



**Information Technology Division  
Executive Board Meeting  
Special Libraries Association  
Wednesday June 11, 2003  
Marriott Hotel, New York City**

**Call to Order**

Chair Ty Webb called the meeting to order at 8 a.m. The following officers were present:

Ty Webb, Chair

Karalyn Kavanaugh, Past Chair

Georgia Higley, Chair-Elect

Holly Chong-Williams, Treasurer

Tom Clark, Secretary

Shaw Mumford, Communications Section Chair

Mary Frances Panettierre, Information Systems Section Chair

Walt Howe, Webmaster Section Chair and Division Webmaster

Heather Kotula, Conference Planner

Trudy Katz, Guest

The Agenda was reviewed and approved. The minutes of the June 8, 2003 Board Meeting were approved as amended.

**Officer Reports**

Chair:

Ty Webb reported that her primary objective for the year will be to improve communication with the Division membership. As a promotion, the Division will be using the line, "Making Edgier Easier – We're IT!" during the year.

Ty described the primary role of Section Chairs as communicating with their members. She asked each Section Chair to review the scope notes for their section, and encouraged those present to consider: writing articles for b/ITE, using email distribution lists, surveying the members to discover what they perceive as their needs and expectations, working with Heather Kotula, Conference Planner, to put on a session at the Conference next June, or designating a particular open house in Nashville for members to gather and network. Each Section Chair should get to know their members and be able to name a successor. Ty asked each Section and Committee Chair to set one goal for themselves by July. To get ideas, officers can contact previous officers whose names can be found on the website.

Ty's report from the Division Cabinet meeting included a request that each officer complete and submit the newly approved Officer Form by June 25. Three hundred and fourteen members of the Division registered for the Conference. Juanita Richardson will be the Conference Planning Chair for the 2005 Conference. Yahoo is a new SLA partner. Our Division is in good standing, however, three Divisions and several chapters did not meet reporting requirements this year. Several trends have been recognized: more officers are looking for financial assistance to attend conferences; treasuries are averaging a reduction of 25%; some leaders are not reading/receiving the Leadership List. Also, the association headquarters' building in Washington DC will be sold. The conference schedule was announced as 2005 in Toronto, 2006 in Baltimore, 2007 in Denver and 2008 in Seattle.

**Chair-Elect:**

Georgia Higley had nothing to report at this time. The Chair thanked her for an excellent job as Program Planner for the New York Conference.

**Past-Chair:**

Karalyn Kavanaugh expressed her thanks to the Board for all of their cooperation, dedication and support. She announced she would be calling on everyone for ideas of people to fill division positions.

**Treasurer:**

Holly Chong-Williams reported that the Board had approved guidelines for the financial support of officers to attend meetings. Chairs and Chairs-Elect can ask for \$750 to attend the Winter Meeting, or \$500 for the Annual Conference.

**Committee Chair Reports**

**2003 Program Planner:**

Georgia Higley reported that the Open Houses went well and that she has learned a lot about Conference program planning during her two-year tenure as the Division Planner. The Board thanked her again for an excellent job and a very successful conference.

**2004 Program Planner:**

Heather Kotula reported that she has a list of eleven session-topics for the Nashville Conference. The Wednesday Board meeting will be at 1:15, after the Association's Annual Meeting. She is considering moving the Open Houses to a suite since they are less expensive in Nashville than in New York, and is thinking about a tour for Tuesday, either to a poster publication firm which uses a 15<sup>th</sup> century press, or to the Adventure Science Center. Heather is working hard to partner with other divisions to meet the Association goal of fewer programs in each time slot, and to share costs. Treasurer Holly Chong-Williams suggested that Open Houses might be one place to reduce costs. Secretary Tom Clark suggested using a tagline of, "Brought to you by DITE" to draw attention to our conference programs.

**Archives:**

Chair Hope Tillman was not present.

**Member Services:**

Chair Stacey Greenwell had nothing new to report since Sunday's Board meeting.

**Diversity Leadership Development:**

Georgia Higley reported for Chair Erma dell'Aquila on this year's Diversity Breakfast which was a great success with three speakers providing different perspectives. Two job offers were presented, and the breakfast offered a good networking environment. Georgia congratulated Erma and Dee for their wonderful job.

**Learning Communities:**

Co-Chairs Pat Wilson and Alice Marksberry were not present.

**Newsletter:**

Editor Michael Kim reported on possibilities for future growth. One is to create an announcement list with all Division members listed so that we have a way to communicate with everyone rather than using the SLA-sponsored Division list which has only a fraction of our membership subscribed. Another thought is to offer b/ITE both in PDF and HTML formats, and as an Information Portal with links to additional resources. Michael would like to use b/ITE to increase our Division membership and is considering offering a supplementary publication on a more frequent basis, calling it "Quick b/ITE" or "b/ITE Size." Michael also suggested that we put articles on the website as they are submitted, pre-b/ITE publication. The Board thanked Michael for his great ideas, and gave him permission to implement his ideas.

Public Relations:

2004 Chair has not been named

Webmaster:

Webmaster Walt Howe reported that he has started to review the Association's new Communities of Practice computer system, and feels it will provide a better dialog than email and offer better record keeping. The Board felt it would be difficult to involve all members to participate in the test and decided to test the system first among themselves. Walt asked the Board to feed him information for the website and to update their pictures and member pages.

Discussion List:

Chair Mary Ellen Bates was not present. Ty reminded people that only 600 of our nearly 2,000 members are on the discussion list and asked the entire Board to be conscious of using additional methods of communication, such as establishing a separate Section discussion list with all section members automatically subscribed, or using SurveyMonkey to query the members regarding their perceived needs and expectations.

### **Section Chair Reports**

Communications:

Chair Shaw Mumford will be contacting her Section members to determine their needs and expectations.

Government Information:

Chair Peggy Garvin was not present.

Digital Content:

Chair has not been named.

Information Systems:

Chair Gretchen Leslie was not present.

Technical Services:

Chair Mary Frances Panettiere will contact Section members and also suggested a session for the 2004 Conference on New Technologies with Stephen Abrams as a speaker or moderator.

Virtual:

Chair has not been named.

Webmaster:

Chair Kan Kin was not present.

### **Old Business**

The Board discussed reapplying for a grant to digitize our archives. Michael Kim will contact Hope Tillman to coordinate efforts and investigate working with a chapter to expand the scope of the grant application.

## **New Business**

Barbie Keiser has accepted the new position of International Relations Chair for the Division. Although Barbie worked hard on identifying a student from another country to bring to this year's conference, problems acquiring a Visa meant the student was unable to attend. The Board approved funds to bring the same student to the Nashville Conference.

Walt Howe will look into the existing Section titles in preparation for a review and potential reorganization at the next Winter Meeting.

The Board recognized the need to address late-night/early-morning issues for Board members since they are expected to attend the Open Houses, yet also need to attend the early-morning meetings such as the Diversity Breakfast.

Additional discussion of the new CoP system included expression of disappointment that there was not a live demonstration in New York, and the distribution of handouts from John Latham. Secretary Tom Clark offered to look into the use of Sun Conference calls for Board meetings. He will report his findings to Holly.

Heather Kotula has several ideas for Public Relations, including a calendar of Division members, and wants to brainstorm with other Board members.

Heather also announced that the Governor of New Mexico will make an appearance and/or be involved in promoting the Winter Meeting in Albuquerque.

## **Announcements**

There were no announcements.

## **Adjournment**

The meeting was adjourned at 9:10 a.m.

Respectfully submitted,  
Tom Clark, Secretary