

SLA Executive Board Meeting
May 12, 2005; 12 noon
366 Adelaide St. West, Suite 404

Attended: Laura Knapp, Gayle Kiss, Martha Foote, Daniel Lee, Joy Shanfield
Regrets: Helle Arro

1 -- Agenda

Daniel added financial settlement with Erika Steffer for use of SurveyMonkey account. Gayle added Awards and Best Practices. Laura added Pam Rollo visit, and alternative applications to replace WebForms in handling event Registrations.

2 – Minutes

Gayle had emailed a few corrections to Joy, and no one had any others. Gayle moved and Daniel seconded approval of the minutes from April 6th as corrected. Carried.

3 – President's report

A – 65th anniversary pins (vote on) – Board approved the sum of \$950 for Kolette to spend on the least expensive anniversary pin option. Kolette has been to the supplier within the last two weeks, and the order will be placed pending this approval.

B – Survey review -- Laura proposed moving this agenda item to the end of other items for today.

C – Pam Rollo's visit to Toronto – Laura reported that Pam had a great time in Toronto and that she enjoyed her company very much as well. Pam thinks that we are doing a lot of things right, such as devoting time to thinking about issues of concern. In her experience, that is fairly rare.

The meeting of Pam and Dean Cantwell Smith from FIS (he has cross-appointments with Computer Science and Philosophy) was amazing. Both of them are philosophical by nature and/or education, and their conversation was on a very theoretical level. At one point, the Dean expressed the sentiment that librarianship might not survive the changes being seen, and he intimated that Pam was sounding vague about what special librarians do. Pam countered and made it clearer to him what it is that special librarians do.

Laura thinks that we should follow this up with a programme (it could feature Rebecca Jones and other experts on a panel) that addresses the possible discrepancy between perceptions of users and those of librarians as to the use made of and the value placed upon library services. The Dean could be approached as a participant.

D – Application for use in event registration – Laura proposed that we consider both Evite and SurveyMonkey as successors to the WebForms that are currently used for event registration. Evite works okay, but SurveyMonkey may have more features that we require. For example, Survey Monkey links to users' web sites, allows for branding and customization, and accommodates fully the entire registration process exclusive of payment. Moreover, registrations would be stored over time and be viewable.

The alternative of building an application on our own was also raised. Daniel will raise it with his volunteers (Heather Ritchie and Britta Jessen) when they meet in summer, but he doubts whether they will have the time to spend on it over the summer months. One obvious advantage

would be the ability to create and populate a repository of registration information residing on the site. Gayle favours this alternative, as more functionality such as reminders of event dates could be built in. Daniel pointed out that the web site was intended to be the Chapter's primary communication tool, and he is well aware that more work needs to be done to improve it. Technologies such as the RSS feed (via Firefox and Sage reader), and IM (instant messaging) were also discussed. These technologies push changes to sites forward to participants.

Some discussion ensued around methods of promoting the events (meetings). It is unfortunately not mandatory for Chapter members to stay subscribed to the listserv. Stan (Stanislav) Orlov, the new listserv manager, has starting updating the messages associated with it (e.g., the welcome message, the 'why are you leaving' message). We can ask him to make participation in the Chapter list mandatory for members.

Discussion was tabled for later in summer.

4 – Past President's Report

A – Awards

Gayle reminded Board that Best Practices for Awards nominations have to be re-written to reflect the fact that there will no longer be a Past President on future Boards. As the last Past President, she will take on this job. All were in favour of continuing the practice just used where the Board voted on recipient of the President's Award. After May 12th, each volunteer can re-write the Best Practices for the job he/she is filling.

B – Nominations

Gayle reluctantly informed the Board that no one who indicated they were willing to volunteer for the Chapter in the last survey has agreed to do what they had indicated, or to do anything else, for that matter. She expressed dismay over the number of members who criticize readily but will do nothing to further the work of the Chapter or to help the active volunteers. She provided those that she contacted with links to the Best Practices for the position, and she offered to meet with them.

