



## PITTSBURGH CHAPTER

### Minutes of the 23 February 2017 Board Meeting

Sorrells Engineering Library : Carnegie Mellon University

**Executive Board Present:** Carrie Wardzinski, President; Ryan Splenda, President-Elect; Leslie Poljak, Past President; Liz Hogan, Secretary; Jennie Crowley, Treasurer; Denise Callihan, Director

**Committee Members Present:** Rachel Callison, Web Manager; Olivia Glotfelty, Lynn Berard, Donna Beck, Margarete Bower, Amy Watson (FaceTime)

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#### I. CALL TO ORDER

Carrie Wardzinski brought the meeting to order at 6:50 PM.

#### II. APPROVAL OF AGENDA

The agenda was emailed prior to the meeting and distributed at the meeting. Lynn Berard moved to approve the agenda, and Leslie Poljak seconded.

#### III. APPROVAL OF MINUTES of 22 September 2016 meeting held at the Amy Knapp Room, Hillman Library

The minutes of the September 22, 2016 board meeting at the Amy Knapp Room, Hillman Library were approved. Jennie Crowley moved to approve the minutes and, Lynn Berard seconded.

#### IV. OFFICER REPORTS

##### A. President (Wardzinski):

The mission statement of the Pittsburgh Chapter was reaffirmed. All voted in favor.

Carrie Wardzinski reported that we need to focus on providing channels and effective communication among CURRENT members. We are setting up a Google Listserv to work in tandem with SLA Connect because members aren't checking Connect. Amy Watson is also working on this. Our current membership is 59. Carrie Wardzinski wants us to become the ideal for a medium-sized Chapter. We have followed the trend for SLA overall.

Strategies and Priorities for 2017 for the term of President Carrie Wardzinski. Please see below for the 2017 strategies discussed at the meeting. We will affirm the strategies with pending changes.

Carrie Wardzinski revised them after input at the board meeting; revised as of 3/2/2017.

##### **Provide channels for effective communication among members**

- Utilize SLA Connect.
- Utilize SLA Pittsburgh Chapter website.
- Utilize Google discussion list.

##### **Retain current members and increase membership through active engagement**

- Hold, at minimum, one webinar/virtual program in 2017 to reach members that cannot make meetings in person.
- Board reaches out to potential, current, and former members formally and informally on a monthly basis utilizing the SLA Membership Toolkit and other methods.

#### **Increase Chapter and association visibility**

- Host one-day regional conference in October 2017.
- Co-host, at minimum, one activity in 2017 with other information-related groups, such as ARMA and BPM.

#### **Develop future information leaders**

- Offer Promising Professional Award in 2017 to enable emerging professionals to travel to SLA Annual.
- Engage with students in graduate programs, primarily at the University of Pittsburgh through programming (usual mentoring program in November) and other means.

The SLA HQ is offering ongoing monthly training sessions. For example, they recently rolled out the communication toolkit. Carrie Wardzinski was contacted by Barb Fullerman, our new membership liaison. Carrie Wardzinski will be talking with her about strategies, etc. The new liaisons are serving in a mentoring role and will be checking in monthly to see how units are doing. It was mentioned that SLA management is very particular about branding and we need to use the official logo, correct colors, when branding. We must use SLA at the beginning when referring to our Chapter SLA – Pittsburgh Chapter.

The annual SLA conference is in Phoenix this year. The schedule is different than in years past. For example, there will be continuing education on Friday and Saturday and a leadership tune up on Saturday. Overall the conference costs are lower. It was announced that the 2018 SLA conference will be held in Baltimore instead of Charleston.

Carrie Wardzinski put in for a Chapter visit by the president Dee Magnone for our 95th anniversary. It's unclear if she will be able to make a visit.

#### **B. President- Elect (Splenda):**

Ryan Splenda presented three program ideas. (1) The first event scheduled will be at Patron's Mexican grill and the event sign up was sent by email and Connect. (2) Ryan Splenda reached out to Ryan Champagne, the Grants Development Coordinator at the University of Pittsburgh to see if he would be interested in presenting about his job and how his library degree has helped in his role. Ryan Splenda has not heard back from Ryan Champagne yet. (3) The wheels are in motion for a Rich Sebak Librarian Trivia Night. The Arizona medical library branch is interested in having a meet up with the Pittsburgh SLA chapter in Phoenix.

**C. Past President (Poljak):** No report.

**D. Treasurer (Crowley):**

SLA is converting to QuickBooks. There were issues with converting QuickenFiles to QuickBooks for Mac. For those Mac users, SLA allowed use of Quicken. There has been no word on whether they have fixed the bug with the conversion. Jennie Crowley got an email asking where our balance sheet was, but we shouldn't worry because it is technically in compliance.

