



**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