



## Pittsburgh Chapter, SLA International Board/Committee Chair Meeting February 1st, 2006

The Spring Board/Committee Chair Meeting of the Pittsburgh Chapter of the Special Libraries Association was held at the Squirrel Hill Branch of the Carnegie Library.

**In attendance:** Deb Barker (Employment); Adele Barsh (Discussion List); Donna Beck (Student Liaison); Denise Callihan (Consultations, Professional Development); Rachel Callison (President-Elect); Jan Dietch (Past-President); Linda Hartman (Director); Earl Mounts (President); Bhuvu Narayan (Confluence Editor); Esther Nathanson (Director); Ange Pollis (Awards); Steve Posti (Membership); Shelia Rosenthal (Archives); Sallie Smith (Treasurer); Amy Watson (Secretary)

Call to Order – Earl Mounts brought the meeting to order at 5:33 pm.

### President's Welcome and Introduction of Attendees –

Earl Mounts formally welcomed and then asked the group to introduce themselves. New to the group is Donna Beck, who has volunteered to act as the Student Liaison, as well as Rachel Callison, Esther Nathanson and Sallie Smith, all new to their elected positions. A written agenda for the meeting was submitted (see attached).

### Approval of Minutes of Meeting of August 31, 2005(Amy Watson) -

A link to the Minutes as posted on the Chapter website was provided to the group prior to the meeting via email. No changes to the Minutes were noted, and Earl Mounts moved to approve the Minutes. Denise Callihan seconded the motion. All members of the Board approved.

### Reading and Approval of the Treasurer's Report (Sallie Smith) -

A written Report was submitted at the meeting (see attached). Sallie Smith brought special attention to the note at the bottom of the Report concerning the 2005 dues allotment. The allotment was never received, and upon the deposit of the allotment the Chapter account totals will increase to \$6425.88. The consensus of the Board was to keep this allotment in the checking part of the account. Earl Mounts moved to approve the Report, and Amy Watson seconded the motion. All members of the Board approved.

### Reports by Executive Board Members-

A request was made by Denise Callihan to clarify to the group exactly which Board members made up the Executive Board. It was clarified that the Executive Board consisted of the elected members – President, Past-President, President-Elect, the Directors, Treasurer and Secretary. There were no reports made by the Executive Board.

### Reports by Advisory Board Members -

#### Committee Chair Report – Student Liaison (Adele Barsh) -

A written report was submitted at the meeting (see attached). Since the last Board meeting there have been three student events – see the written report for details on these events. The report brought up two pending items:

1. The student group at Pitt is currently looking for their bylaws. Bhuvu Narayan volunteered to contact the past president of the student chapter to see if she has a copy – this person has graduated and left Pittsburgh. There was some discussion as to if the student chapter is an official chapter through Headquarters, or if they are a group of students who are interested in SLA. The status can be difficult to maintain due to the short length of time spent in the program, and the need for the student chapter to be recertified each year by Headquarters.
2. The Clarion group is interested in coming to Chapter meetings in February and March, as well as to tour some special libraries in Pittsburgh. Donna Beck will contact the Clarion student group concerning this item. Among the libraries suggested for potential tour spots were the new Heinz and new US Steel facilities.



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### Committee Chair Report –Discussion List Management (Adele Barsh) -

A written report was submitted at the meeting (see attached). There was some discussion as to if all subscribers on the discussion list were members of SLA, and if not, should we encourage them to become members. The list is currently moderated by Adele Barsh, and as such, she is aware of the few subscribers who are not members, and does not think that this is necessary.

### Committee Chair Report – Consultations (Denise Callihan) –

No written report was submitted. Denise Callihan provided some history on the background of the Consultations Chair. When Kim Gregory was Chapter President, a grant was received from Headquarters in order to create a PR campaign advertising the services of the Chapter. The consultation services are limited by Headquarters, as many members of Headquarters are in fact consultants, and it would be a conflict of interest if the Chapters were to do similar things for free or a limited fee. The advertising campaign led to confusion, and the bulk of the interested parties to contact the Chapter were vendors. As a result, the Chapter has stopped promoting the consultation services. When Animal Friends contacted the Chapter concerning their new facility, the Chapter asked for special permission from Headquarters to consider this a long term public service project instead of a true consultation. Headquarters approved.

In recent weeks Theresa Parsons from the WVHTC Foundation has contacted the discussion list concerning setting up a library in her facility. Earl Mounts will contact her directly to see what her requirements would be and what the Chapter can help her with.

