



Pittsburgh Chapter – SLA  
Board Meeting Agenda

Mellon Institute – Social Room  
February 7<sup>th</sup>, 2008 – 5:30 pm

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\* Call to Order/Introductions

*Invited:*

*Executive Board:* Amy Watson; Donna Beck; Rachel Callison; Marge Rhodes; Brian Steinmetz; Denise Callihan; Kim Gregory

*Committee Members:* Shelia Rosenthal; Ange Pollis; Neely Tang; Kate Joranson; Betsey Tuttle; John Fudrow; Jeff Federoff; Deb Barker; Jan Deitch; Karen Liljequist; Barb Spiegelman; Nancy Carlson; Elaine Zelmanov; Eve Wider; Gail Stebbins; Lynn Berard; Carolyn Biglow; Renee Tkacik; JR Yanchak; Christine Slippy

\* Approval of Agenda

\* [Approval of September 5, 2007 Board Meeting Minutes](#)

\* [Approval of 2008 Strategic Plan](#)

\* [Treasurer/Budget Report](#)

\* Committee Reports

- \* [Archives](#)
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  - \* Bulletin
  - \* Discussion List
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- \* Code of Responsibility
- \* Webex Training Sessions
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**Pittsburgh Chapter - Fall Board & Committee Chair Meeting  
Software Engineering Institute - Training Room D  
Wednesday - September 5, 2007**

In attendance:

**Executive Board:** Rachel Callison (President), Amy Watson (President-Elect), Sallie Smith (Treasurer), Esther Nathanson (Director), Denise Callihan (Director), Marge Rhodes (Secretary)

**Committee Chairs:** Deborah Barker (Employment), Ange Pollis (Awards), Betsy Tuttle (Discussion List), Sheila Rosenthal (Archives), Eve Wider (Nominations)

**Members:** Jan Deitch, Brian Steinmetz, Elaine Zelmanov

**Not able to Attend:** Earl Mounts (Past President), Judith Jablonski (SIS Faculty Advisor), Donna Beck (Student Relations Chair), Lynn Berard (Networking Chair), Coral Ellshoff (SLA-PSG), Tim Gaus, Heather Scott, Roye Werner, Jamie Yoder, Yu Yan.

### **Call to Order**

Rachel Callison brought the meeting to order at 5:50 pm.

### **Approval of Minutes**

Minutes of the February 7, 2007 Board meeting were distributed to the Board prior to the meeting via email. Amy Watson moved to approve the minutes without changes. Marge Rhodes seconded the motion.

### **Committee Chair Reports**

#### **Student Relations (Rachel Callison)**

- Due to other commitments, Donna Beck (Student Relations Chair) has resigned and a replacement is being sought.
- Rachel Callison, John Fudrow and Amy Watson all attended the University of Pittsburgh / SIS New Student Orientation Organization Fair on August 24, 2007.
- University of Pittsburgh Student Group (SLA-PSG): Coral Ellshoff has been elected the new President of SLA-PSG. Judith Jablonski (SLA-PSG Faculty Advisor) has been tasked with creating course curriculum for a Special Libraries 'track' and has asked for ongoing feedback from SLA Pittsburgh members to assist with this initiative.
- Clarion State University Student Group: Amy Watson will try to confirm the names of the 'new' faculty advisor and student officers at Clarion State University.

#### **Membership (Rachel Callison for John Fudrow)**

- At a meeting on March 7, 2007, Membership & Communication Committee Team Members (John Fudrow, Amy Watson, Betsy Tuttle, Donna Beck and Rachel Callison) discussed ways to communicate more effectively with current members and to involve and welcome new members.

- John Fudrow, Amy Watson and Rachel Callison participated in a one-hour web training session on Membership (provided by SLA) on March 15, 2007.
- John Fudrow has been sending 'Welcome' emails and information about the SLA website (*see attached pdf*) to new chapter members. He requested 'newly' created 'New Member' brochures from SLA Headquarters, which were used at the SIS New Student Orientation.
- Membership Team may look at creating a Member Survey (possibly via Survey Monkey) in order to benchmark local member's expectations of the chapter. John Fudrow set up a "Google Groups" folder for document and information sharing between team members regarding membership projects.
- At the end of 2004 there were 129 members of the Pittsburgh Chapter; currently there are 143.

