



**Information Technology Division
Special Libraries Association
Executive Board Meeting
Sunday June 8, 2003
Marriott, New York City**

Call to Order

Chair Karalyn Kavanaugh called the meeting to order at 3:05 p.m. The following officers were present: Chair-Elect and Secretary Ty Webb, Past-Chair Dee Magnoni, Treasurer Holly Chong-Williams, Shaw Mumford, Hope Tillman, Walt Howe, Barbie Keiser, Georgia Higley, Stacey Greenwell, Michael Kim, Pat Wilson, Mary Frances Panettierre, Erma Dell'Aquila, and Peggy Garvin. The Agenda was reviewed and approved. The minutes of the January 25, 2003 Board Meeting were approved as corrected.

Officer Reports

Chair: Karalyn Kavanaugh reported that the job of the Division is to create programs in the area of information technology, and that the Division has had an active year. Communication with our members has been improved through additional issues of our newsletter, and the creation of an announcement list. Financial support in the amount of \$1000 was provided for the Great Lakes Regional Conference. Our archivist has completed the first steps toward an Awards Hall of Fame on the Division website. The Diversity Leadership breakfast, which was highly subsidized by the Division, was successful and is to be repeated at this year's Conference. For additional recognition and contact with our vendor-partners, a game has been developed which takes participants to the booths of those sponsors who contributed to our programs. One of the vendors has donated a Palm Pilot which will be used as a door prize for one of the themed Open Houses. The Division members will experience both good programs, and good open houses.

Chair-Elect: Ty Webb reported that Cindi Trainor, the prior Chair-Elect, raised \$12,900 in vendor sponsorships for the conference. Factiva made a generous contribution of \$5,000 while Thomson Dialog and Inmagic both donated \$2,500. Thomson ISI contributed \$1000 in addition to the Palm Pilot door-prize, and EBSCO, Thomson Gale, and Basch Subscriptions committed to \$500 each. Other contributors were Marcive (\$300) and YPB Library Services (\$100). In answer to concerns recently expressed on the Board list, Hope has agreed to help develop a training program for incoming officers. John Latham will exhibit the Communities of Practice system and the Board will discuss at its Wednesday meeting what role would be appropriate. Ty ended her report by reading the names of the incoming Section and Committee Chairs.

Past-Chair: In her capacity as Nominating Committee Chair, Dee Magnoni presented the slate of elected officers as Georgia Higley for Chair-Elect and Tom Clark for Secretary. The slate will be presented at Tuesday's Annual Business Meeting and Awards Tea.

Treasurer: Holly Chong-Williams reported that the amount of the allotment received by the Division decreased this year to approximately \$19,000 as compared to the \$26,000 of several years ago. Hope thanked everyone for submitting their annual reports in a timely fashion as this is an Association requirement for receipt of the allotment. Holly reported that the treasury is healthy, and suggested that the Division continue its policy of helping to finance attendance of officers at meetings as needed. It was moved and seconded that the Division set aside funds for

travel of officers to Association Winter Meetings and Annual Conferences during the Association year 2003-2004. Executive Board members are eligible for \$2500 a year as needed. Committee and Section Chairs and Chairs-Elect can submit requests for up to \$750 in support of attendance at Winter Meetings, and \$500 for the Annual Conference. Officers, Chairs and Chairs-Elect will submit requests for funds to both the Chair and the Treasurer at least one month before the meeting. The motion was approved. Holly mentioned that she has tried the new PowerPoint training available on the Association website, and that the process was extremely slow. Hope asked that Holly advise headquarters of the problems she experienced. Holly reported on the need for guidelines to be used for expenses related to conference speakers. Chair Karalyn Kavanaugh named Heather Hlava, Georgia Higley, Peggy Garvin and Ty Webb to the Committee. A comment was made to keep the cost under \$600, and to consider two sets of guidelines, one for members and one for nonmembers since it is an Association guideline not to pay members to speak at conferences. Every attempt should be made to obtain from each speaker materials in a format such as PowerPoint that will allow for dissemination to those who were not in attendance.

Section Chair Reports

Communications: In the absence of Chair Sarah White, Chair-Elect Shaw Mumford reported that the section's website was updated at the suggestion of Hope Tillman.

Government Information: Chair Barbie Keiser reported on the articles published in the newsletter, and on the section's conference program on the topic of Government Information. Barbie also reported that there was eager response to our efforts to bring a library school student to the conference from Cuba. Barbie's recommendation is that we start the process earlier in the year in order to give the student enough time to obtain a visa and make travel arrangements. As of Wednesday, the student had not received her visa. Barbie made several recommendations; she will be writing guidelines and creating a checklist for the use of divisions interested in offering a similar program. At the request of Chair Kavanaugh, Barbie agreed to continue the effort to bring a student to an annual conference. It was moved and seconded to carry forward the \$2,000 that was set aside for bringing in an international student to the 2003 conference to be applied to the 2004 annual meeting. The motion carried. Barbie encouraged the Division to consider participation in the Twinning Project, mentioning the participation of the DC chapter which is to support two schools by collecting and shipping journals to them.

Digital Content: Chair Craig Haggit was absent, but submitted a report referring the section's discussion list and mentioning that activity has decreased.

