



**Michigan Chapter SLA Board Meeting
Teleconference
October 11, 2011**

President Karly Szczepkowski called the meeting to order at 6:32 p.m.

1. Call to order

Meeting was called to order by President Karly Szczepkowski, Jessica motioned; seconded by Bryce. In attendance were: Karly Szczepkowski, Breezy Silver, Jessica Enget, Beth, Bryce, Randy, Jennifer (joined at 7:05pm), Vicky (joined at 7:25pm).

2. Secretary's Report – Jessica Enget

Unapproved Minutes for July – Questions? Changes? Additions?

Randy motioned to approve July minutes, Bryce seconded. July minutes approved.

I will touch base with Joel about the minutes being updated on the Chapter Websites (new and old); on the old website, only unapproved minutes up through March of this year are posted. I was unable to locate the minutes on the new website.

3. President's Report - Karly Szczepkowski

Karly had sent an email to the SLA Listserv announcing the upcoming President Elect is Deb Hunt; the rest of the information is contained in the press release

Status of 2012 board – we had a few open positions, pleased to report that all but one have is filled. PR, Career guidance for UM, and diversity chair are filled for 2012. We are still looking to fill the archivist position.

4. President-Elect's/Programming Chair Report - Breezy Silver

We are coming to the tail end of our programming

- Bowling this Friday, looks to be a very student oriented program with members and non-members are signed up for it. 14 have signed up.
- On Nov. 8th Laura Neilson from GM will be speaking about enhancing library services at 1:30pm.
- Annual holiday meeting on Dec. 3rd for Holiday Luncheon in Ann Arbor. Found someone to help with auction and planning for activities (shopping, etc)

5. Treasurer's Report – Randy

Checking Account	\$16,854.17
Pooled SLA Savings	\$6,205.47

Chapter Savings	\$3,992.91
Grand Total:	\$27,052.55

We finally got our allotment check from SLA. It was \$2,404.80 and was much later than usual. This was due to the extended time for this year's audit of SLA's books. Treasurer's were asked to send in additional documentation earlier this year to help get it finished.

We made \$219.33 from registration for the September program. We had six pay at the door and 9 register via PayPal. (The odd number results from PayPal taking \$0.63 for every registration done through them.)

6. Webmaster Report - Joel Seewald

As emailed to the board on Joel's behalf

Mailing List - I've had more than half a dozen requests to join the mailing list over the last 2-3 weeks. I'm just curious as to whether these people are joining the chapter. Are we running an open list or a private list? We say that it is for communication among SLA-Michigan members, so it seems to me that implies a private list. But, I've never gotten any other indication that it should be a private list. If our list is closed, I'll need to work more closely with Carla to make sure that people who are on the mailing list are members.

Randy recommended the list be open and not restricted to members; Karly seconded saying that it was a way for people to get a glimpse of SLA and promote our events, programs and services more widely.

I'm continuing to work on the new website (<http://michigan.sla.org>). I put a link to the new website on the current site's home page. So, you can get to the new website through the old site, but you won't find it through a Google search, yet. I expect to turn that on soon.

So, going from the top of the home page to the bottom...

1. Someone asked about whether something can be done with "SLA Michigan Chapter" - just to the right of the SLA logo. That is text, so we can't do anything graphical with that. But, we can change the text to just "Michigan Chapter".
2. I changed the tagline from "Serving information professionals since 1929!" to "Two countries. Two states. One chapter." If you want it changed to something else, let me know.
3. Most who replied to me wanted to leave in the "Sponsor Us" banner, but want it in a smaller point size. I still haven't gotten to that, but it's high on my list. This is a graphic, so if anyone has ideas about what they would like to see there, instead of plain text, let me know. Or, if you are artistically inclined, send me a file (460x60 pixels).

4. Most people wanted 1 column for the blog postings on the home page, so I changed from 2 columns to 1 column. If there is a change of heart, let me know.

5. I'm looking into how to get an RSS feed of the job listings that can be pulled into the right column (below the links for Click U, Information Outlook, and MySLA).

6. The Affiliates list at the bottom of the new home page comes from the Affiliates page on the current site (<http://units.sla.org/chapter/cmi/affiliates.html>). I saw another chapter (I don't remember which one) that put this info on their home page. I just copied what they did.

Possibilities:

- Keep it as is at the bottom of our home page.
- Create a new menu item next to Home, About Us, Jobs Listing, Communication, Join
- Create a sub-menu item under About Us.

7. The calendar at the bottom of the page shows when blog posts were made. We can leave it in or take it out. Or, we can take it out and put it back in when our site starts picking up in terms of blog activity. It's not much work to make it do one thing or another.

8. I would like to add pictures to the site, but right now, I've got plenty to do without that. Check out the Toronto site (<http://toronto.sla.org/>) for an example. It is fairly easy to add that functionality to our site - the "View More Videos" at the bottom of our site essentially is the same thing. By the way, the "View More Videos" needs to come out - I just noticed that it is still there.

9. If anyone would like to post on the website, let me know so I can create an account for you. Off the top of my head, the following might want the ability to post: Karly, Judy (job announcements), Breezy (Events), Bryce (newsletter), and Jessica (meeting minutes-although I don't have a place for those, yet). You don't have to have an account, I can still post information for anyone who wants me to. Also, anyone should be able to comment on a post, but you need to have an account to post a message. So, if you want the ability to post to the site, I'll need an e-mail address that you want associated with your account. Sorry, I don't remember how the password is generated.