### **Programs & Events (Amy Watson)**

- The committee coordinated six chapter events in the spring term. The April 2007 Vivisimo event had the largest number of attendees (over 40 people) including many students from University of Pittsburgh. Sponsorship for two of these meetings (plus the September & October meetings) totaled \$700, of which \$300 is specifically earmarked for the Chapter's 85<sup>th</sup> anniversary event. September meeting will be a professional development program and October is the 85<sup>th</sup> anniversary celebration. With the recent resignation of the Student Relations Chair, Amy Watson will be planning the November Student event.
- The anniversary celebration will be highlighted by a dinner and a presentation by SLA President-Elect, Rebecca Vargha. Amy Watson suggested meeting at The Library, a restaurant on the Southside. Other discussion included arranging and scheduling activities - i.e. lodging and a gift for Ms. Vargha - as well as securing additional sponsorship and creating a commemorative booklet using the 75<sup>th</sup> anniversary booklet as a template.
- There is "credit account" at Silk Elephant for use either during SLA Presidential visit (Rebecca Vargha) or during next leadership's term for committee team meetings.
- Via an informal survey posted on the discussion list, chapter members have indicated a preference for the December holiday/annual business meeting to be held on a weekday evening; instead of weekend afternoon. Amy Watson is looking into having this event be held at the Chadwick in Wexford. There was discussion about having a silent auction at that meeting as a fundraiser.
- Creation of an interest-earning savings account for the Chapter's 100<sup>th</sup> anniversary celebration (in 2022) was the next topic of discussion. Amy Watson suggested placing \$100 in the account at the end of each programming year from 2007 to 2021. In 2022 the chapter could then plan that event with over \$1,400 in the budget. Sallie Smith suggested contributing an additional \$2,000 from the current pooled fund for the 100<sup>th</sup> anniversary celebration.

### **Employment (Deborah Baker)**

- There was discussion about the scope of the job postings on the chapter website. Should they include internships and jobs outside the Tri-state (PA, Ohio, WV) area? All present agreed that they should, but should not include internships because they are already announced on the Student Group(s) website (Univ. of Pittsburgh & Clarion).
- Amy Watson reported that since the Central Pennsylvania Chapter has been discussing that they may merge with Philadelphia Chapter, we could possibly get the members that are closer to Pittsburgh wanting to join our chapter; thus expanding our geographic scope.

### **Bulletin (Amy Watson)**

- November 30, 2007 is the submission deadline for the winter issue of Confluence. The draft includes profiles of 3 libraries and librarians.

- Amy reported that SLA International leaders sent specific feedback complimenting the Summer 2007 Issue of the *Confluence* when it was published / distributed.

### **Discussion List (Betsey Tuttle)**

- Currently there are 156 subscribers; 145 of those are Pittsburgh Chapter members.
- Occasionally, a non-SLA member requests to join the list. Discussion regarding how to handle these types of inquiries occurred.
- Betsey asked to be notified when someone joins the chapter, so she can encourage them to join the list.
- In the future Betsey will send the url, <http://sla.lyris.net.read/login>, to all Pittsburgh listserv subscribers so that they will know how to access and manage their participation in SLA discussion lists via the Lyris portal.

### **Awards (Ange Pollis)**

- Ange will email chapter members - via the discussion list - to request nominations for awards in early October. She suggested that if there were no nominations for a particular category, then the award should not be given for that year; others agreed. She also recommended a minimum of three committee members to serve on the Awards Committee. Chapter awards will be presented at the annual business meeting in December.
- RE: New Member and/or Student Award(s): Rachel Callison has researched what other SLA chapters are doing with regard to student/new member awards and will share this information with the Awards Committee to assisting with drafting description and criteria. All present agree that the purpose of this type of award is to encourage and increase participation of newer members in the Pittsburgh Chapter of SLA.
- Amy Watson suggested nominating Bob Sullivan as a SLA Fellow. All agreed and recommended that this be a future action.