Information Systems: Chair Pamela Cibbarelli was not present; *Gutcher Leslie* Chair-Elect submitted a report suggesting the use of teleconferences during the year. It was suggested that the division check with headquarters about using their teleconferencing capabilities. *Gr*

Technical Services: Chair Mary Frances Panettiere replaced the previous Chair who stepped down and is looking forward to learning more about her role and responsibilities. Hope Tillman commented that she has some suggestions for the section. Mary Frances will contact Hope.

Virtual: Lois Weinstein was absent. There was no report.

Webmaster: Chair Walt Howe deferred his report to the Webmaster Committee Chair portion of the agenda.

Committee Chair Reports

2003 Program Planner: Georgia Higley reported on the conference activities. The Division offered three Continuing Education programs, which suffered some logistics problems at the

Association level. Saturday night's Open House was an ice breaker and a great success. In addition to an open house about the Division, there will be one with a mystery theme, and one with two science fiction authors. Georgia has planned a packed program with a session in almost every slot. The Diversity and Mentoring breakfast is co-sponsored this year with the Association Committee. Library Journal included several of the programs in their list of recommended sessions. Georgia asked for assistance in writing summaries of the sessions for publication in b/ITE and several assignments were made. Hope reminded the Board that the deadline for submission of a summary to Information Outlook is due by the end of June. Karalyn asked Georgia to write something to send to her and to Ty. Karalyn thanked Georgia for her outstanding efforts in conference planning.

2004 Program Planner: Chair Heather Hlava reported that the keynote speakers will be Bill Ivey and Paulette Berner. The Association has booked 2800 rooms in the conference hotel. The conference will have three tracks, state-of-the-art, practitioners' toolkit, and knowing or growing your users. Several programs are already in the planning stages including one on the OpenURL standard with Margie Hlava selecting the speakers. Heather will talk with Shaw about a program on implementing wireless technology. The Military and Engineering Divisions will co-sponsor a session on 24/7 librarians and chat reference. Holly offered to send Heather information on a speaker from the CIA on their 24/7 services. Other program ideas include one on the next stage of information architecture, leading-edge computing with the Sci-Tech Division, the use of XML in archiving, co-sponsored by the News Division, "When to go low-tech rather than high-tech" and "How much knowledge would a knowledge worker work if a knowledge worker could work knowledge?" One idea for a tour is to visit a business that uses a 15th century process for printing posters, followed by a visit to an adventure science center. Heather is developing plans for Continuing Education classes on advanced taxonomies, surviving serials, and Techstorm. She will continue the themed open houses, including one for "Dinner with the King."

Archives: Chair Hope Tillman reported that the archivist position will offer her a springboard for training especially for section chairs since committee chairs have alternative sources for training through the Association. Hope shared a rough draft of some thoughts and suggestions for officers which will be put on the Board list and the website. Hope encouraged incoming section chairs to review the scope notes for their respective sections and mentioned that the sections run from 74 to 336 members, averaging over 100. Additional suggestions were to solicit contributions to b/ITE, and to either create a new discussion list, or change the ownership of an existing one. Hope encouraged section chairs to get a list of what the group wants to do, then select one and do it. Hope wants to plan a training session for the Winter Meeting.

Member Services: Chair Stacey Greenwell reported that the J&A Ann Clifton student award winner's paper has appeared in b/ITE and will be presented at the business meeting and tea. Three of the honorable mention winners are at the conference and plan to attend the tea. The Outstanding Member Award will be announced during the Conference. Membership activities included sending welcome letters to new members and welcome-back letters to reinstated members. As of April, the division had 1,912 members.

Diversity Leadership Development: Chair Erma Dell'Aquila reported that the committee's breakfast in Los Angeles was standing-room-only and the committee is expecting equal success. At this annual conference, the division is partnering with the Association's committee and both will discuss tonight their approach to next year's event which is already slotted in the schedule.

Learning Communities: Chair Pat Wilson distributed examples of the materials that she and co-chair Alice Marksberry created. The committee will decide how to continue this process based on the outcome of the Association's request for testing the new Communities of Practice system.

Newsletter: Editor Michael Kim reported that issues of b/ITE were getting lengthy that the frequency has been increased. In order to get the word out about new issues, Michael has arranged for an announcement list through his institution that will allow us to send a bulk email

message several times a year. There was some discussion regarding the possibility of issuing one paper-copy issue per year.

Public Relations: Chair Suzy Hayes was not present.

Webmaster: Chair Walt Howe reported that a review of the use of the division website showed an impressive growth from 92 hits for the newsletter in November 2002 to 624 in May after the bulk-email message. Walt provided numerous comparisons illustrating that use of the division's website is higher in relation to other divisions and large chapters.

Discussion List: Chair Mary Ellen Bates was absent. She reported that there were 662 subscribers to the list before the bulk mailing, and that 10 people joined afterward. Karalyn Kavanaugh has asked Mary Ellen to report on ~~nonmember~~ registration.

Old Business

Barbie Keiser reported on a survey of paraprofessionals which demonstrated a desire for training in information technology as an illustration that we should not limit our ideas to professionals.

New Business

There was no new business

Announcements

Heather Hlava announced that the Winter Meeting will be held in Albuquerque at the Hyatt Regency downtown.

Karalyn Kavanaugh thanked everyone for all of their work during the year.

Adjournment

The meeting was adjourned at 5:25.

Respectfully submitted,
Ty Webb, Secretary