

**INFORMATION TECHNOLOGY DIVISION
SPECIAL LIBRARIES ASSOCIATION**

**Executive Board Meeting
Wednesday, June 12, 2002
Los Angeles, CA**

PRESENT

Officers:

Chair Karalyn Kavanaugh
Chair-Elect Cindi Trainor
Past-Chair Dee Magnoni
Secretary Ty Webb
Treasurer Holly Chong-Williams

Section Officers:

Digital Content	Craig Haggit, Chair
Government Information	Barbie Keiser, Chair
Technical Services	Mary Frances Panitierre, Chair-Elect
Chair Communications Section	Sarah White, Chair
Chair Webmaster Section	Walt Howe, Chair

Committee Representatives:

2002 Los Angeles Program Planner:	Georgia Higley
2003 New York Program Planner:	Georgia Higley
Archives:	Michael Kim
Member Services	Stacey Greenwell
Diversity Leadership:	[not present]
B/TE	Michael Kim
Learning Communities	[not present]
Professional Development:	[vacant]
Public Relations:	Suzi Hayes
Nominating	Dee Magnoni
Discussion List	Mary Ellen Bates
Webmaster	Walt Howe

CALL TO ORDER:

Chair Kavanaugh called the meeting to order at 7:06 a.m.

MEETING AGENDA:

Chair Kavanaugh circulated the meeting agenda. Motion made to accept agenda as revised. Motion carried.

MINUTES:

Motion made to accept the minutes from June 9, 2002 as corrected. Motion carried.

OFFICERS' REPORTS:

Chair:

Chair Karalyn Kavanaugh reported on Tuesday's Chapter Cabinet meeting. Graphs illustrating membership trends for both the Association and the Division show that the ITE membership has not experienced the same drop in numbers as the Association. Divisions have been asked to provide hotlinks to new bulletin issues on SLA's leadership list. The Association leaders have agreed to a change in the conference planning process, limiting agreements for the Annual Conference to five-years out instead of ten, and to two years for the Winter Meeting.

Chair-Elect:

Chair-Elect Cindi Trainor reported that she visited sponsors in the exhibit hall in order to distribute certificates of appreciation and to make contacts for fundraising for the 2003 Conference.

Treasurer:

Treasurer Holly Chong-Williams asked the Board to prepare and turn in budgets by September 1, including anticipated expenses for 2003 conference programs. Those expenses should also be communicated to Conference Program Planner Georgia Higley. Treasurer Chong-Williams reminded the Board members that any expense over \$5,000 requires the signature of an Association Assistant Director.

SECTION CHAIR REPORTS/REMARKS:**Digital Content: Chair**

Craig Haggit reported that the Section is still in the building stage, and had 322 members as of last fall. The Chair Haggit said that he will send email message to all section members to join the Section list. Craig is talking to Georgia Higley about a program for the 2003 Conference, and he also offered to help Walt Howe with the Division website. Holly Chong-Williams suggested the Division consider mentoring librarians who are interested in establishing portals and/or virtual libraries pertaining to home security issues. It was suggested that a military librarian could be a good contact.

Government Information:

Chair Barbie Kaiser reported on the removal of information from sites, due to security and economic issues. She suggested several possible program topics including Section 508 certification, accessible government information on an international basis and the new state portals.

Information Systems Analysis & Design:

Chair Pamela Cibbarelli was not present.

Technical Services:

Chair-Elect Mary Frances Panitierre mentioned AACR II as a collaborative program this year and offered to contact Jo Stags-Neal. OCLC was suggested as program for the NY Conference. Past-Chair Dee Magnoni suggested contacting OCLC for funds.

Virtual Section:

Office of Chair is vacant

Webmaster:

Outgoing Chair Walt Howe has agreed to stay on until a replacement is named. Walt reported that the Section list was never moved by headquarters into his name. Craig H volunteered to help Walt as needed. Walt reported that the Hawaii Chapter offered a program on information availability and Section 508 (ADA compliance and reminded the Board that websites are required to be just as accessible to the impaired as to the non-impaired, particularly to the blind).