### **Archive (Sheila Rosenthal)**

- On May 8, 2007 Rebecca Altes (student archive intern from 9/06 to 5/07) provided the chapter with the final 3 documents that she had been working on since Winter 2007: Folders - Location, Folders - Summary, and Index of Companies (from Bulletins & Clippings). Rebecca wrote a brief article in the Spring 2007 issue of *Confluence* v.72 (1), titled, 'Archives Reorganization Update', regarding her work with the chapter's archive.
- A discussion followed about attracting future student archivists for field placements. See *New Business* section recommendations.
- Sheila suggested moving the archive from its present location at Mellon Institute to one with better lighting and access.

### **Consultations - Animal Friends (Denise Callihan)**

- From June 1 - July 6, 2007 Katie Cerqua, Clarion University intern, cataloged and processed all books, created a serials collection policy, and started an information needs assessment (via an audit).
- Jan Deitch (team member) attended an Animal Friends meeting to discuss and launch the needs assessment with Joanne Moore, Animal Friends Education Director.

- Denise recommended the creation of a procedures manual for interns and volunteers, and an announcement about the need for volunteers.

### Website (Rachel Callison)

- The search for a new webmaster continues, Rachel will continue sharing maintenance of the site with Amy Watson until then. John Fudrow may create a new chapter logo or other branding.
- Meeting agendas & minutes (2000 to 2004) can be accessed on the website.
- Currently, the chapter has a free Flickr subscription (set up by Amy Watson) that allows 200 photos. The professional version for \$25/year allows posting of many more photos as long as the monthly bandwidth limit is not exceeded. Rachel recommended that the chapter should budget for / purchase the latter. Information about the Chapter's Flickr site was mentioned in the Spring 2007 issue of the Confluence v.72(1). Chapter photos on Flickr are accessible via 'Site Index' section of the chapter's website.
- SLA International has offered chapters and division Wiki space. If interested in pursuing, the chapter would need to establish a name and guidelines for use. Amy Watson recommended transitioning the Chapter's Procedures Manual into the Wiki and utilizing it as an archive and depository of working Chapter documents. *EXAMPLE OF WIKI USAGE:* SLA Leadership Conference / KY Chapter <http://wiki.sla.org/display/LS2008/Welcome>

<h3>New Business</h3>
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- **Leadership Recruitment:** CPIT Procedures Manual (currently) states that the maximum term limits for committee chairs is 10 years; SLA recommends 6 years. As such, Amy Watson recommended that every committee chair become a mentor to in order to prepare new people for leadership roles. She will contact 11 possible candidates for participating in committee work. Rachel Callison reminded Board and Committee Chairs that all members of chapter are welcomed and encouraged to attend Board meetings
- **Archive:** Judith Jablonski will be contacted about establishing a permanent field placement for the chapter archive. The next intern could archive photos, conduct oral history(ies), etc. Denise Callihan recommended a written description of archive tasks to be completed for future student interns.
- **Nominations and Elections:** The committee currently consists of Eve Wider (Chair) and Denise Callihan. Recruitment will begin for another team member. Open positions for 2008 include Director, Treasurer and President Elect. Nominations are due to the committee by November 1, 2007.
- **Sponsorship:** Denise Callihan is looking for \$250 from sponsors to cover the honorarium for our last chapter event. No sponsorship exists to continue the usual reduced student price for remaining chapter events this year. Instead there will be a nicer student event this November in lieu of the traditional pizza party.
- **Member News:** Longtime Chapter member, Mary Jane Volk, passed away recently. The Winter 2007 issue of *Confluence* will contain information about her life, work and SLA participation.

A suggestion was made to send Bob Sullivan, currently on an extended leave of absence for medical reasons, a get well card & Amazon.com certificate on behalf of the Pittsburgh Chapter.

*The meeting was adjourned at 7:32 pm. Respectfully submitted by Marge Rhodes*  
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## Pittsburgh Chapter, Special Libraries Association Strategic Plan – 2008

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### **VISION**

The Pittsburgh Chapter, Special Libraries Association, is the local organization for innovative information professionals and their strategic partners.

*Board Responsibility for Vision:* The Board will reaffirm or revise the vision every five years at the opening board meeting (2009 is the next reaffirmation/revision.)