Account Summary: Pittsburgh Chapter's Net worth is \$9,368.66. Our checking account stands at \$2,838.21. Our savings is \$6,530.45. We gained \$200 in our pooled fund. Over the course of 2016, we had deficit of around \$400.

When SLA changed investment firms many chapters pulled funds and the fund lost 6%.

Last year's allotment was \$700, this year it was only \$585.00. We are now losing more money when we give out awards. Carrie Wardzinski mentioned that we may need to start charging minimal fees for events or we need more sponsorships. Denise Callihan said that Leif Johnson the Pittsburgh EBSCO representative may be interested in sponsorship. Factiva, SAE and Elsevier are interested too. Judy, Donna Beck, & Lynn Berard held a Day of Discovery event between Pitt and CMU as an example where vendors acted as sponsors.

Our projected deficit for this year is around \$600 which includes the Annual Awards (\$450) and Promising Professional Award (\$750).

**E. Secretary (Hogan):** No report.

## **V. COMMITTEE TEAM REPORTS**

### ***Member Relations Team***

**Awards (Bower):** An announcement to request nominations for the Promising Professional Award was put on Connect. Brooke Hyatt has stepped down. Margarete Bower, Eve Wider, and Deb Martin will comprise the award committee.

**Employment (Glotfelty):** Olivia Glotfelty will be posting the employment list every Friday. She has received many job announcements now that she has taken on this role. She met with a student at Pitt who saw her employment listing and thought it was helpful. He will be telling his friends about it.

### ***Communications Team***

**Archives (Beck):** Donna Beck is still waiting to hear from Ed Galloway (Univ of Pittsburgh) about the scanning project.

**Confluence (Poljak & Hyatt):** The latest issue of the Confluence was published on February 13. In the past few issues, Leslie Poljak and Brooke Hyatt have been trying to include more links to online and social media content as well as include Connect tips. Leslie Poljak and Brooke Hyatt sent out a call for articles in March with a target publication date of May 2017. Suggestions for content and articles are always welcome.

**Discussion List (Watson):** This list has become the Google listserv. Amy Watson is trying to establish this as another avenue of communication. Amy Watson will stay on as chair of the discussion list, after stepping down initially.

**Website (Callison):** No report.

#### **Partner & Community Relations Team**

**Mentoring, Networking, & Consultations (Callihan & Berard):** Denise Callihan and Lynn Berard plan on doing another mentoring event in November. It will most likely be a student pizza party. This past November the majority of people at the event were students of the ALA Chapter. At the event, the library student community showed interest in resume review, mock interviews, etc.

This is a different kind of year in general for the Information Science school. The new school is called SCI (School of Computing & Information). They are still looking for a Dean. The library science degree is still called the MLIS, but the department name changed.

**Student Groups (TBD):** This is still an open position. There is no student SLA Chapter at Pitt because we didn't have enough people to serve as officers. We still want to reach out to students and it was suggested that we contact Kip Currier our student liaison to SLA to see if he will talk to students about SLA.

**Program & Events Team (Splenda):** Highlights of the events in 2017 have been covered earlier in this report. (1) Patron's Mexican grill. (2) Ryan Champagne, the Grants Development Coordinator at the University of Pittsburgh. (3) The wheels are in motion for a Rich Sebak Librarian Trivia Night.

**VI. OLD BUSINESS:** None

#### **VII. NEW BUSINESS**

**Google listserv:** A vote is needed on whether we want to add "friends" of the Chapter to our Google listserv/discussion. This would include former members in different locations and potentially vendors. This could be a good way to add members. Rachel Callison moved to approve the motion, Denise Callihan seconded. Executive board voted and it passed.

**2017 October Conference:** Carrie Wardzinski is hoping to have a 1-day regional conference here in the Pittsburgh area (maybe the weekend of Fall Break). Lynn Berard and Donna Beck are asking the Dean of Libraries, Keith Webster, to host at CMU. Our Fall back could be PPG. We want to invite chapters from around the area who may not be going to Annual Conference. The focus will be on hot topics that need to be further fleshed out. This would also tie in with our 95th anniversary. There would be a party on Friday and the conference on Saturday. The next steps are to nail down the venue, topics, and speakers.

**VIII. ANNOUNCEMENTS** - None

#### **IX. ADJOURNMENT**

Jennie Crowley made a motion to adjourn at 8:22 PM.  
Lynn Berard approved and Carrie Wardzinski seconded.