![SLA - Connecting People and Information]

PITTSBURGH CHAPTER
Minutes of the February 5, 2009 Board Meeting at Reed Smith

Executive Board Present: Donna Beck (President), Gregory Carter (President-Elect), Amy Watson (Past President, Bulletin & Membership), Earl Mounts (Secretary), Brian Steinmetz (Treasurer), Chris Heil (Director)

Committee Members Present: Alice Bright (Archives), Marge Rhodes (Awards), Rachel Callison (Communications), Denise Callihan (Consultations), Betsey Tuttle (Discussion List), Lynn Berard (Networking/Mentoring)

To support the Green Initiative, paper copies of documents (agenda, etc.) were not distributed, instead they were sent prior to - and projected during - the meeting in electronic form.

Call to Order: Donna Beck called the meeting to order at 6:12 pm

Agenda: Approved by Gregory Carter and seconded by Lynn Berard.

Approval of August 26, Board Minutes: Accepted, as corrected for grammar and style, by Marge Rhodes and seconded by Amy Watson.

Treasurer's Report: Since there were no changes to the Treasurers Report as presented and accepted at the Annual Business Meeting on December 6, 2008 (*see attached: 'Cash Flow'*), the Agenda proceeded.

2009 Strategic Plan: Rachel Callison read the recommended strategic plan language promulgated by SLA International and discussion followed on the history of the procedure for revising the Chapter's Strategic Plan. Donna Beck sought from those present a reaction to the suggestion that the Directors work together to come up with a draft Strategic Plan. Lynn Berard made a motion to create a committee to work on the Strategic Plan in order to create a process for revision of the chapter's Strategic Plan before the Annual Conference in June 2009. Chris Heil seconded the motion. The motion was approved with a vote of five yeas and one nay.

COMMITTEE REPORTS (*alpha order*)

ARCHIVE: (*Sheila Rosenthal, as exiting Chair submitted report*)
Donna Beck welcomed Alice Bright as the new Chair. Sheila Rosenthal "would like to remain on this committee and looks forward to working with Alice Bright." Lynn Berard utilized information from the archives for her nomination of Ange Pollis for the Lifetime Achievement Award given to Pollis at the chapter's December 2008 Awards Banquet. A discussion proceeded on issues of electronic archiving and server space in regard to discussion initiated by John Latham on archivist listserv (SLA HQ) regarding revisions to archive practices (*posting follows*). Sheila indicated that she would like to be part of "your (chapter) Oral History project " and that she would "find out more about the possibility of creating an archive database, as is mentioned in John Latham's message."

Thank you to those who responded to this e-mail with helpful suggestions and questions, and I apologize for taking so long to reply.

The two main issues with regard to chapter and division (unit) archiving appear to be simplifying the practices and storing the archives in electronic format.

The first issue is not difficult to deal with and I shall be preparing a further revision of the practices by the end of next week. As unit archiving has now been given to me as my no. 1 priority this will be done. Basically the archives should contain only materials of historical importance and that's it. The rest of the current practices try to explain what this means but I fear may just complicate matters.

The storing of archives electronically seems to boil down to the following issues:
> *Can we use CD/DVDs as acceptable formats for permanent archives?*
> *Can we archive the digital/electronic format materials on the unit web sites?*
> *Should we create an archive database for all the unit archives in digital/electronic format?*
> *Can we destroy all archives that are retained electronically?*

I should add that of course there will be some materials that can only be archived physically. The practices for these has not changed, but as these are becoming less and less, it is digital/electronic archiving that has become the main issue.

My limited understanding of archiving is it is generally accepted that data on CD/DVDs is not retained indefinitely, and even if it is, the data may not be accessible/readable because of the changes in technology. If this is correct then our archives either have to be stored in print or on microfiche, or electronically on a backed up server. In this "green" world the former option must be unacceptable?

Archiving on the unit web sites is probably acceptable long as there is adequate server space, and an acceptable system for back up which enables access to the back up tapes.

In my opinion the third option is the best but it raises practical issues of server space, the cost of creating and maintaining the database, organizing and indexing the data and making it searchable. Even though there are no funds in the SLA 2009 budget for doing this, I should like to set up a small working group to consider this option which may be possible using open source software or some such. One unit archivist has kindly offered to help with this project, but if there others who have experience in this area I would be delighted to hear from them.

Creating a database, even if possible, will take time and therefore I should appreciate feed back on the use of CD/DVDs for permanent archiving. If this is deemed to be acceptable, it makes the current practices on storage much easier to define and also does not require duplication of effort if a unit archive database is eventually established.