### **MISSION**

The Pittsburgh Chapter, Special Libraries Association offers professional development opportunities, enables members to add value to their organizations, advocates and promotes the role of information professional in the community, and facilitates a network of communication between the association, chapter members, and strategic partners.

*Board Responsibility for Mission:* The Board will reaffirm or revise the mission each year at the opening board meeting.

### **STRATEGIES**

- \* Position Chapter members to create information opportunities
- \* Provide channels for effective communication among members
- \* Increase the Chapter's role in the community
- \* Increase the Chapter membership by encouraging participation in Chapter activities
- \* Develop future information leaders
- \* Increase Chapter and Association visibility

*Board Responsibility for Strategies:* The Board will reaffirm or revise the strategies each year at the opening board meeting.

### **PRIORITIES 2008** (For the Term of Chapter President Amy Watson)

#### **\* Survey**

Survey Chapter membership as a means of determining how better the Chapter Leadership can serve them, in order to increase active participation of membership.

#### **\* Innovate**

Embrace and implement new technologies as a means of efficient communication, social networking, increased Chapter visibility, and addressing Chapter member needs.

#### **\* Mentor**

Through team and committee creation, mentor new leaders within the Chapter Leadership. Facilitate mentorship opportunities within Chapter membership, and maintain relationship with Student Groups to encourage future members and leaders.

*Board Responsibility for Priorities:* The president will determine priorities, reflecting the strategies, each year by the opening board meeting. The president will direct the appropriate board members or committee chairs to develop tactics to accomplish these priorities.

*Board Responsibility for Strategic Plan:* This strategic plan will guide the Board and committee chairs in deciding allocation of Chapter resources, program planning, and directing the energies of officers, committees and members. The plan is concise and modular. It is concise so that its content is immediately accessible and understandable. It is modular so that sections of the plan are reaffirmable or revisable at regular intervals, which are specified in the plan. The Board is responsible to ensure that Chapter efforts are consistent with the plan, or that any inconsistencies are remedied by appropriate revision of the plan.

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Treasurer/Budget Report – Brian Steinmetz

**PITTSBURGH CHAPTER BUDGET 2008**

<b><u>Balance Forward</u></b>		<b><u>January-08</u></b>
Checking	\$	3,181.36
Restaurant Credit (Silk Elephant) - see notes below	\$	75.33
Pooled Fund (Savings) - Retained as Reserve	\$	7,011.46
TOTAL	\$	10,268.15
<b><u>Operating Income</u></b>		<b><u>Estimated</u></b>
Dues allotment (estimate 130 members @ \$14.40)	\$	1,872.00
Meeting income (assuming 6 annual meetings with 27 attendees @ \$25)	\$	4,050.00
Sponsorships	\$	1,000.00
TOTAL INCOME	\$	6,922.00
<b><u>Operating Expenses</u></b>		
Meeting expenses	\$	4,000.00
Postage, supplies	\$	50.00
Other (budget cushion)	\$	-
Miscellaneous		
Awards / Gifts	\$	650.00
Officer Travel	\$	1,000.00
Student Travel	\$	500.00
Student Membership / Activities	\$	-
Community Outreach	\$	250.00
TOTAL EXPENSES	\$	6,450.00
OPERATING INCOME less OPERATING EXPENSES	\$	472.00

**Budget assumptions:** Meetings will fund themselves; dues allotment and sponsorships will cover remaining expenses

**Restaurant credit:** Due to an overcharge error in April 2007 we incurred a credit of \$166, of which \$ has been expended