7. Hospitality Report – Vicky

As reported by Karly on Vicky's behalf

I'd like to formally thank Nancy Yee, chapter archivist, for standing in for me at the September meeting. Great job, Nancy!

There are three issues I'd like to report on and gain feedback from the Board.

1. Buddy system.

Karly suggested we try a buddy system and I had been trialing something similar myself. This pairs up newcomers with an established member to make introductions and generally make the new person feel comfortable at meetings. I've used this for both

new members and non-members and I asked available Board members for help. Are we happy with the Board continuing to be buddies or would we prefer to ask for volunteers from the general membership?

Board Response: Volunteers can come from the general membership and will identify themselves through the event registration system. Breezy will work with Vicky to incorporate a question into our standard event registration. Once a year we will create a special survey asking if people would like to be a Buddy.

2. Labeling newcomers on name tags.

In addition to the buddy system, Nancy trialed labels to identify new members. This worked well and I'd like to continue the labeling.

Board Response: Board likes the idea and will continue the practice at the upcoming Holiday party.

3. A business card or other type of paperwork from Carla (Membership) to give to prospective new members.

I thought it might be helpful to give a physical contact card to non-members to encourage them to join. We don't always have contact details for non-members - although registration is required, we do have some people attending meetings without registering.

Alternately, perhaps we could have a system of contacting non-members following meetings to provide membership information? Maybe we already have this!

Board Response: Karly reports that in an effort to go green and keep costs down, SLA HQ does not print brochures or business cards, but promotional information is available online through electronic resources. Karly proposes that in acknowledging the HQ's stance, she will create some business cards for Carla at home at no cost to the Chapter. Karly recommends that in addition to providing a business card with membership information we also ask them for their business card or email address and the next day email that person and cc Carla.

HQ indicated they may be creating a multipurpose brochure next year. We will wait until next year and see if that happens, that way we don't pay for something that will be created at a later time. In the meantime, we will create cards for Carla, and also focus on taking other people's information rather than just hand out our own. Bryce thinks the business card idea is a good one. But suggests VistaPrint; they'll print 250 cards and only charge shipping; this may be an affordable suggestion. Bryce believes the cost is \$7 and Randy approved the amount.

8. Career Guidance Wayne State Report – Barry

As reported by Karly on Barry's behalf

--posted mentors-wanted on SLA/M ListServ and have received four responses

--posted on WSU and UM ListServ, no responses as of early Friday afternoon
--mentoring articles in SLA/M bulletin and WSU SOLIS newsletter
--met w/Gabrielle and two other students Wed. at SLA-WSU meeting. They want to nail down a faculty advisor (checking first w/semi-retired Prof. Judy F.); looking into business cards for all students as Emily Johnson has at SLA-UM; possibly partnering w/other student groups for tours; wrestling w/issue of getting together w/students who are not on campus for whatever reason.
- talked up bowling event and holiday party and pushed membership as best I could--all the benefits for only \$40

9. Director's Report - Jennifer Zimmer

I have been looking at revising the documents. Main concern is getting the chapter calendar updated to a Jan-Dec instead of Jul-Jun and have made some updates. Karly has provided some additional updates to the document. Mostly focusing around the timing of nominating committee and preparing a new slate of candidates in time for line up for next year. As far as the dates go for the nominating committee, it all comes down to the newsletter schedule so that everything can be published in time for the newsletter. The committee needs to have legislative candidates prepared to the board by June 30th, but in time also to have them included in the July newsletter since that goes out on the 15th, and deadlines for submissions would be about a week or more ahead of time. Karly recommended communicating with Bryce to coordinate dates for inclusion of material into the newsletter.

The amendments to the governing document need to be submitted to the Chair of the Association Bylaw Committee for review, comment, and approval six months prior to the Chapter business meeting. The chapter Recommended Practices document can be updated at any time, but a copy of the most current needs to be sent to the Leadership Department at the Association Office. For changes to governing documents including the calendar. Jennifer to discuss with Karly before next meeting.

10. Membership Report – Carla

As reported by Karly on Carla's behalf.

We have added five new members:

Deborah Aked, Librarian, the Toledo Zoo

Judith Smith, Liaison Librarian, University of Michigan

Jennifer Dye

Diana Franco

Jarett Drake, Student, University of Michigan

11. Special discussion items:

- It was agreed that we will offer two tuition scholarships: \$600 to a Wayne student and \$600 to UM student. Karly will create the application and e-mail to the board for approval. Once approved, she will distribute to the two schools. The deadline will be before our November meeting. We will select the winning candidates at the November meeting and present the award at our holiday party in December.

- Discussion on increasing membership will be postponed until our next Board meeting. Please continue to brainstorm ideas on this topic.

12. Any comments, questions, additions?

Bryce: wanted to tell everyone, the call for articles will go out Nov. 1 with a deadline of Dec. 1 and newsletter will go out Dec. 15.

Congratulations to Beth in her new job in Chicago!

13. Next meeting

Tuesday, November 15th 6:30pm

12. Meeting Close

Karly moved that the meeting be closed and Bryce motioned, Jessica seconded. Karly adjourned the meeting at 7:30 p.m.

Submitted,
Jessica Enget, Secretary
November 14, 2011