

**SLA Chemistry Division  
Executive Board Meeting Minutes  
New York, New York  
June 8, 2003**

*[Revised and Approved at Board Meeting of June 6, 2004, Nashville, TN]*

**Present:** Suzanne Fedunok (Chair), Ted Baldwin (Treasurer), Teri Vogel (Webmaster), Sylvia O'Brien (Archives), Loren Mendelsohn (Mentoring), Ann Eagan (ASIST Liaison), Marilyn Dunker (Past-Chair/Nominating), Bill Armstrong (Virtual Meeting Project), Marion Peters (Chair-Elect), Susanne Redalje (Strategic Planning), Denise Callihan (Secretary), Dana Roth (Sponsorship)

**Guests:** A. Ben Wagner

**1. Call to Order**

The meeting was called to order at 3:35 pm by chair Suzanne Fedunok. Suzanne asked for a review of the agenda. She also noted that a number of Board members would not be able to make this meeting due to a conflict with other sessions.

**2. Minutes from 2002 meeting**

The minutes of the last meeting, as published in the August 2002 issue of SciTech News, and Chemistry division website at <http://www.sla.org/division/dche/2002/execboard.pdf> were approved.

**3. Reports from Officers**

**Chair/Program Planner – New York Conference**

Suzanne noted that new ideas, through the strategic plan and program plan, helped make it another successful year for the Chemistry Division. Suzanne reviewed the entire program plan for NY. She noted that both of our Continuing Education courses had another very good turnout. This year, the courses were split for different levels of experience/knowledge. A new session will address higher-level instruction. Suzanne also expressed how great it was to collaborate with the Biology Division and Pharma Division this year. Our poster session promises to be a good one with many posters concentrating on our marketing efforts. A field trip is also new this year concentrating on paper conservation. A “behind the scenes” tour about chemistry in the practice of fine art conservation at the Metropolitan Museum of Art and at the nearby New York University Institute of Fine Arts Conservation Center will be given. Suzanne encourages all members to thank our sponsors at all Chemistry Division events.

**Treasurer's Report**

Ted Baldwin distributed a report to those present and reported a balance of \$40,668.61 as of May 31, 2003. The balance last year was \$41,816.61 as of April 30, 2002. He noted that we were a little below previous year. Our sponsorships this year totaled \$4500. The cost of the conference in New York will be more expensive than previous years. The conference costs will be detailed once SLA provides a final invoice. The net income of the CE courses is

steady. He also provided a line item transaction report to detail all financial activity. The Chemistry Division stands financially strong.

### **Chair-Elect/Nashville Program Planning**

Due to a time conflict with a program planning meeting, Marion Peters report will be delayed until later in the meeting.

## **4. Reports from Committee Chairs and Functionaries**

### **Membership**

Since Jim Martin was unable to attend the conference, Suzanne presented his report. Jim noted that we are holding steady on membership. He showed an 11-year history and Chem Division membership shows a plateau. 2001 showed about 368 members, where 2003 shows about 336 members. He noted that even though it's steady, we are losing members more than we are gaining new members. So, recruitment and retention are important areas to focus this year. He presented some ideas for member recruitment. One idea, bounties for new member recruitment, may be an option. We really depend on new members. It was also discussed that member reporting is not very consistent, so we may have more or less depending on the timing of the poll. Welcoming new members is still important, but has been hampered due to Bulletin problems.

### **WebMaster**

Teri Vogel commented that 2002 conference info had been posted. She also noted that late last year she started to change the format of the pages. In the fall she changed the index page, and will continue to work on this focus to make it easier for members to read/use our pages. The 2003 conference page is ready to go once content is submitted. Teri also has started to track "Calls for Papers" so that she can include this on our website. Anyone can take a look at our webtrends at, <http://www.sla.org/stats/dche/04-03/index01-b.htm>. She observed that conference papers/pages are highly used. She's also planning on looking at high-traffic spots & possible opportunities for other areas of info. Job announcements and "the Lighter Side of Librarianship" are ideas she's considering to post. If any members have ideas, she encourages all to contact her for more information. She reported no technical problems.

### **Archives**

Sylvia O'Brien, our archivist, has started reorganizing the archives' contents. Currently she has 3 boxes of material, but she has noted missing content, particularly dealing with Board meeting minutes. There was no index or guide to the contents. She has inventoried all of the boxes currently and has contacted previous Chem Division Chairs & Board Members to see if they have any "working" files that may supplement what is currently contained in the archives. She has reviewed the SLA guidelines for archivists and is currently comparing the rules to what we have in our files or what we have kept over the years that may not be necessary. A number of issues were discussed. Compliance with SLA rules should be a top priority and will be reviewed more in-depth with headquarters. She also explained a dilemma dealing with the storage of our archives. SLA mandates that the archives not be kept at home or in a work office location. Sylvia has already contacted the Archivist of the

Engineering division for guidance and recommendations. It appears that SLA's guidelines need to be updated. She also observed that SLA Headquarters has in its files only the materials that Division archivists send to them. The Chemistry Division last microfilmed all the records in its archives in 1980. SLA recommends that archive content be kept in archive-style storage boxes. Discussion took place on the possibility of electronic or microfilming archive content. Snapshots of our website might be necessary, but timing and content was discussed and started to reveal that more of a plan is needed. Sylvia recommended that an immediate need is to get the archives in good order, along with storing current content in the recommended style boxes.

**MOTION:** A motion was accepted to authorize up to \$200 to put archives into shape by purchasing storage containers.

Sylvia also wishes to post alerts or requests for members to review what they may have that could fill our gaps. Possible places for alerts will be Sci-Tech news and our website, discussion list. Ted, our treasurer, discussed need to understand the retention/disposal of financial records. Suzanne thanked Sylvia for taking the archivist appointment seriously and for protecting our history.