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**PITTSBURGH CHAPTER FINANCIAL STATUS AS OF  
FEBRUARY 2008**

<b><u>Balance Forward</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>Feb. 2008</u></b>
Checking	\$ 467.00	\$ 2,471.00	\$ 3,181.36
Restaurant Credit (Silk Elephant)	\$ -	\$ 75.00	\$ 75.00
Pooled Fund (Savings) - Retained as Reserve	\$ 4,529.00	\$ 6,979.00	\$ 7,011.46
100th Anniversary Fund (\$1,500)			
Student Scholarship (\$1,000)			
General Reserve (balance) (\$4,511.46)			
<b>TOTAL</b>	<b>\$ 4,996.00</b>	<b>\$ 9,525.00</b>	<b>\$ 10,192.82</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Estimated</u></b>
<b><u>Savings Income (Pooled Fund, Interest Compounded)</u></b>	<b>\$ 227.00</b>	<b>\$ 255.36</b>	<b>\$ 270.00</b>
<b><u>Operating Income</u></b>			
Dues Allotment @ \$14.40/member as of 2006	136 members	136 members	130 members
NOTE: 2006 Dues Allotment included past due 2005 (\$1,488) + 2006 (\$1,632)	\$ 3,120.00	\$ 1,872.00	\$ 1,872.00
Meeting income (assuming 6 yearly meetings with 27 attendees @ \$25)	\$ 2,599.00	\$ 4,275.00	\$ 4,050.00
Sponsorships	\$ -	\$ 1,750.00	\$ 1,000.00
<b>TOTAL INCOME</b>	<b>\$ 5,719.00</b>	<b>\$ 7,897.00</b>	<b>\$ 6,922.00</b>
<b><u>Operating Expenses</u></b>			
Meeting expenses	\$ 2,291.00	\$ 6,259.00	\$ 4,000.00
Postage, supplies	\$ 60.00	\$ 47.00	\$ 50.00
Miscellaneous			
Awards	\$ 125.00	\$ 450.00	\$ 500.00
Gifts	\$ -	\$ 131.00	\$ 150.00
Officer travel	\$ -	\$ -	\$ 1,000.00
Student travel	\$ -	\$ -	\$ 500.00
Student membership, activities	\$ -	\$ -	\$ -
Community outreach / Budget surplus	\$ 250.00	\$ -	\$ 250.00
<b>TOTAL EXPENSES</b>	<b>\$ 2,726.00</b>	<b>\$ 6,887.00</b>	<b>\$ 6,450.00</b>
<b>OPERATING INCOME less OPERATING EXPENSES</b>	<b>\$ 2,993.00</b>	<b>\$ 1,010.00</b>	<b>\$ 472.00</b>

**Budget assumptions:** Meetings will fund themselves; dues allotment and sponsorships will cover remaining expenses

**Restaurant Credit:** Due to overcharge in April 2007, we have credit of \$75.33

**Awards:** Publication (\$50), Leadership(\$150), Innovation/technology(\$50), Lifetime achievement (\$100), Mentoring (\$50), Service(\$50), Catalyst(\$50)

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**Committee (name): Archives**

**Chair (name): Shelia Rosenthal**

**Team Members (names):**

**Update on committee's action items since last board meeting, if any -**

- 1) Amy put out a call for individuals to join the Archive Team – so far no one has volunteered
- 2) Pitt SLA Student Group Advisor will be liaison to a student who could act in a field placement role
- 3) Sheila drafted a field placement description at Amy's request

**Action items to be addressed by committee in 2008 -**

- 1) Identify items to be archived either in paper, online, or both formats
- 2) Establish Field Placement student as a semi-permanent position
- 3) Identify historical materials that have not yet been added to the archives

**Questions for the board –**

- 1) Will the board support the cost of digitizing materials currently available only in paper format?
- 2) Will the board support preservation costs?
- 3) Would it be possible to move the current location of the archive?

**Additional comments and/or notes -**

- 1) I would greatly welcome volunteers to work with me – preferably during late Spring or Summer
- 2) I would like to contact Dr. Richard Cox to inquire about possible Field Placement Students
- 3) Please remember to send me all board meeting materials, preferably in electronic format

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**Committee (name): Awards**

**Chair (name): Ange Pollis**

**Team Members (names): Rachel Callison; Kate Joranson; Neely Tang**

**Update on committee's action items since last board meeting, if any -**

- 1) Presentation of Awards at the annual awards ceremony in December, 2007
- 2) Discussions concerning the Student/New Professional award

## Action items to be addressed by committee in 2008 -

- 1) Major task to draft description, criteria, etc. for Student/New Professional award
- 2) Present final draft of Student/New Professional award to Board for approval
- 3) Determine timeline for presentation of award

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**Committee (name): Communications Team (includes bulletin, website, listserv)**

**Chair (name): Rachel Callison**

**Team Members (names): John Fudrow & Jeff Federoff (website); Amy Watson (Bulletin); Betsey Tuttle (Listserv/Discussion List)**