Martha joined the meeting at this point (12:40 pm).

Gayle's biggest single concern is the lack of volunteers for coordinating programming, or working on planning individual programme events. She described the negative reaction of one potential coordinator who she approached. It was proposed that the position be renamed Events Coordinator, and that the Programming word be dropped to give the position more pizzazz and relevancy. She intends to recruit for the Volunteer Pool after the Annual Conference (June 4-9, 2005). She checked with Martha about how she intends to recruit, and suggested that something be sent out to the listserv right away (when meeting ends).

Discussion took place about the qualities required for the Programming Coordinator (ability to manage and get work done through people), and possible recruits were discussed. Martha suggested calling the biggest 'Bay Street' corporate libraries, and asking each to provide one staff volunteer, possibly a junior member of staff, for just two (2) hours of work towards one programme, one time only.

Other positions continue to be filled (Liz Malak-McMullan and Heather Postill for Courier, Stan Orlov for Listserv Manager).

5 – Director's Report

Daniel still doesn't have an exact amount to offer Erika Steffer in reimbursement for our use of the SurveyMonkey account that we took over from her, but it is roughly \$20 per month, from November 2004 to May 2005. When he has the exact number, he will ask the Board to approve the disbursement by electronic vote.

He recapped the situation with the LAC web site. The content is all in, and everything on it is working well. He is somewhat concerned about the marketing side of the LAC, as there was supposed to be increased communication between committees and our Board as the conference got closer. Attendees appear to be joining our listserv to get information that would be readily available to them if they were only aware of the LAC web site. Laura will post something to the Leadership list to try to re-direct the traffic there.

There is good news from Andornot. They are re-doing the Membership Directory and the Librarians Resource Centre (LRC) free of charge, in order to use them as case studies in their Conference presentation on Saturday, June 4th. The Directory will require an ongoing administrator, and the LRC will require some updating so that it remains the vital resource that members regard it as.

6 – Treasurer's Report

No report, as Helle was not at the meeting.

7 – Secretary's Report

Joy spoke to Patricia Brasch, and she is willing to stay on as Archivist at least to the end of December 2005. She has not been back to OLA offices to start organizing the material since the preliminary visit there with Daniel and Joy in February.

8 – Other Business

Pam Casey sent an email proclaiming that the Chapter membership has now reached 525.

Resumption of agenda item 3 – B, Survey review

The following points were made about the latest survey:

- 1) Fewer responses compared to previous time (143 compared to 231), but only one email was sent to list.
- 2) Negative sentiments should be overlooked, as more participation is evident than previously (e.g., putting forward awards nominations).
- 3) A target of 70% participation is set for next survey.
- 4) Questions should be changed when we figure out what it is that we want to know from the next survey.
- 5) Time of year to send it out should not be changed much (January), as its timing is nominally 'annual'.
- 6) Statistics should be gathered about the time line for the survey process last time (e.g., when did first message go out? How many reminders were sent and when? When was the process declared finished?).
- 7) Someone should produce a narrative about what steps should be taken to comply with the membership recommendations. Person should be someone with a firm grasp of the Chapter. This can be communicated back to the membership when done.

The meeting was adjourned at 1:40 pm.

Next meeting: date in mid-July to be announced.

Actions pending:

Director: - meet with Heather and Britta about registration process

President-Elect: - email listserv regarding personnel needed for events and events coordination

Past-President: - re-write Best Practices for Awards Nominations
- continue to recruit for Volunteer Pool after Annual Conference (June 4-9, 2005)

President: - post message about Local Arrangement Committee (LAC) web site to Leadership list
- follow-up with Anthony Danko, using negative option email
- call Janice Lachance at Headquarters and members in news libraries to get on with publicity for conference

All: - brainstorm about possible Chapter uses of RSS

