

DRAFT 7/21/04

**Minutes of the New Jersey Chapter
Special Libraries Association
Home of Ruth Wolfish, President -Elect
Bedminster, NJ
July 21, 2004**

President Jeannine Creazzo called the board meeting to order at 6:45 p.m., at the home of Ruth Wolfish, Bedminster, NJ. She also thanked everyone for attending. Those in attendance were: Liz Arnold, Past President, Kathy Bradshaw, Barbara Burton, Kate Creegan, Carol Feltes, Mary K. Joyce, Susan Kantor, Marie Mueller, Rita Reisman, Kadri Kallikorn Rhodes, Gregg Rempkowski and Miranda Scott. Ruth Wolfish, President-Elect, joined the meeting after her Program Committee meeting ended.

Introductions

Members of the Board and Program Committee were asked to introduce themselves and indicate whether they were serving on the Board or Program Committee.

President's Report

Jeannine reported that she plans to work with the students to get them more involved with NJSLA. A Student Mentoring program, in conjunction with the Program Committee is being formed.

Chapter Dine Arounds

All of the Dine Arounds have been very well received and Jeannine reported that the one in Westfield was very successful. Another one is scheduled for Thursday, July 22nd in Hoboken and 17 are expected to attend.

Future Dine-Arounds will be hosted by Jeannine in Old Bridge and Miranda in Monmouth County.

Dine-Arounds are held when no program meetings are planned and geographically where meetings are normally not held.

Treasurer's Report

Gregg Rempkowski reported the following.

Balance in checking account:	\$11,754.96
SLA Pooled Fund	\$23,500.27
TOTAL	\$35,255.23

Gregg made several suggestions to help the Chapter financially:

- Try to have meetings at corporate facilities, instead of restaurants and hotels, to save money.
- Try to give vendors a chance to speak for a few minutes before each meeting in exchange for sponsoring a meeting.

Chairperson's Reports

Programming—Ruth Wolfish reported that the program schedule for 2004-2005 is as follows:

Joint meeting with Princeton-Trenton Chapter—Thursday September 30th at the Rutgers Club; Keynote Speaker: Pat Wagner

70th Anniversary Celebration: Date and Topic TBA

Annual Holiday Meeting-December, 2004 at AT&T Florham Park. Will include a White Elephant Sale and donations of new books for a local charity or the Armed Services.

Alice Rankin Lecture-Spring, 2005 at IEEE, Piscataway. The committee is seeking to secure Carol Tenopir as the Alice Rankin lecturer.

Annual Business Meeting-May, 2005. To be coordinated by Jeannine and Ruth.

Ruth also reported that there are 12 members on the Program Committee this year.

Director of Administration—Liz, Mary K and Miranda will meet to work on the new SLA recommended practices and governing documents. They will review the Chapter bylaws, Chapter manual and incorporate the appropriate information into the new Practices Manual. Mary K. suggested that this position be renamed to “Board member.” Because of the magnitude of this, action on the NJSLA Strategic Plan has been tabled.

Director of Communications—Carol reported that she is helping members subscribe to or leave the Chapter’s discussion list. She has also been diligently cleaning up the list and dealing with various virus attacks. The list does not have any viruses but it is being spoofed.

Forward Action: Jeannine asked Carol to post an announcement to the list to explain the spoofing and what is being done to correct the problem.

Carol also reported that one member of the Newsletter Sub-Committee has resigned and that she has found a replacement. The Sub-Committee now stands at 4.

Past President—Liz passed along to Jeannine a box of Chapter stationary, as well as blank award certificates. Liz also reported that she has tax exempt forms if needed by anyone. Liz also asked for volunteers to serve on the Nominating Committee to help identify candidates for open offices and the Chapter Award. Jeannine also proposed a new award, Student of the Year. This will require a Board vote. Liz also mentioned that the Chapter’s Post Office box costs \$40.00 per year and since most Chapter business is conducted electronically, the Board needs to decide if we should keep or close the account.

Jeannine is seeking ways to let members know who their chapter leaders are. She suggested possibly wearing head gear to illustrate a board position. For example, the president could wear a crown.

Nominating/Awards—Liz reported that the following positions will be open next spring:

President-elect, (3-year commitment)

Director of Administration, (Board Member); (2-year commitment);

Director of Communications, (2-year commitment)

Treasurer (2-year commitment); and

Assistant Treasurer (2-year commitment). Rita announced her resignation as Assistant Treasurer at the meeting.

Membership—Report Attached. NJSLA currently has 362 members.

Business Manager—Report Attached

Career Guidance—Susan and Jeannine reported on a new mentoring program, “Take a Library Student to Work Day.” This program would allow a current library student to shadow a professional librarian for one day. Preference will be given to student members of NJSLA.

Employment—Miranda reported that she posts new job announcements to the chapter list when she receives them and also when she finds openings from other sources. At the request of Kate Cregan, all job openings are sent to Kate at the end of each week for posting to the Chapter web site.

Finance—Kathy requested a copy of the Treasurer’s Report and also asked all committee chairs to submit their budgets to her so that she can prepare a budget for the Chapter, which will be discussed at a future Board meeting.

Government Relations— No report. Kadri asked if anyone has suggestions to please contact her.

Professional Development—Barbara has searched the SLA site to see what virtual seminars are being planned. Chapters can purchase the CD for any virtual seminar and broadcast it at a later date.

Public Relations—Marie plans to work with the Program Committee so that she can get the information needed to send press releases for all meetings.

Strategic Planning— No report. Action tabled indefinitely.

Webmaster--.Kate requests that if you need her to post anything to the web, please send your announcement to both her work and home email accounts.

Old Business:

1. Twinning Project

Rita reported that we have a “twin” librarian in Indonesia. He would like to attend an SLA conference but needs financial assistance to do so. Rita reported that the Chapter needs to do the following:

- Create a fundraising committee to raise funds to bring Widharto to North America;
- Widharto must receive a formal invitation either from the Toronto Chapter or SLA;
- NJSLA must work with the Canadian government to get him a VISA;

If anyone is interested in working on this, please contact Rita directly. Rita will ask Widharto to update his previous article to describe how his career has been impacted since joining NJSLA.

Since Widharto works for an agricultural library, Rita will also contact the Agricultural Division for assistance.

2. Super Librarian Campaign

Jeannine is waiting to hear from Susan Kaplan, of the State Library, on the status of the campaign.

RUSLA Meetings

Several members of the Board have agreed to make themselves available to speak to the students at one of their monthly meetings about the benefits of membership in professional associations. Jeannine is available to speak at the student orientation meeting in September. Ruth may also be available with advanced notice. Since Kadri is co-chair of RUSLA she will work with the NJSLA Board to coordinate.

Adjournment

A motion to adjourn was made by Liz Arnold. Seconded by Miranda D. Scott and approved unanimously. The meeting adjourned at 8:25 PM.

Respectfully submitted,

Miranda D. Scott
For Diana Komanesky, NJSLA Chapter Secretary