the transition.

- **Consultant, Janet Weiss** –Janet has had some responses from the Princeton-Trenton chapter, but nothing from our area yet. She has not heard back from her inquiries to the Star-Ledger. Jeannine suggested she contact a more business-specific publication like NJ-Biz magazine.

- **Employment, Miranda Scott** – Miranda reports that 13 jobs were posted since June on the listserv. Kate Creegan has posted them on the chapter website. Recruiters have contacted her about posting positions.
- **Nominating/Awards, Liz Arnold** – Regarding the recent passing of former president Frank Spaulding, Janet had suggested starting an award in his name. Jeannine has begun drafting. There was a positive response from the board. Liz said it was good to honor him in this manner since he had a keen interest in professional development.
- **Professional Development, Barbara Burton** – “I had 7 people interested in the original book club announcement. Since I didn't think that was really enough to start a physical meeting (they were spread out in different places), I asked those people if there was interest in creating a virtual group. Only 1 positive response to that! So I would have to say at this point, there isn't enough interest to go forward. But I am enjoying the book Ruth recommended.”
- **Public Relations, Marie Mueller** – “I sent the member activities article to Kris Fitzpatrick. I'm going to introduce the incoming SCILS online students to RUSLA & NJSLA on 8/10.”
- **Strategic Planning, Liz Arnold** – “A copy of the NJ Chapter Recommended Practices was prepared by Liz Arnold, Miranda Scott, and Mary K. Joyce. It has been forwarded to the Executive Board members for approval. Once approved the final copy will be sent to the webmaster so that the web site can be updated.” Liz reviewed the changes to the Chapter Practices document. A motion to accept the changes was made by Jeannine and seconded by Ruth. The executive board voted on it: Approved by : Mary K., Gregg, Kathy, Jeannine and Ruth. Liz will send approved final version to Kate for posting on the chapter website and to the archivist for the Archives. Jeannine would like to notify our members of the newly approved document on the listserv.
- **Webmaster, Kate Creegan** –Kate reports, “There are no problems with the web site. Here's a link to the site stats for July <http://www.sla.org/stats/cnj/07-05/>.” She reminds everyone that they are free to suggest changes or point out errors. Jeannine reviewed the stats which showed the heaviest views were for job postings and career-related pages.
- **RUSLA Update, Marie Mueller** –Marie reports, “I sent the member activities article to Kris Fitzpatrick. I'm going to introduce the incoming SCILS online students to RUSLA & NJSLA on 8/10.”
- **Old Business**

- **Widharto** –Jeannine suggested writing about how active he is in the profession and placing it on the site.
- **Chapter Book Club** – see Barbara Burton’s report above.
- **Past Archivist’s Materials** – Jeannine has not heard back from Elisabeth yet.

Motion to adjourn was made by Jeannine and seconded by Miranda. Meeting ended at 11:33 am.

Respectfully submitted,

Diana Komanesky
NJ-SLA Chapter Secretary