I look forward to your comments. Please let me know if you would like to volunteer for the archive database project. Many thanks for your time.

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AWARDS: *(Rachel Callison reported)*
Awards and Recognition Program/Banquet was held December 6, 2008. Rachel Callison worked on collecting & organizing information regarding chapter's awards information & history for CPIT website

(SEE: Communications - Website Report). Team has been working on finalizing the draft description & criteria for the New Member/Professional Development Award. When complete, this information will be sent to Executive Board for approval. Once approved, announcement of award & call for nominations will be posted to listserv and website.

COMMUNICATIONS: Rachel Callison (Web Manager/Team Lead) -- Amy Watson (Bulletin) -- Betsey Tuttle (Discussion List) -- Karen Lijequist (Employment/Job Postings)

WEBSITE: *(Rachel Callison reported)*

- Awards section was created and award recipients (to date 2008) are now listed. http://units.sla.org/chapter/cpit/awards.htm

- Chapter's Facebook profile now has 27 members; 25= Dec 08 | 23= Aug 08 | 7=Feb 08

- Centennial 'flickr' site – via our flickr site, I accepted invite from HQ to add photos/join this group and have begun to tag our photos accordingly = sla100

- Officers/Teams/Chairs listings will be updated by next week (Feb 9, 2009)

- Chapter's flickr (photos) most viewed photo to date? Table setting @ 85th anniversary event (111 times)

Future web related items:
Centennial – more history of chapter on website; i.e**.** See Western Canada possible 'model' for revamp of Archives section: http://units.sla.org/chapter/cwcn/archives/archives.shtml

Investigate branding & logo creation for site & chapter documents = await SLA HQ action(s).

WIKI *(Amy Watson & Rachel Callison reported)*
Collaboration with Membership Team to determine 'use' and 'integration' of this space. Possibly identify other projects/documentation space for team collaborations, etc (*SEE Membership Report*)

- Chapter Procedures & Policies Manual

- *Directory of Special Libraries (local)* – migration / update info (last revised Feb 2005)

- Pittsburgh Chapter wiki: http://wiki.sla.org/display/SLAPIT/pittsbugh+chapter+wiki
  Other SLA wikis: http://www.sla.org/content/community/wikis/index.cfm

BULLETIN *(Amy Watson reported)*
Confluence will be published 3 times in 2009 - April, August & December. Deadline for submissions is March 24, 2009 for the April edition. Initiative started in 2008 was to have meeting planner(s) write the recap of the meeting; will continue into 2009. *Recaps are vital in that they document one of the chapter's main activities (programming) for members who are not able attend.*

Ideas/suggestions for articles AND volunteers for writing regular features/columns are welcome.

DISCUSSION LIST: *(Betsey Tuttle & Amy Watson reported)*
SEE MEMBERSHIP REPORT

EMPLOYMENT: (*Karen Liljequist reported*)
Karen has agreed to chair the Employment Committee this year. Deb Barker will remain on the team. Karen has question(s) regarding web authoring tools & posting of employment opportunities on CPIT website, since she does not have them at work or at home; what software does she need? Rachel Callison offered to talk/work with Karen regarding how to on update the SLA site with regard to employment postings.

CONSULTATION: (Denise Callihan reported)
Jan Deitch and Denise Callihan met with Joanne Moore (Education Outreach Director) on January 23, 2009 to discuss sustainability issue related to the Animal Friends library. Plans are for the library to start using volunteers who expressed an interest in working/helping in the library.   Student interns for the spring term have not been identified. Team will plan to communicate need for volunteers via discussion list. Denise/Jan will create a training tutorial, using the policy/procedures guide created over the past several years. Joanne Moore will alert Animal Friends volunteers and will set a date that is appropriate for most. Denise Callihan has been asked to write an article for the Petsburgh Press, Animal Friends publication, regarding the library, and its needs. Tentative for Spring 2009.

ETHICS: Future of this Committee was discussed and Donna Beck will investigate options.

GREEN INITIATIVE: No report was submitted.

MEMBERSHIP: (Amy Watson & Betsey Tuttle reported)
Recently reinstated this committee for 2009. No updates since last Board Meeting. Amy Watson has offered to lead membership team. Projects & activities that Amy is proposing for 2009 are as follows

- Conversion of Procedures Manual to wiki format; although this doesn't technically fall under "membership", Amy has the manual as a Word document from the last update that she organized and feels it will be a good method to learn the wiki format for other plans.

- Creation & maintenance of chapter membership spreadsheet/database for team use. Information was culled from HQ and database was created in January as a shared Google Document, with team access. (Action item involves monthly maintenance.)

