



**Special Libraries Association -
Pittsburgh Chapter
Board/Committee Meeting
August 14, 2006**

The Fall Board/Committee Chair Meeting of the Special Libraries Association – Pittsburgh Chapter was held in the Social Room of the Mellon Institute (Room 328).

In attendance: Jan Deitch (Past-President); Earl Mounts (President); Tim Gaus (Public Relations); Ange Pollis (Awards); Denise Callihan (Professional Development , Consultations); Betsey Tuttle (Discussion List); Donna Beck (Student Liaison); Sallie Smith (Treasurer); Esther Nathanson (Director); Amy Watson (Secretary); Rachel Callison (President Elect)

1. Call to Order –

Earl Mounts brought the meeting to order at 6:37 pm.

2. President's Welcome and Introduction of Attendees –

Earl Mounts formally welcomed and then asked the group to introduce themselves. New to the group is Betsey Tuttle, who has volunteered to act as the new Discussion List Coordinator.

3. Approval of Minutes of Meeting of February 1, 2006 (Amy Watson) -

Minutes of the meeting had been distributed to the Board via email prior to the meeting. Rachel Callison moved to approve the minutes without changes. Esther Nathanson seconded the motion. All members of the Board approved.

4. Presentation and Approval of Treasurer's Report (Sallie Smith) -

A written report was submitted at the meeting (see attached). Sallie Smith reported that the Chapter is in good financial shape. There is approximately \$4,600 in the pooled fund. A question was brought up as to how much money should be kept in this fund and Sallie explained that the goal was to keep the amount in the pooled fund as consistent as possible. We vary between \$4,000 and \$6,000 each year, which covers our operating expenses for a year. Amy Watson moved to approve the report and Jan Deitch seconded the motion. All members of the Board approved.

5. Committee Chair Reports -

Consultations (Denise Callihan) -

Denise Callihan provided a bit of history on the project with Animal Friends, which has now been going on for close to a year. She explained how the Chapter had to go to International for permission to take this project on as a community outreach project instead of a long term consultation; as such a consultation could be considered a conflict of interest. In April the new facility on Camp Horne Road opened with a library, and members of the Chapter have helped put books on the shelves which is a catalogued non-circulating collection. This project continues to be in its beginning stages, and the Chapter has hopes that at some point in the future that Animal Friends will put a full time librarian on staff. Jan Deitch, Earl Mounts and Denise have all been trained as official Animal Friends volunteers; therefore their time is now officially logged. If Chapter members are seeking volunteer opportunities there are many available, from creating pathfinders to website design. The current project underway is to take an 'information audit' of the staff and others as a means of determining the primary audience of the library.

Awards (Ange Pollis) -

Ange Pollis brought to the Board's attention a concern as to if the Pittsburgh Chapter Award winner should receive a cash award, as the amount was previously based on the equivalent of a year's dues. Now that there is a sliding scale for dues payment, this could become difficult. There was additional discussion on this topic, however no consensus was reached. More Awards discussion occurred during the New Business section of the meeting.

Discussion List (Betsey Tuttle) -

Betsey Tuttle has graciously agreed to manage the Chapter's discussion list after Adele Barsh's recent relocation. There are currently 119 members on the discussion list, and Betsey and Earl Mounts are collaborating on making sure all current members are on the discussion list in order to facilitate more efficient communication.



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Student Liaison (Donna Beck) -

Donna Beck will be participating, with the SLA Student Group President, in new student orientation at Pitt on August 25th, from 5:00 – 6:00 pm, . There is a push for the students to become actual SLA members as opposed to just members of the Student Group. A goal for this year is to increase the activity level of student members in Chapter meetings.

6. Old Business -

Animal Friends Project -

This item was discussed previously in the Committee Chair Reports.

7. New Business-

a. New Website -

Rachel Callison distributed a test url to the board seeking additional comments and feedback. Rachel made it known that she is not the webmaster for the Chapter. The goal is to roll out an 'under construction' version of the site in the early fall.

b. Procedures Manual -

Amy Watson reported that she received feedback from all Board members except for Denise Callihan, Steve Posti, Shelia Rosenthal and Linda Hartman. She stated that her plan was to take the feedback given by the larger Board and coordinate it into one cohesive document. The timeline for this project will follow after the publication of the next issue of the Confluence, with hopes of having a working document to the Executive Board for feedback before the end of October.

c. Issues Associated with New Governance Year -

At the Spring Executive Board meeting, a decision was made to shift the annual Chapter awards from the spring to the winter, in order to fall in line with the new governance year. In addition, this decision was made in order to give the Board time to revamp the awards, and establishing a standard set of awards for the Chapter. A discussion was held concerning which awards the Chapter should present, and the decision was made to offer Technology, Author, Mentor, Catalyst and Lifetime Achievement awards, in addition to the Pittsburgh Chapter Award. An action item was given to Ange Pollis, which was to create a paragraph description for each of the awards and to submit this to the Board for approval. The timeline goal of this is to have the descriptions done in time for publication in the next issue of the Confluence, with the awards to be given in December. Denise Callihan reiterated the importance of our nominating Chapter members on an International level as well.

d. Baltimore Conference Comments -

Rachel Callison reported on her attendance at the Leadership meetings, where modeling changes and suggestions were proposed by International. One of the suggestions offered was for the Pittsburgh Chapter to merge with the Philadelphia Chapter. The leadership of both chapters mutually decided to forgo this decision. Another topic that the Board discussed, following the report about the Baltimore Conference Leadership activities, was the likelihood of including West Virginia and Ohio in our Chapter.

8. Announcements -

There was some brief discussion concerning the planning of upcoming meetings. Announcements concerning the meetings will be distributed soon.

9. Adjournment -

The meeting was adjourned at 7:47 pm.

Respectfully Submitted – Amy Watson