

**SLA Toronto Chapter Executive Board Meeting Minutes  
April 8, 2009 @ 12:15 p.m.**

**PwC Management Services LLP  
145 King Street West, 11th Floor**

**Attended:** Joy Shanfield, Daniel Lee, Claire Lysnes, Julia Brewster, Britta Charbonneau (via telephone), Jan Dawson, Jennifer Burns (via telephone), Sandra Craig

<b>Agenda Items</b>	<b>Motions &amp; Action Items</b>
<p><b>1. Welcome and approval of agenda</b></p> <p><b>Motion:</b> Approve today's agenda.</p>	<p>Claire– motion for approval of today's agenda</p> <p>Julia – seconded <b>All</b> – approved</p>
<p><b>2. Approval of minutes from March 11, 2009 meeting</b></p> <p><b>Motion:</b> To approve March 11, 2009 meeting minutes.</p>	<p>Claire – motion for approval of March 11, 2009 minutes</p> <p>Britta – seconded <b>All</b> – approved</p>
<p><b>3. Questions and comments arising from submitted reports</b></p> <p><b>Re: Membership Chair's Report</b></p> <p><b>Joy</b> questioned the NIP group's intent to meet on May 14<sup>th</sup>, which is the day of the gala with Gloria. Would be wise to clear most of the time for those three days for Gloria's visit. <b>Jen</b> will communicate this to <b>Laura</b>. <b>Jen</b> had proposed the week before on May 7<sup>th</sup>, close enough to end of term, but far away enough for no conflicts. <b>Joy</b> mentioned that there would be ClickU event this day as well. <b>Daniel</b> mentioned that he is concerned that some people might choose not to go to the gala if people are attending this instead. Is important to be encouraging people to attend the gala rather than another event. <b>Claire</b> suggested that the audience would be different for both events, New Information Professionals might not want to go to the Gala, but we should be encouraging them to go to the gala rather than any other event this year. The beginning of June does not have anything planned, perhaps it could be then. <b>Jen</b> will convey this to <b>Laura</b> and let her know the event should be moved to the beginning of June.</p> <p><b>Re: Website Report</b></p> <p><b>Daniel</b> commented that the website was down for quite a bit and there was no notification of this. <b>Britta</b> is only checking email every four days at the moment with no internet connection so there was nothing that she could do about it. <b>Joy</b> had emailed Heather and Britta. <b>Daniel</b> feels the chapter is responsible for informing members that the website is down so that members are aware that the executive is on top of these issues. <b>Claire</b> suggested that we apologize to people that it was down. This is <b>Britta's</b> responsibility however she has recently moved and was unable to access the internet and will make this her responsibility in the future. <b>Daniel mentioned that</b> the directory has been getting a lot of spam entries and so the website may have been hacked. Someone should get in touch with</p>	

<p>headquarters to get the password changed. <b>Daniel</b> thinks that we should just get a new password to make sure that this was not the case.</p>	
<p><b>4. Old Business</b></p> <p><b>Review of Action Items</b></p> <p><b>Joy</b> mentioned that actions items are up to date. <b>Daniel</b> did start to get the list together about the student sponsorship fund. Will put together a letter with a tear off portion so members can send money to the chapter for this initiative, currently deciding who to send this out to.</p>	
<p><b>Joint Holiday Social 2009 and TALL (Toronto Association of Law Libraries)</b></p> <p><b>Joy</b> talked to <b>Michele Melady</b>, current president of CASLIS, and talked about the problems that may arise trying to organize a joint social with TALL this year. Discussed issue with <b>Lily Mac</b>, incoming CASLIS president, and she was in agreement regarding issue of space. <b>Joy</b> contacted <b>Claire</b> regarding FIAA and the perspective of the alumni association regarding TALL joining the holiday social. Was agreed that including TALL in the future would be a great idea, however this year the space issues take precedent. The board agreed that next year would be the most appropriate time to work with TALL so as to plan the event in advance. . Last year the social was sold out with the original three associations therefore next year it would be possible to look for a bigger venue in order to accommodate TALL.</p>	I
<p><b>Proposal for use of Miscellaneous Travel budget, other funds for DC Conference</b></p> <p><b>Joy</b> discussed the importance of the SLA Centennial conference the desire to send two people as Toronto chapter representatives. <b>Joy</b> polled the board on how to assist with sending <b>Claire</b>. Discussion of the cost of sending both <b>Joy</b> and <b>Claire</b> based the availability of funds in the budget. Option one was to use the remaining funds and split it. Option two was to get the money from elsewhere. <b>Joy</b> mentioned that there are more funds than we originally thought and thus it is possible to raise the amount reimbursed to \$2500 for each person who is attending the conference. <b>Joy</b> informed that board that last year only spent half the travel budget was spent. <b>Daniel's</b> understanding is that the surplus from last year was going to go into savings, what he had thought the money was going to be used for. <b>Joy</b> mentioned that we haven't touched the investments for a considerable amount of time. The funds will be coming from the travel budget for this year and we have \$4000 left for this year.</p> <p><b>Jan</b> motioned to send <b>Claire</b> as President Elect and <b>Joy</b> as President to the SLA Conference with expenses not to exceed \$2500 each.</p>	<p><b>Jan</b> - motioned</p> <p><b>Julia</b> - seconded the motion</p> <p><b>All</b> in favour</p>