## Update on committee's action items since last board meeting, if any -

- 1) Website
  - Updates include: additional 'pointers' to SLA-HQ resources (i.e. master calendar); Officers update.
- 2) Facebook 'profile' for chapter has been created by Amy Watson; several subgroups of SLA are also doing this. So far there are 7 members.
- 3) Wiki 'space' was requested (from HQ) and granted. *See Actions addressed in 2008*

Pittsburgh Chapter wiki: <http://wiki.sla.org/display/SLAPIT/pittsburgh+chapter+wiki>

Other SLA wikis: <http://www.sla.org/content/community/wikis/index.cfm>

Wiki software is called 'Confluence' | company is Atlassian. The user guide is 378 pages. Software is being used by such places as Motorola, AOL, Sony, Pixar, WorldBank, (and SEI)

## Action items to be addressed by committee in 2008 -

- 1) Wiki
  - Will determine 'use' and 'integration' of this space.
  - Possible use(s) include: 'home' for Chapter Procedures & Policies Manual (currently pdf on website), Survey delivery, project documentation space for team collaborations, etc.
- 2) Bulletin
  - Will be published 3 times in 2008 - April, August & December.
  - Deadline for submissions is March 24, 2008 for the April (7) edition.
  - New initiative is to have meeting planner(s) write the recap of the meeting.  
*These recaps are vital in that they document one of the chapter's main activities (programming) for members who are not able attend.*
  - Ideas/suggestions for articles AND volunteers for writing regular features/columns are welcome.
- 3) Investigate new technologies for possible integration into existing chapter channels, such as videotaping programs and 'casting' from website for member (podcasting / webex)  
(*See Questions for Board*)

4) Discussion List:

Will address member/non member subscribers issue vis a vis “the benefits of SLA membership” sentiment expressed during 2008 Leadership conference – which will assist moderator by providing accurate data & guidelines.

REMINDER about using lyris ‘services’: <http://sla.lyris.net/read/login/>

- \* your login is the email address you provide/subscribed with
- \* includes ALL divisions, chapters, etc
- \* has an ‘archive’ of all messages posted since January 2007.
- \* is searchable & sortable
- \* Other organizations use lyris software/provide access to their ‘archives’  
(Ex. <http://forums.archivists.org/read/?forum=archives>)

Restrictions to the list: do we limit to only SLA members? Or, only to Pittsburgh Chapter members? Or, do we make the Pittsburgh list private so that other members can’t even read postings by logging into Lyris? (NJ, DC, Princeton chapters are all private).

A board only, private discussion list is in the works and should be live by February 8, 2008. Betsey will serve as the list owner for that list as well. The list will have between 25-30 members and include everyone who received the emails about the February 7<sup>th</sup> board meeting. Betsey will notify everyone on this list when she hears more.

As of today there are 156 ‘normal’ members on the list and as per [www.sla.org](http://www.sla.org), 126 Chapter members. Betsey has not done a recent comparison to determine who the ‘extra’ list members are that are not Chapter members. And, as always, not all Chapter members choose to be list members.

#### 5) Website

- Continue migration of information/data about past chapter activities from old site/create new content. (Awards, History, etc)
- Develop a process for migrating digitally born information – i.e. ‘archival’ material into physical archive.

6) Investigate ‘branding’; logo creation, etc = await SLAHQ action(s).

#### Questions for the board –

1) Upgrade flickr account from free to ‘pro’ - cost involved; do they approve?

Free Account -- 100 MB monthly upload limit (5MB per photo) & 3 sets

Pro Account (\$24.95 per year) – unlimited: <http://www.flickr.com/upgrade/>

2) Ideas /strategy for addressing information migration with regard to out of date (Feb 2005) *Directory of Special Libraries*: (Western PA)

3) Video camera purchase

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**Committee (name): Consultations**

**Chair (name): Denise Callihan**

**Team Members (names): Jan Deitch**

**Update on committee's action items since last board meeting, if any -**

1) Mentored an intern from Clarion University – Katie Cerqua. Katie was an intern from June 1 to July 6 2007. During her internship, she cataloged and processed all of the books that were on shelves and in waiting; created a serials collection policy; started an info needs assessment (via an audit).

