



## PITTSBURGH CHAPTER

### Minutes of the August 26, 2008 Board Meeting at Software Engineering Institute

**Executive Board present:** Amy Watson (President), Donna Beck (President-Elect), Rachel Callison (Past President), Marge Rhodes (Secretary), Brian Steinmetz (Treasurer), Denise Callihan (Director), Kim Gregory (Director)

**Committee Members present:** Shelia Rosenthal, Betsey Tuttle, Lynn Berard, Deb Barker, Nancy Carlson, Elaine Zelmanov, Gail Stebbins, Karen Liljequist

**Call to Order:** At 6:00 pm Amy Watson convened the meeting.

**Agenda:** The agenda was distributed via email prior to the meeting. No additions were brought forth at the meeting. Donna Beck motioned to approve them; Rachel Callison seconded the motion.

**Approval of February 7, 2008 Board Minutes:** Kim Gregory moved to approve the minutes; Lynn Berard seconded the motion.

**Treasurer's Report:** Members viewed the financial report on an overhead projector. Brian Steinmetz reported that the chapter is in sound financial condition.

#### COMMITTEE REPORTS (*alpha by Committee*)

##### **Archives (*Shelia Rosenthal reported*)**

Sheila Rosenthal subscribed to sla-archivist, a listserv for SLA chapter, division or caucus archivists only.

John Latham of SLA contacted chapter and division archivists with suggested revisions to the archiving practices for review and comment. In response Sheila asked if digitally born documents must be printed out and placed in paper filing cabinets, if they can be downloaded to CD/DVD, or stored on the Chapter's web site. Sheila shared two emails from other SLA members who advocated archiving on chapter and division websites. Attendees agreed with archiving electronically on Flickr, the chapter website and wiki. Sheila requested assistance with scanning documents, and acquiring photos of past events, and reminded attendees about paper documents that she needs annually for the archives.

Sheila and Kate Joranson drafted a Pittsburgh Chapter Archive Field Placement or Unpaid Internship. Gail Stebbins posted it on the SIS listserv and forwarded a copy to University of Pittsburgh professor, Dr. Richard Cox.

##### **Awards (*Rachel Callison reported*)**

The committee placed an awards 'teaser' in the August issue of *The Confluence*; drafted criteria for New Member award; and began documenting chapter and international award recipients. In the future this committee will solicit nominations for awards through the chapter listserv and website, gather additional information about past members/award recipients, and work on nominating chapter members for SLA awards. The team asked for feedback about the New Member Award by October 1. Discussion followed about possible names for this award.

Donna Beck and this committee will plan the annual Holiday Awards Banquet.

## **Communications**

### **Website: (*Rachel Callison reported*)**

Chapter Facebook profile has 23 members, up from 7 in February. The chapter now has a Flickr® professional account. "Finding Aids" for the chapter archives and a list of all CPIT presidents from 1922- present are posted at <http://units/sla.org/chapter/cpit/archives.htm> Future website tasks include posting photos of events prior to 2005, updating the awards section, and pursuing the update of *Directory of Special Libraries* and *Chapter Policy and Procedures Manual*.

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

There are 96 members subscribed to the chapter listserv; 56 members are not subscribed. Since responses to chapter survey showed it should be reserved for members, she purged non-members.

### **Employment (*Deb Barker reported*)**

After a discussion the board agreed that the employment webpage would continue to post paraprofessional and part time positions. Deb and Karen Liljequist (new committee member) set up additional alerts to job announcements on other websites. In the future they plan to develop a Standard Operating Procedure (SOP), update the employment resources webpage, and in 6 months re-evaluate the use of technology such as RSS to cull job announcements.

## **Consultation (*Denise Callihan reported*)**

Deb Martin completed her field placement at Animal Friends in April. She created and updated policies and procedures for interns and volunteers. A link to the library was added to the Animal Friends website. Maintaining the library with volunteers and interns continues to be a concern. Another call for volunteers will be made to SLA members. There was one consultation with a local company in March 2008. Lynn Berard provided details about establishing a library (1.5 hours).

## **Ethics**

No written report was submitted. For details on this committee's activities see the August 2008 issue of *The Confluence*.

## **Green Initiative (*Eve Wider reported*)**

This new committee consists of Eve Wider (Chair) and Kate Joranson. No written report was submitted. As part of the Green Initiative, Eve asked the board if the Chapter should pay to offset the carbon footprint of flights for Pittsburgh Chapter Executive Board members to the Annual Conference in Seattle. The board voted to do so. Discussion followed about donations to charities and environmental causes.

## **Membership (*Amy Watson reported*)**

Patricia Sharp joined the team. Since John Fudrow resigned his position as chair, Amy Watson is serving as chair on an ad hoc basis. She would like to be chair in 2009 to work on the

Membership Directory, the chapter discussion list, and welcoming new members.

**Networking/Mentoring (Lynn Berard reported)**

No written report submitted; refer to the August 2008 issue of *The Confluence* for an update on committee activity. Discussion followed about networking with other groups, such as MLA, SCIP, and ARMA.

**Professional Development (Denise Callihan reported)**

Refer to the Spring 2008 issue of *The Confluence* for details on the Pitt Meets East Asia event held on February 28, 2008. A competitive intelligence event is planned for October 2008. This committee will report on it in an upcoming issue of *The Confluence*. In the future the committee will discuss featuring an article about professional development in the bulletin. Discussion followed about offering Click U! sessions at chapter meetings. In the recent chapter survey 51% of the members supported the idea. Funds are available.

**Programming (Donna Beck reported)**

Past and upcoming programs/events include:

- 1 February 28 – Hillman Library/East Asian Collection
- 2 March - Gaming in Special Libraries
- 3 April - Ethics Town Hall meeting with speaker
- 4 May - Networking event
- 5 June - Dinner meet up in Seattle at the Annual Conference
- 6 September - Dinner and possible tour of Allegheny Observatory, discussion of Digital Research Library, or a Pittsburgh 250<sup>th</sup> anniversary related event
- 7 October - Professional development event
- 8 November - Student event
- 9 December - Holiday Party/awards presentation

Donna reminded attendees about the Oral History Association Annual Meeting on October 15-19, 2008 at Station Square. She suggested that we form a team to work on an oral history of the chapter. Sheila Rosenthal volunteered.

**Student Relations (Gail Stebbins reported)**

No written report submitted. As previously discussed the student event will take place in November. The location hasn't been decided.

**OLD BUSINESS**

The response rate to the chapter survey was excellent – 40%. Amy Watson encouraged attendees to look at the responses to the open-ended questions. Members residing outside of the Pittsburgh area didn't express interest in being involved. Betsey Tuttle, Eve Wider, and Joellen Butcher won prizes for taking the chapter survey.

**NEW BUSINESS**

Amy Watson reported that at the SLA Chapter Cabinet meeting the Pittsburgh chapter was recognized for its innovative events (e.g., the gaming event). At the Leadership Conference the Pittsburgh Chapter was recognized as being 1 of 14 chapters having a wiki, and 1 of 6

chapters having a strategic plan. SLA is planning on putting to vote the term of chapter chairs (from 2 to 3 years).

To commemorate the 100th anniversary, SLA is considering postage stamps, license plates, and AMS. It is also seeking sponsors for the gala event at the National Building Museum. The minimum amount is \$5,000. Discussion followed about the sponsorship, perhaps jointly with the Philadelphia and Central PA chapters.

The chapter offered to host a future Leadership Development Summit.

### **ADJOURNMENT**

At 8:00 pm Donna Beck motioned for adjournment, and Lynn Berard seconded the motion.