

**SLA Toronto Chapter Executive Board Meeting Minutes  
September 13, 2006 @ 12:00 p.m.**

**MaRs, 101 College St., South Tower  
Report to Suite 800, 8<sup>th</sup> Floor, then Meeting Room on 6<sup>th</sup> Floor**

**Attended:** Pam Casey, Sandra Craig, Martha Foote, Daniel Lee, Tylene Reaume, Heather Ritchie, Joy Shanfield, Melissa Troemel

<b>Agenda Item</b>	<b>Motions and Action Items</b>
<p><b>1. Approval of agenda for today's meeting</b> With addition of one item #3 a) about memorial recognition for Vicki Casey. Martha thanked Pam for the use of the nice meeting room at MaRs.</p>	<p><b>Joy</b> - motion for approval of today's agenda <b>Melissa</b> - seconded motion <b>All</b> - approved</p>
<p><b>2. Approval of minutes from meeting of June 2006</b> Martha submitted a few revisions which Tylene will make to the final minutes before posting online.</p>	<p><b>Pam</b> - motion for approval of June minutes <b>Sandra</b> - seconded motion <b>All</b> - approved <b>Tylene</b> - make minor changes and post PDF copy of final minutes on chapter website <b>All</b> - review action items from minutes and include a status update in your monthly report to the board</p>
<p><b>3. a) In memory of Vicki Casey</b> Martha noticed that there was an obituary notice for Vicki Casey in the Globe &amp; Mail and she would like the board to approve a memorial gift in recognition of Vicki's long-time support as an active member of the SLA Toronto Chapter. Note: Earlier this year, the board sent flowers to Vicki when she was under Hospice care. Martha explained that the board does not currently have a policy to recognize members in this way. The board agreed that the chapter would make a \$100 charitable donation to the <a href="#">Princess Margaret Hospital Foundation</a> in lieu of sending flowers and Joy will make the arrangements. Daniel suggested that we ask an SLA member who knew Vicki to write an article for the courier about and Daniel offered to send an announcement to the SLA Toronto Chapter listserv about Vicki's memorial service.</p>	<p><b>Joy</b> – arrange for \$100 charitable donation to the PMH foundation in memory of Vicki Casey on behalf of the SLA Toronto Chapter  <b>Daniel</b> – send notice to chapter discussion list  <b>Martha</b> – ask a former board member to write article about Vicki for Fall courier issue</p>
<p><b>3. b) Questions and comments arising from submitted reports</b></p> <p><b>Re: Event Coordinator's Report</b> Pam suggested that we post all upcoming events ASAP on the website (even if tentatively planned) since many other organizations have already announced their programming for the new year and it gives people time to make plans. Martha thanked Sandra for making all the programming arrangements and offered to chair/introduce the Oct. 26<sup>th</sup> event.</p> <p><b>Meeting Feedback Forms</b> The board discussed whether to use printed standard feedback forms at the meetings and/or electronic feedback forms (from Survey Monkey). Daniel suggested using Survey Monkey as a data entry tool from the printed forms and Heather agreed that Survey Monkey is useful from an</p>	<p><b>Heather/Tylene</b> – post event info to website</p>

administrative standpoint.

Daniel explained that SLA Headquarters only makes one complimentary account of Survey Monkey available for all chapters, so there are a lot of surveys listed and that is why our chapter pays for its own account to Survey Monkey.

Heather noted that there are limits using the free version as results are only available for 10 days following the survey close. Heather suggested that we do a trial of the electronic and compare it to the paper response. Heather noted that the tabulated responses are nice and convenient.

Daniel asked if we are getting good feedback from the surveys and what the response rates are like currently. Sandra responded that the surveys are primarily useful for generating future meeting suggestions.

We all agreed to continue using printed standard feedback forms at the meetings for now with a possible review in the new year.

Sandra noted that she has compiled a master list of past events that the SLA has offered and Daniel asked her to add this list to the wiki.

Daniel mentioned that he also provided Sandra with a list of possible topics from the chapter wiki and asked Sandra to update that page with other suggestions she receives from member feedback following meetings.

Martha suggested that it would also be good to keep track of attendance numbers at each event in the master list of events.

Heather noted that when SLA Headquarters provides the board with a read/write folder for our intranet site, we will be able to track more info in the event registration database like attendance numbers at each event.

Joy offered to give Sandra some past attendance numbers for her master list.

#### **Re: Membership Chair's Report**

Daniel asked about the results of the membership survey and Melissa noted that she already sent us the results by e-mail.

#### **Re: Treasurer's Report**

Daniel asked about the policy for student sponsorship and Joy noted that she is still working on the final draft which also relates to Martha's question in her report.

Daniel noted that the Toronto West budget looks a bit off and Joy explained the Toronto West subgroup is actually ahead because they received a sponsorship from Dialog for their second event.

From Joy's report re: registration issues, Heather offered to add a member number field to the registration form if registrants continue to have problems with self-identifying as members or non-members.