2) Jan attended a Animal Friends meeting to discuss and launch info needs assessment with Joanne Moore (Education Director) (May/June 2007)

3) Started mentoring new volunteer in the library - Deb Martin . Deb has done lots of catalog cleanup and continues to streamline processing. She will soon be starting her field placement in January and we plan to do lots with auditing and needs assessments, picking up where Katie left off.

4) Animal Friends - Pitt LS intern started “officially” – Deb Martin – Jan 2008 (attached is tentative plan)

5) Met with Joanne Moore, Jan Deitch, Deb Martin, and John Skillbeck (Jan 14 2008) to discuss priorities and plans for the year. Joanne Moore set some specific priorities regarding better event alignment. Detailed schedule of events is known and displays/signage will be used to involve library. Physical library signage will also be a focus.

**Action items to be addressed by committee in 2008 -**

1) Sustainability of library with internships and other volunteers

2) Creation of procedures manual for consistency between interns, and volunteers

**Additional comments and/or notes** – Deb Martin has expressed interest in joining SLA (she plans to soon), and attending meetings.

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**Committee (name): Employment**

**Chair (name): Deb Barker**

**Team Members (names): Karen Liljequist**

**Action items to be addressed by committee in 2008 -**

1) Develop an SOP for establishing a regular posting schedule and compiling a list of employment sites

2) Investigate use of technology such as RSS to cull job announcements

**Questions for the board –**

1) Define scope of postings – include paraprofessional or internship opportunities?

**Additional comments and/or notes -**

1) Welcome to team member Karen Liljequist!

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**Committee (name): Ethics**

**Chair (name): Barb Speigelman**

**Team Members (names): Nancy Carlson; Elaine Zelmanov**

**New team for 2008. No written report submitted.**

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**Committee (name): Green Initiatives**

**Chair (name): Eve Wider**

**Team Members (names): Kate Joranson**

**New team for 2008. No written report submitted.**

**Additional comments and/or notes -**

1) Discuss potential for Chapter to cover “carbon footprint” of flights for Executive Board to Seattle.

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**Committee (name): Membership**

**Chair (name): John Fudrow**

**Team Members (names): Betsey Tuttle; Donna Beck; Gail Stebbins**

**No written report submitted.**

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**Committee (name): Networking/Mentoring**

**Chair (name): Lynn Berard**

**Team Members (names): Denise Callihan; Ange Pollis; Carolyn Biglow**

**Action items to be addressed by committee in 2008 -**

1) Need to talk together and determine if there are any networking or mentoring related items that we would like to be addressed on Amy's upcoming Chapter survey. *Complete by Feb. 29*

2) Plan a networking themed meeting this spring.

Ange has sent us a PDF flyer for the Annual AIIP Conference being held in Pgh, April 30 to May 4. See attached. Conference info at: <http://www.aiip.org/Conference/2008/index.html>

Ideas for networking with AIIP:

\* Thursday, May 1: Night before their conference officially begins, consider hosting a program/reception at a downtown restaurant.

\* Friday, May 2: Each attendee does dinner on their own – we could offer to be dinner buddies and take groups to local restaurants

\* Sat., May 3: Free time for attendees between 4:30-6pm. Offer to be shopping guides???? Or sponsor tours of downtown libraries?

\* Sun., May 4: Conference closes at 12:15. Offer lunch buddies networking for that time slot?

3) Explore the boundaries of "mentoring" responsibilities and brainstorm ideas. What is our relationship/partnership with the Student Liaison Committee? Should we be mentoring members at all career levels?

4) Create list of local professional groups that we would like to network with in future.

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**Committee (name): Professional Development**

**Chair (name): Denise Callihan**

**Team Members (names): Jan Deitch; Renee Tkacik; JR Yanchak**

**Update on committee's action items since last board meeting, if any -**

1) February meeting planned (tentatively scheduled 2-28-08). Margarete Bower & Eve Wider (Pitt), as well as someone from the East Asian Library at Pitt to talk about the services that are available for helping non-Pitt users get access to Asian information. (From Margarete: for example, we have a Gateway document delivery service and a Japan Information Center that might not be well known. We were thinking they could talk about the resources/services first, and then Eve and I could say a little about what we did on the exchange program at the end.)