- Use email address listings in membership spreadsheet to compare with subscriptions to discussion list. Once Betsey and Amy have figured out who is subscribed to the discussion list, as part of monthly maintenance routine, ensure that discussion list is "members only."

- Issue monthly welcome emails to new/renewed members.

- Lay the groundwork for re-creation of membership/library directory for chapter, using wiki format. Envision listing both individuals as well as libraries, making use of wiki cross linking capabilities. This directory would be limited access, to chapter members only (also maintained in membership spreadsheet). Create a survey to flesh out membership/library information for directory. Potentially a multi-year project.

NETWORKING & MENTORING: *(Lynn Berard reported)*
In April/May 2008, team assisted and networked with the AIIP at their annual conference held in Pittsburgh. Lynn Berard requested that an explanation of the "mentoring" side of our name be provided; especially how it works with the Student Liaison position. If we are mentoring students, then team is interested in pursuing an event in Clarion, PA or over the internet for students. Discussion then centered on the definition of the words Networking and Mentoring and their relationship, if any, in the context of the objectives and constitution of the current Committee. There was further discussion on the relationship between this Committee as currently organized and the Student Liaison function. Earl Mounts made the motion that the Board redefine Networking and Mentoring functions and determine whether there is a need for either a Networking Committee and/or Mentoring Committee. The motion was not seconded. Donna Beck will confer with Lynn Berard on the issues discussed.

PROFESSIONAL DEVLOPMENT (PD): *(Denise Callihan reported)*
March 19, 2009 PD event has been planned (Dialog); See Program report for details. Plan on writing article about March event for Spring 2009 issue of Confluence (due March 23). An overview of October 2008 Professional Development event was written for the Winter 2008 Confluence . Team is currently working with Gregg Carter on planning an October or November 2009 PD event. Wish to promote ClickU sessions more (since most are now free). Considering a brainstorming type event to understand our members expertise areas. Possibly Wiki – member only area? Might be useful to have members do a short tutorial on a product, website, database, etc. regularly. Maybe our own use of webcasting or clickU type events for our members?

PROGRAMMING & EVENTS: (*Gregory Carter reported*)
Gregg welcomes any suggestions and/or topics for programs and provided information on programs for 2009 as follows:

> **JANUARY**: SLA/MLA Social Event- Fuel & Fuddle Wednesday, January 28, 2009
> 27 RSVP's - Event cancelled due to weather. Cost=$15/ticket
>
> **FEBRUARY:** "Oral History"-- Carnegie Library of Pittsburgh, Oakland - Thursday, February 18, 2009 (possibly Wednesday, February 18) *Professional Development Event*
>
> **MARCH**: *SLA/MLA mixer (rescheduled from January) - at Red Hot and Blue on Thursday, March 05, 2009*
> *DIALOG Update-- PPG Professional Development Event -* Thursday, March 19, 2009
>
> **APRIL:** *TBA – Possibly a Student Event at Clarion State College*
>
> **MAY:** *TBA - Possible Topic: "Ethics" / SLA conference planning*
>
> **JUNE:** *SLA National Conference, Washington, D.C. June 14-17, 2009*

JULY & AUGUST: *Break*

SEPTEMBER:

OCTOBER: *Professional Development Event*

NOVEMBER: *Student Event*

DECEMBER: *Awards Banquet and Annual Business Meeting*

Student Relations: No report was submitted.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Alignment Project -- Donna Beck explained SLA International's initiative which includes issues regarding the change of the name of the Association as well as language that will more accurately define the Association and profession.

Centennial Celebration -- Because of the importance of this initiative, Donna Beck will consider forming a committee to offer and execute programs and tasks in this area.

Handling vendor requests and sponsorships -- Donna Beck will determine processes for soliciting and ensuring support from vendors. She has contacted the Rhode Island Chapter for advice.

ANNOUNCEMENTS & ADJOURNMENT

Donna Beck thanked Brian Steinmetz (Reed Smith) for providing the location for the Meeting.

There being no additional Agenda items, Donna Beck adjourned meeting at 8:05PM.

Cash Flow - Pittsburgh Chapter, SLA
January 1, 2008 - February 31, 2008

Category Description

INCOME

Dues Allotment	$1,584.00
Sponsorships	$450.00
Meeting Income	$3,186.00

TOTAL INCOME	$5,220.00

EXPENSES

Meeting Exp	$3,252.85
Misc. Exp	$155.79

TOTAL EXPENSES	$3,408.64
NET CASH FLOW	$1,811.36