#### **Re: Director's Report**

Daniel noted that he is the Editor for the [Directory of Special Libraries in the Toronto Area](#) which was recently updated by [Andornot Consulting Inc.](#) and he has been sending out e-mail notices asking for updates.

Daniel mentioned that we need an Editor for the [Librarians Resource Centre \(LRC\)](#) which is still getting several hits. Tylene noted that the [LRC Yahoo Groups mailing list](#) doesn't work, but is still linked from the LRC.

Heather noted that Dialog is the confirmed sponsor of the Oct. 26<sup>th</sup> event which will be recognized on the website and that once [McGraw-Hill Ryerson](#) sends their sponsorship, we can post their contact information and logo on the website under Partners.

Martha explained that she will be talking to our Vendor Relations Chair, Mark

**Sandra** – continue using printed standard feedback forms at meetings for now with plans for a review in the new year

**Joy** – provide Sandra with attendance numbers for past events from her registration records

**Sandra** – maintain master list of past events and post this information in the wiki; add other ideas for future events to the wiki

**Heather** – investigate possibility of tracking attendance at meetings through the registration database

**Daniel** – continue updating the Directory

**Pam** – solicit volunteer to be Editor of the LRC

**Heather** – post McGraw-Hill Ryerson sponsor info on website when confirmed and remove any sponsors who have not sent in funds for this year

<p>and our Treasurer, Joy, to check if a sponsor hasn't paid the chapter for this year. All agreed that if sponsorship funds have not been received, we should remove their contact information and logo from the Partners section of the website.</p> <p>Sandra mentioned that she will recognize Dialog's sponsorship in her announcement for the Oct. 26<sup>th</sup> event and she will also contact Anthony at Dialog to ask about signage and flyers and a possible representative to speak briefly at the meeting.</p> <p><b>Re: President Elect's Report</b></p> <p>Pam asked the board to let her know who is remaining in their position next year on the board and she would also like us to check with each of our reporting members from the Advisory Board about their intentions for next year. Pam noted that most board members stay on for 2 year terms.</p>	<p><b>Sandra</b> – contact Anthony at Dialog to inquire about plugging Dialog at the Oct. 26<sup>th</sup> event</p> <p><b>All</b> – let Pam know whether you intend to remain in your Executive Board position next year and also check with your reporting members from the Advisory Board</p>
<p><b>4. New Business</b></p> <p><b>a) AGM and Joint Social with CASLIS Toronto</b></p> <p>Martha suggested that if this year's December joint social event with <a href="#">CASLIS Toronto</a> following our chapter's AGM doesn't work, we can find another model. Martha noted that she will invite Daniela Serban, President of CASLIS Toronto to speak at our AGM and then both Martha and Daniela will speak at the beginning of the social event. Martha mentioned that the board still needs to decide on registration procedures and ticket prices and she would like our input. The event is being held at the Arts &amp; Letters Club and there will be canapés/appetizers/finger foods like last year with a cash bar. Martha suggested that we try to find vendor sponsors to cover some complimentary drink tickets and door prizes (ask Barbara Fingerote about theatre passes).</p> <p>Daniel asked if there are governance issues for the SLA Toronto Chapter if we do not meet our obligations for membership quorum for voting/decision purposes and Martha responded that we should not have to worry about turnout.</p> <p>Joy noted that CASLIS handled all of the expenses up front for the joint event in January and we reimbursed them after the event which seemed to work well and she would suggest we do that again for this joint event. Heather mentioned that she could add an option on the registration form for the event to select member of CASLIS and/or SLA.</p> <p>Martha suggested that we ask <a href="#">CASLIS Toronto</a> to link to our site for the registration of the December social event under their Programs section and she will confirm the final price with Daniela.</p>	<p><b>Martha</b> – ask CASLIS to make all the arrangements (food, etc.) for the joint social and submit expenses to Joy to be reimbursed later; ask CASLIS about final price for the event and let Heather know to post on our site; ask CASLIS to link to our site for registration purposes; check with Barbara Fingerote about theatre passes for door prizes; check with vendors about sponsoring drink tickets or ask CASLIS to do this</p> <p><b>Heather</b> – add option of multi-selecting CASLIS member and/or SLA member on registration form for joint social event</p>
<p><b>b) Programming</b></p> <p><b>Listserv (aka Discussion List)</b></p> <p>Martha reminded the board that the policy for posting other organization's events on the chapter listserv (aka <a href="#">Discussion List</a>) is for them to ask the board's permission first and then we can post for them or they can post if they are also an SLA member (like Astrid Lange's CASLIS Toronto postings).</p> <p><b>Upcoming Events</b></p> <p>The board discussed ideas for guest speakers and sponsors at upcoming events. Martha offered to check into sponsors for the Sept. event featuring guest speaker, Randy Park. Sandra noted that Dialog will be sponsoring the Oct. event and Susan Murray from the CHIS at TPL has offered to speak and Sandra mentioned that she will soon be finalizing a second speaker.</p>	<p><b>All</b> – notify Martha if you notice any unauthorized use of our chapter's listserv (aka Discussion List)</p> <p><b>Sandra</b> – finalize speakers and location of Fall events</p>