2) Other ideas are coming in for the October meeting. Nothing has been set yet.

**Action items to be addressed by committee in 2008 -**

1) Perhaps a PD column for the newsletter?

## Questions for the board –

- 1) Do we have any money to spend to offer any Click U sessions?
- 2) Should we ask if members are interested in any specific Click U courses, and offer?

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**Committee (name): Programming/Events**

**Chair (name): Donna Beck**

**Team Members (names): All Committee Chairs**

**February** – PD event Feb. 28, Hillman Library/East Asian Collection

**March** – “Gaming in Special Libraries” – speakers yet to be finalized, location: <http://www.gamesnat.com/>, Josephine St. Southside.

**April** - Ethics event –possible Click-U national ethics speaker at Town Hall location

**May** - Networking event

**June** - dinner meet up at conference, Seattle

**September** - dinner first then possible tour (held on Fri. evenings, begin at 8pm) of Allegheny Observatory/& discussion of Parallax project, Digital Research Library at Pitt

OR another Pittsburgh—“historical” related activity (to acknowledge Pittsburgh’s 250<sup>th</sup> anniversary)

**October** - PD event

**November** - Student event

**December** - ABM/holiday/awards

*Ideas for event restaurant locations:*

*Buca di Beppio (May networking event)*

*Loew’s Club restaurant at Loew’s Theatre, Waterfront (Nov. student event)*

*Lidia’s on Smallman Street (Dec. Holiday party)*

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**Committee (name): Student Relations**

**Chair (name): Gail Stebbins**

**Team Members (names): John Fudrow; Christine Slippy; Faculty Advisors (Pitt & Clarion)**

## Action items to be addressed by committee in 2008 -

1) Pitt is holding a 'meet and greet' event Monday Feb 11 from 5:30-6:30pm in SIS building 1st floor conference room. It is an opportunity for students to find out about the different student organizations in SIS. SLAPSG board members Gail Stebbins and Jeanne Hoover (and our new business cards and poster) will be there.

2) Judith Jablonski and Gail Stebbins are meeting next week with Wes Lipschultz (new SIS student relations coordinator) to determine who in SIS will be the coordinator for internship possibilities. Currently, no one in Pitt’s SIS administration owns this.

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## Old Business

## New Business

- \* Code of Responsibility
- \* Webex Training Sessions
- \* LDI Hosting

\* *Survey*

- \* Suggestions from membership as to choice of location and venue for the awards presentation.
- \* Recommendations for additional awards, i.e. outstanding faculty member from local library schools, supportive vendors
- \* Suggestions for programs and locations for programs, interest in field trips to local libraries and possibly to a major library such as the National Library of Medicine.
- \* What technologies are members using (work/socially, etc)?
- \* Would they be interested in programs related to these technologies?
- \* 'Ranking' of the existing communications methods: re how used & how often they access.

Examples:

Website	once a week/daily/monthly/never
Program Information:	once a week/daily/monthly/never
Bulletin:	once a week/daily/monthly/never
Meeting Minutes:	once a week/daily/monthly/never
Employment	once a week/daily/monthly/never
Listserv	once a week/daily/monthly/never
Program Information:	once a week/daily/monthly/never
Bulletin:	once a week/daily/monthly/never
Meeting Minutes:	once a week/daily/monthly/never
Employment	once a week/daily/monthly/never

- \* Specific interests in professional development
- \* Interest in format preferred (webcasts, in-person, video)
- \* I'd love to know if any of our members are interested in participating in the Animal Friends project.
- \* remind members to think about creating internships for Pitt students. Pitt is increasing its cataloging courses and adding an indexing course.
- \* Types of information you would like to receive from the Archive in a presentation
- \* Materials you would like the archive to maintain specific to or that could represent your library
- \* Would you like to participate in the creation of oral histories concerning your library or your involvement in SLA?

## Other items

With HQ proposing a "green association" and "going paperless", will HQ provide guidelines for the retention of documents? What documents will be archived in local chapters?

## Announcements

Gail – Two upcoming student group events

## Adjournment

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