Communications:

Chair Sara White reported that the complete membership of the Communications Division was not transferred over to membership in ITE's Communications Section. Sara will do a mailing regarding joining the Section by obtaining a list of those who were the members of DCOM. Georgia Higley suggested that ITE offer instructions in b/ITE for signing up for sections and for instructions on new list software. Chair White mentioned plans for a program on global technologies in a library setting.

COMMITTEE CHAIR REPORTS/REMARKS:

2002 Los Angeles Program Planner: Georgia Higley reported that the themed open houses have been well-accepted, particularly the mystery-whodunit evening. The increase in attendance has led to the decision to continue with themed open houses in New York.

2003 New York Program Planner: Georgia Higley will be fitting the suggested program topics into the limited time slots to match the theme of each day. The Open House for Monday, which has a state-of-the-art theme, will include vendor presentations. Holly suggested that this be used as an opportunity for mini training sessions rather than for promotions of products in order to avoid the appearance of advertising. Cindi Trainor suggested having an information scavenger hunt for sponsors, and Holly suggested using Sponsor Trading Cards or have ITE members get a form or questionnaire during Sunday night's Open House, then turn it in on Monday or Tuesday night for prizes. Georgia reported on plans for a science fiction theme for Tuesday's theme of the future, possibly co-sponsoring the Open House with Sci Tech Division or the Futurist Caucus. There was discussion on whether to offer the taxonomies topic as a Continuing Education opportunity, or as a session. Another topic mentioned for a CE session was ejournals since it was such a hot topic this year with overflowing attendance in both sessions. Georgia asked again that Sections route their programs through her so that they are entered correctly into SLA's planning process.

Archives:

Michael Kim announced that Barbie Kaiser will help him write the grant proposal for digitizing the Division's archives which are still in the possession of Lillian Mesner.

Member Services

Incoming Chair Stacey Greenwell reported that she will be working with Cindi Trainor to coordinate a smooth transition of the membership lists. Division Chair Kavanaugh mentioned the Association's Twinning Project and her desire to get ITE involved.

Diversity Leadership:

Chair Erma Dell' Aquila was absent, but submitted her report to Division Chair Kavanaugh who relayed to the Board that Libby Trudell is joining the Committee, and that a breakfast is planned again for New York.

B/ITE

Michael Kim reported that the next issue of the newsletter will be issued in July. He would like to see more content, and asked for reports from conference sessions. Georgia said she has some commitments from people to write summaries of some sessions. Michael is considering changing the format.

Learning Communities

Co-Chairs Pat Wilson and Alice Marksberry were absent, but submitted their report through Karalyn Kavanaugh that they are developing a list of websites for members of the Board to test before offering them to the membership.

Professional Development:

Office is currently vacant.

Public Relations:

Chair Suzi Hayes reported on plans for postcard notification to the Division membership quarterly to announce new issues of b/ITE, with more frequent mailings if necessary. The information will be concise and will refer recipients to the Division URL for additional information.

Nominating:

Chair Dee Magnoni reported that she will have the help of Past-past Chair Trudy Katz on this Committee.

Discussion List

Chair Mary Ellen Bates reported that ten percent of the Division membership is on the list. Chair Bates offered to write a box for the next issue of b/ITE encouraging people to sign up and mentioning the user-friendliness of the new software. She also offered to check with Association headquarters regarding the possibility of a Division Announcement list.

OLD BUSINESS:

Chair Kavanaugh suggested that the Division postpone a change in ITE's logo until the Association changes theirs. Because there was some confusion as to whether SLA is planning a change, the topic was deferred until Winter Meeting.

Mary Ellen Bates encouraged all present to recruit info professionals for membership in SLA

NEW BUSINESS:

It was moved and seconded that the Division provide financial support in the amount of \$1,000 to the South Atlantic Regional Conference, which will provide a meeting forum for members who cannot come to the Association's annual conference. Motion carried.

It was moved and seconded that the Division provide financial support in an amount up to \$2,000 to support a non-US, non-Canadian student to attend the 2003 annual SLA Conference in New York City, and additionally pay for a one-year membership to SLA. Motion carried.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:37 a.m.

Ty Webb, Secretary
June 2002