### Committee Chair Report – Awards (Ange Pollis) -

No written report was submitted. Ange Pollis would like to solicit the Chapter membership for lists of their professional publications and presentations. This would be a useful tool for increasing the ability to present awards each year. There was some group discussion as to if this list should be going back to the beginning of our careers, or if it should be kept to a recent time period. Ange will send a message to the Chapter discussion list concerning this item.

### Unfinished Business

#### Animal Friends Information Center Project -

It has been approximately a year since the Chapter started the consultation project with Animal Friends. Recently Denise Callihan & Jan Dietch visited the new 13 acre facility, meeting with Joanne Moore and a volunteer who is a librarian at the Sewickley Academy. When the new facility was being designed the need for a research center to support the staff first, and the public second, became apparent. The vision for the library is for the collection to be a reference, non circulating collection, open from 8-7 most days. Denise & Jan will be meeting with Joanne Moore again on February 10<sup>th</sup> to discuss the use of library students for staffing, the focus of the core collection, obtaining collection development funding via donations and grants, the creation of a library webpage, and linking to the Sewickley Public Library for some resources. It was suggested that Donna Beck contact the Pitt and Clarion student chapters to see if there is any interest in student staffing. On March 18<sup>th</sup> Animal Friends will be having a telethon, and both Denise & Jan will be on hand as volunteers.

While the group was discussing the idea of public service, Linda Hartman suggested becoming involved in the Carnegie Library's "One Book, One Community" program this year. Linda will investigate this idea further.

### New Business

#### A. Strategic Plan Dated December 8, 2005 -

Earl Mounts inquired if the Board thought that the Strategic Plan Committee should become a standing committee. Denise Callihan expressed that she did not think that it needed to become a standing committee, but that the way that the Strategic Plan was written was to make it easily modified by the Board. She then



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expressed that the Board as a whole should consider itself the standing Strategic Plan Committee. Earl stated that he had some concerns with the wording of the strategies. Denise then reminded the Board that the Strategic Plan was a living document meant to be changed from Presidential term to term, and that it was the President's responsibility to come up with the priorities. It was decided that the rest of the Strategic Plan discussion would be held via email, in an effort to save time.

**B. Budget -**

Earl Mounts stated that as President, one of his priorities will be to focus on the retention and recruitment of Chapter members. He stated that he felt that the bulk of our outgoing funds were spent on students, and that we should refocus our spending to better address the needs of our active members. Among the ideas discussed by the Board was if the Chapter would pay to send officers to the Leadership Summit. Jan Dietch stated that she was under the impression that the Chapter would assist with funding if needed. Another suggestion was that the Chapter should think about creating a partial stipend to aid conference attendance for a Chapter member. Ange Pollis issued a disclaimer that if none of the applications for a travel stipend, either member or student was worthy, that the stipend should not be awarded. Sallie Smith will be working with Earl and Rachel Callison on a budget for this year's programming.

**C. Communications -**

Earl Mounts stated that the Chapter will be unveiling a new look for the website as of March 15<sup>th</sup>. Adele Barsh reminded him that there is a standing Web Committee and that it should be a group effort. Deb Barker, Rachel Callison and Bhuvu Narayan were added to the standing committee of Amy Watson, Adele & Earl. Earl inquired as to who on the Board currently has the ability to update the website, and it was found that Adele, Bhuvu, Deb and Earl all have that ability.

Earl also addressed the issue of the *Confluence*, stating that he would like to have a template created with standard articles that would appear in each issue – such as a feature library or a member profile – in order to increase the ability of timely publication. Linda Hartman suggested that the Chapter be asked to submit their favorite resource or a website of note.

Earl then stated that he would like to address the roles of several members on the Executive Board. As President, he plans to work more with vendor support for the programming year. He then stated that he would like to see the Secretary be responsible for the oversight for all official chapter communication, including the updating of the Procedures Manual. Amy inquired if Earl had received an email addressing this issue from earlier in the day, and as he had not, it was decided that this discussion would continue via email.

**D. Inter-organizational Involvement –**

Due to time constraints, this topic was not addressed.

**E. Disposition of Chapter Physical Assets -**

The Chapter has ownership of a version of FrontPage software, and a digital camera. Earl Mounts asked the group who they felt should maintain possession of these items. This topic was not fully addressed in the interest of time.

**Adjournment -**

Steve Posti motioned for adjournment. Adele Barsh seconded the motion. The meeting was adjourned at 6:51 pm.

Respectfully submitted –  
Amy Watson