<p>Martha suggested that the November topic cover emerging technologies (like RSS feeds, blogs, wikis, podcasting, etc.) with a panel of up to 3 guest speakers. Heather suggested we look at some innovative tools being used by librarians, like Connie Crosby who is using <a href="#">Newsgator</a> reader and RSS feeds with her staff, and focus on how libraries get the 'buy in' from management when using new tools. Tylene mentioned that she attended an SLA Toronto West event last year about RSS feeds with a good speaker from McMaster University and she will send the name to Sandra.</p> <p><b>Virtual Seminars from Click U Live! University</b>  After some discussion, the board agreed that the chapter should purchase <a href="#">SLA Click U Live! webinars</a> for:  Oct. 19<sup>th</sup> – <a href="#">Competitive Intelligence and Data Mining</a>  Nov. 22<sup>nd</sup> – <a href="#">The Value of Corporate Libraries</a> (also being offered by Toronto West subgroup)  Daniel suggested that we offer free virtual seminars or lower the prices because we don't really provide lunch at these events. The board agreed that we would wait until next year to review the prices for virtual seminars because we have already established a policy that is also being followed by the sub-groups.</p>	<p><b>All</b> – send suggestions for speakers for Nov. event to Sandra ASAP</p> <p><b>Sandra</b> – purchase and register our chapter for two SLA Click U Live! webinars on Oct. 19<sup>th</sup> and Nov. 22<sup>nd</sup> (submit receipts to Joy)</p>
<p><b>c) Northern Exposure to Leadership (NELI)</b>  Daniel explained that the applications to attend the <a href="#">Northern Exposure to Leadership Institute (NELI)</a> are due soon and he strongly feels that the board should support a candidate again. Daniel mentioned how he went last time and was one of 2 special librarians out of the 30 librarians in attendance that year and he had a very positive experience and learned a lot. Daniel reminded the board that Laura Knapp also attended NELI before and there is an expectation of the successful NELI candidate to serve on the board. Daniel noted that a motion to support a candidate was already passed by the board about 3 years ago and we just need another motion to support a candidate again this year since the deadline is looming. All agreed that the board would support a candidate with a letter of recommendation and by covering some of their travel expenses (through a \$1500 grant) with Daniel organizing and overseeing the application process. Daniel asked the board to submit their suggestions to him and he offered to post a notice on the website and send an invitation to the listserv.</p>	<p><b>Daniel</b> – organize NELI applications; send invitation about NELI to discussion list and ask Heather to post announcement about NELI on website</p>
<p><b>d) Vendor Relations</b>  Martha explained that Mark Schruft has stepped down from the role of Vendor Relations Chair, so she will send him a thank you note, and we need to find a volunteer for this role. Martha noted that she is trying to work with Mark to finalize some sponsors for our Fall events and is currently in negotiations with McGraw-Hill Ryerson, CEDROM and Thomson Carswell. Pam mentioned that Evan Vella is willing to take on the responsibility of Vendor Relations Chair, but had some questions about the position. Daniel reminded the board that there is a description of the position on the chapter wiki and Mark also provided us with some documents (i.e. letters, etc.) that he used which Martha is currently revising/updating and will send to the board and post on the wiki.</p>	<p><b>Pam</b> – send Vendor Relations position description to Evan and finalize volunteer for position</p> <p><b>Martha</b> – send thank you note to Mark; finalize Fall sponsors with Mark; send revised sponsor documents to board and post on chapter wiki</p>

<p><b>5. Other Business</b></p> <p>Martha asked about the status of the SLA Toronto Chapter Archives since the summer move of OLA to a new location. Tylene advised that the Faculty of Information Studies at the U of T agreed to house our archives going forward and OLA made the moving arrangements in August, but she is still waiting for a receipt to cover moving expenses. Tylene offered to send the board a report when she learns more about their status and requirements from FIS.</p> <p>The board agreed to hold our Oct. 4<sup>th</sup>, Nov. 1<sup>st</sup> and Dec. 13<sup>th</sup> (note date change from first week) meetings at MaRs thanks to Pam.</p> <p>Martha noted that we have enough stationery for the rest of this year and next year's board can revisit the stationery issue.</p> <p>Joy reminded the board to submit expense claim form to her please.</p>	<p><b>Tylene</b> – report to board on status of chapter archives</p>
<p><b>6. Adjournment</b></p>	<p><b>Pam</b> - motion to adjourn  <b>Melissa</b> - seconded motion  Meeting adjourned @ 1:15 p.m.  <b>Next meeting:</b>  <b>October 4, 2006</b></p>