**ACTION:** Archivist to purchase recommended type containers for archives.

**ACTION:** Archivist to benchmark and find out what other divisions are doing about electronic archives.

**ACTION:** WebMaster to talk with other webmasters about electronic archives.

**ACTION:** Treasurer should review to be sure financial records are retained appropriately.

### **Mentoring**

Loren Mendolsohn reported that most of his time was spent helping to get Tri-Society Papers published in the *Journal of the American Society of Information Science & Technology* (JASIST). 3 out of the 5 papers were submitted by first-timers so there was a high demand for mentoring on what is expected and how to publish in a journal. These people learned a lot about publication guidelines and they'd benefit directly by getting published. Suzanne recommended that Loren work directly with Jim Martin, our membership chair, to build on mentoring inquiries. Loren noted that he'd need help with mentoring corporate division members. Denise Callihan offered to help on corporate chem. Members. Loren also asked for a formal introduction to Stewart Curry, the winner of the Sparks Award.

Loren also made a few observations. He commented that the PAM division sponsors a lunch for new members at the annual conference and also assigns Division buddies for newcomers. He would like to investigate these efforts for application in the Chem Division.

### **ACS Liaison**

Sue Cardinal was unable to attend this year's conference, but did submit a report. She highlighted CINF's current web address: <http://www.lib.uchicago.edu/cinf/index.html>

Members can find programming for the next national meeting, along with slides and presentations from previous conference. CINF is planning to do a salary survey of Chemical Information Professional this summer or fall. If anyone is interested in purchasing previous surveys (1991, 1993, 2000), info is available on website. National Chemistry Week is scheduled for October 19-25, 2003. CINF has a task force that is compiling a reading list and keywords for searching on "Earth's Atmosphere and Beyond" which is the topic of National Chemistry Week. These will be provided to the public and school librarians who can use them to promote chemistry to children and the public.

### **Nominating Committee**

Marilynn Dunker was pleased to present the slate of candidates for 2003/2004:

Dawn French, Chair-elect  
A. Ben Wagner, Secretary

Marilynn thanked the other members of the committee, Bartow Culp & Nancy Simons, for serving on the committee and giving valuable input.

## **5. Projects**

### **Web Conference**

Bill Armstrong proposed a few suggestions for a virtual or web conference. He suggested web content to include conference materials, and have a discussion board so that participants can register and set time-periods. These 2 can be tied together, but don't have to be on same server. More specifics on this will follow. Software has been investigated and evaluated. The cost for a license is approximately \$200. This would be a yearly license. Content can go up fairly quickly. He suggested that the content from this conference's presentations/meetings could be posted. Marilynn asked for clarification on the idea. Bill noted that he could present conference materials for members who couldn't attend this year's conference. The technical side of this is understood. But, the content still has to be decided. A discussion took place on his idea. Past and present webmasters discussed that content has been posted on the web, but now can be discussed or continued after the conference. Marion Peters, chair-elect, thought that we should beta-test this idea with our current conference. Suzanne felt the need to continue to push for content to keep momentum going. Suzanne asked Loren if he would work with Bill on the Bioinformatic content.

**ACTION:** Bill to discuss with Dana Roth to check on content/progress steering.

Everyone liked the idea about extending the conference. Marilynn thought there might be a need for a formal committee. The web-conference discussions will rollover to next meeting. Bill asked for funding to purchase the web-conferencing software license.

**MOTION:** A motion was approved for the authorization of up to \$400 for purchase of web-conference software license for 2003/2004 year.

## **Strategic Planning**

Susanne Redalje and Marilyn Dunker presented the survey results. Survey had some glitches, but they felt that these were good as it showed that members answered the survey and wanted to contribute their feedback on the issues. Return rate was pretty high for email. 300 surveys were sent and 88 members participated for an approximate return rate of 29%. For full details of the survey, please see

<http://www.sla.org/division/dche/Strategic/dchesurveyresults.html>

Both Marilyn and Susanne want something to happen with the data. Planning/action has to be put forth as lots can impact our members. Many of our members belong to many divisions. Perhaps we can work with other divisions that are highly prevalent as multiple divisions, such as the Leadership & Management Division (LMD).

Conference attendance issues also need to be explored. If we understand why members didn't attend, may help us make better choices for conference programming. Interpretations of data should be explored and perhaps followed up with another focus survey. There are many opportunities that this survey revealed. The top benefit from being a member of the Chem Division was for current awareness and trends, new products. Professional training followed, and network was the only other option with any number of votes. It was clear that improved communication is something that must be a division focus for the future. Also, our webpage seems to not be utilized as much as we thought. The survey also supports one of our current projects – there is definite interest in having division activities between conferences. Some form of networking was of interest and many expressed an interest in participating in online conferences. The survey paints a clear picture of our division, but we need to follow-up with a strategic plan giving specific action items or goals. These will definitely help shape our strategic plan and really impact our future.

The logistics on how to present this info at the Annual Business meeting was the next topic. A handout was designed to give a quick synopsis of survey results and possibly post on our website. Perhaps a question/discussion area for more interaction and information gathering would be great to explore. Marilyn & Susanne requested about 15 minutes for their review at the business meeting.

Marion Peters commented that we will be utilizing more print communication and mailing to members

## **6. Other Business**

No old or new business was discussed.

## **7. Adjourn**

With no further business before the board, the meeting adjourned at 5:25 pm.

Respectfully submitted,  
Denise Callihan

Secretary  
July 13, 2003