

## SLA Toronto Chapter Executive Meeting Minutes November 6, 2003

**Attendees:** Gayle Kiss, Laura Knapp, Daniel Lee, Kolette Taber, Helle Arro and Lindsay Coolidge

1. **Minutes.** Gayle moved to approve the minutes for October meeting with one change in section 5.e. Change in the last sentence should be "charged". Kolette seconded.
2. **Agenda.** Lindsay moved to approve the agenda. Helle seconded.
3. **President's report**
  - a. **Member survey.** There were 231 respondents out of the Chapter's 458 members. Erica is looking into acquiring the data file for the survey so that additional analysis can be generated if necessary. All members of the executive committee will review the survey with regards to their area of responsibility and report back at the December meeting with two to three action items.
  - b. **FISSt Student group** - Gayle met with Rani and Helen Katz (U of T). The FISSt SLA student association has already had two meetings for the students. Stephen Abram and Ulla de Stricker will be at the Faculty on November 26<sup>th</sup> to discuss networking. Career Day will be happening on November 7<sup>th</sup>. Rani is graduating in the new year and the student association will be getting a new chair. They are already looking at other functions including a "take a student to lunch" initiative and more library tours. The library tours might be tied into International Special Librarian's day.  
  
The **Western student group** cancelled a number of their events for this year, however the 3<sup>rd</sup> tour of the Labatt's library will be taking place on December 9th. We are currently waiting for the new students to start in January, where we will look for a new student SLA Chair to organize future events. That being said, Stephen is going to Western to talk in March.
  - c. **Ottawa Event** – Denis Gaulin will be speaking on December 2<sup>nd</sup> at the National Library. Denis will be in Toronto in April. He will be talking about marketing yourself. Laura will get the Ottawa/Hull members from Pam for further advertising.
  - d. **National Board Nominations** – Gayle asked whether there were any nominations from the Chapter.
  - e. **Annual 2005 Conference** – The Toronto Chapter needs to bring something to the Winter 2004 meeting. Wendy Renald is getting a listing of the approved Toronto logo vendors. The Executive will have to approve the items to be distributed.
  - f. **Holiday Social** – December 4<sup>th</sup> at Joe Badalli's. Advertising for the event is being held off until Monday November 10<sup>th</sup> to see if they can get additional sponsorship money in order to decrease the price for members. Unless other associations come to the table, this is going to be an SLA/CASLIS event. Attempts over the summer and early spring to formalize the responsibilities and accountabilities for the Holiday Social for all library and information management associations in Toronto, while a great idea, didn't work in reality.
4. **Director's Report**
  - a. **Internet Committee** – Britta doing a fantastic job. Nothing to report
  - b. **Courier** – Fall courier to be out very soon. This is looking to be the biggest issue ever of the Courier. Articles are already lining up for the next issue with a wide range of authors.

Templates have been finished for the Courier and are being sent to Jan Moffat and Angela Carito-Wamsley. Who are then forwarding it to Britta for posting.

- c. **LRC** – the LRC in general needs to be reviewed. Is it still being used by the membership? There are a number of workflow issues associated with the LRC. Currently whoever is reviewing/updating needs access to the software. They also need to download the entire LRC, update the information, upload the information and send to ANDORNOT. This is a lot of work. Dave Hook is currently looking into the process.
- d. **Directory** – We would like this service to be self-updating whereby members get annual/semi-annual notification asking them to update their profiles via an Internet link. Daniel will go back to our ANDORNOT contact to discuss next steps on moving ahead with this initiative. Executive identified a need to keep track of any bounced back emails so that notification can occur via another method.
- e. **Web Audit Group** – Group consists of Daniel, Maura Matestic, Britta, and Jan Moffat. The group met on Wednesday November 5<sup>th</sup>. The divided up tasks and responsibilities with reviewing the web site into five areas: content inventory (Daniel and Britta), infrastructure analysis (Britta), workflow (Maura and Jan), user experience (all) and promotion (Daniel). They plan on one more meeting and then creating a final report. Daniel will be responsible for the final report and project management. The report is expected for the March meeting, with a draft available to the Executive by February 2004. Daniel is setting up a Yahoo Groups to work on the project.

#### 5. **President-Elect**

- a. **Solo-Librarians** – They have had two events (essentially the same event at two different times and dates). They are also looking at providing an article for each Courier issue.
- b. **Membership** – As of September 2003, Toronto Chapter members numbered 452. Welcome emails were sent to 65 people (including 33 students). The email also mentioned the Toronto discussion list and how to register. At our recent membership drive, four members brought non-members to our October. Pam is looking to create welcome/orientation packages for the students. Pam had asked about a section on the web site for the welcome committee, but currently no new web sites can be added. A welcome statement is already on the site. The Executive decided to defer any decision until after the web audit group has complete their analysis.
- c. **Programming** – Two events have been planned back to back for October and November. Executive needs to look at feedback for the programming the Chapter runs. Executive wondered if we could create a link on a past events page or on the home page. Daniel will ask Britta if this could be a possibility. In February a virtual seminar will be held at PricewaterhouseCoopers featuring Gary Price. In January the Chapter is supporting three programs as part of the OLA conference. We will be responsible for providing support to these sessions (introductions, feedback sheets, write report, etc.). Finally, FIST will be hosting their Research Day on May 15 – 16<sup>th</sup>.

#### 6. **Treasurer's Report**

- a. **Budget** – Executive moved to approve the new budget. All were in favour.

#### 7. **Other Business**

- a. **Archives** – Lindsay went to OLA to look at SLA's archives. Very little has been collected over the past seven to ten years. Gayle will further read the Archives protocol and the executive will decide on some next steps. We will probably ask for a volunteer from the membership who has an interest in archives.

Gayle moved to close the meeting. Helle seconded.

Next meeting to take place on December 3, 2003.