<p><b>Claire</b> thanked the board and said that this will alleviate the financial worry of the attending the conference. <b>Claire</b> appreciates the motion and the board providing her with this support. <b>Joy</b> thanked the board as well for raising the allocation for her conference attendance.</p>	
<p><b>Responding to UWO Student's Request</b></p> <p><b>Joy</b> and <b>Claire</b> had a conference call with <b>Erin McDonald</b> who has formed an informal SLA group at UWO and there are quite a few interested students. <b>Joy</b> and <b>Claire</b> were interested to learn of the emphasis there currently is at UWO with regard to special libraries. Currently there is a special libraries course as well as various courses that relate to specialized information resources.</p> <p><b>Robert Craig</b> teaches the special libraries course at UWO. <b>Joy</b> will reach out to him and discuss the possibility of him serving as an official for this group. <b>Erin</b> will investigate who SLA Toronto should speak to at UWO to discuss this issue further. <b>Claire</b> will connect <b>Erin</b> with the <b>U of T</b> SLA Student group so they can discuss what they do. <b>Erin</b> said that the students would like a mentoring program, guest speakers, want access to information about special libraries like volunteer work, co-op opportunities. With regard to mentors/guest speakers the chapter could take a look at who in our membership is in the London Region and see if anyone is interested in going in to talk to them. Told <b>Erin</b> about the SLA Salary Survey which we can loan (from Kolette Taber) to them provided they are a member. <b>Claire</b> suggested to <b>Erin</b> that she talk to the coop officer to put out more notifications on the SLA discussion list. Give her information about the Job Shadowing program that is happening at U of T. Will connect her with <b>Jen</b> about membership because they are interested in having more information about membership, talking to them about resources that would be available to them if they belong.</p>	
<p><b>5. New Business</b></p> <p><b>Select Student to Conference award winners</b></p> <p><b>Julia</b> and <b>Jan</b> abstained from the conversation, as there was a conflict of interest on both of their behalves with the students applying. <b>Daniel</b> is not a voting member therefore was not part of the decision process either.</p> <p><b>Juanita</b> should be the one to tell people who won the award. She is the person that delivers the communication. Her role is to facilitate the communication; she can contact the students on behalf of the executive. She also needs to contact the people that the board did not select. <b>Sandra</b> mentioned that we should make sure that we welcome them as volunteers and that they should be encouraged to apply again next year if they are in their first year. Up to <b>Juanita's</b> schedule when she can get back to them. Someone has to be the contact <b>Claire</b> will help them through the process. Get <b>Juanita to cc Claire</b> on their email so she can contact them. Have to be at the FPInfomart breakfast on May 14th as well as the Canadian reception at the SLA Conference.</p>	
<p><b>Removing outdated Partner information from web site</b></p> <p><b>Joy</b> mentioned that it is time to take the information off the website of the 2008 partners. <b>Britta</b> will remove the information from site for the 2008 Partners who did not renew with the Chapter. She will leave in place the mover company ad</p>	

<p>(until August), and information for FPinfomart, CEDROM-SNi and XPI, all of whom renewed with the Chapter for 2009. First-time Partner, Grey House Publishing, has been asked to supply their information.</p>	
<p><b>Fall meeting dates</b></p> <p><b>Joy</b> wanted to propose September 9, October 14, November 11, December 9 for 2009. <b>Claire</b> will book meeting rooms for these dates.</p>	
<p><b>Membership survey - Jennifer or Claire</b></p> <p><b>Jen</b> said that she and <b>Claire</b> looked at the survey and made revisions to ensure they were asking the right questions. <b>Jen</b> will send out a revised draft to the executive and once the board approves the survey <b>Jen</b> will submit it to <b>Laura Anderson</b> who will build it into Survey Monkey. <b>Jen</b> said that we need approval to purchase the more advanced version of Survey Monkey so we can send it out to enough people. <b>Daniel</b> said that this is part of <b>Jen's</b> budget and is able to make this purchase without asking the board. <b>Jen</b> will send the draft survey out by the end of this week to all board members and will hopefully have survey launched by the end of April and tabulate the results for May. <b>Claire</b> mentioned that the survey is programming centric, would be good to look at it from many different aspects, look at it as just outside of programming events, if anyone else has questions that should be addressed by the membership then it should be added to this survey. <b>Daniel</b> mentioned that we should be looking forward rather than looking backward. Maybe we only got the programming survey, but we should make sure that there is demographic information as well. <b>Laura</b> had mentioned that she does not have a lot of access to materials from the past. <b>Daniel</b> said that all the former surveys with results are on the wiki.</p> <p><b>Membership Hardship Issue</b></p> <p>There has been discussion that some members are considering leaving the association because they cannot afford to pay the fees anymore. There are also discussions afoot to try and develop a framework for this very problem. <b>Daniel</b> suggested that this is something that we look forward to and who makes the decision and is it kept secret etc. Will work around <b>Jen's</b> issue with the people that have applied. This is an issue the Association is addressing currently.</p> <p><b>Programming</b></p> <p>The board discussed suggestions for programming for the Best of the Web. <b>Claire</b> suggested that we contact CBC. <b>Daniel</b> asked about someone that works in an NGO. For example, someone at the Aids Committee of Toronto or even someone that works for Archives of Ontario. <b>Sandra</b> said that she would ask <b>Connie</b> to be a moderator. <b>Claire</b> asked about the volunteer appreciation event which we are hoping to run at some point in June. <b>Claire</b> will connect with <b>Jen</b> to make sure that it is at a different point in time than the new information professional's event.</p>	
<p><b>6. Next Meeting and Adjournment</b></p>	<p>Claire – motion to adjourn</p>

Wednesday May 6, 2009 at PwC Management Services LLP, 145 King Street West

Julia – seconded

**All** – approved  
Meeting adjourned @ 1:30pm

**Next meeting & location:**  
Wednesday May 6, 2009 at PwC Management Services LLP, 145 King Street West