



In Attendance: Brian Steinmetz (President); Haley Hodum (Past-President); Eve Wider (President-Elect; Programming/Events); Carolyn Biglow (Treasurer); Deb Martin (Secretary); Mary Strife (Director); Rachel Callison (Director/Website); Karen Liljequist (Employment)

Not Present: Alice Bright (Archive), Marge Rhodes (Awards), Amy Yonick (Confluence), Amy Watson (Membership & Discussion List); Lynn Berard (Partner & Community Relations), Denise Callihan (Partner & Community Relations)

■ **CALL TO ORDER/INTRODUCTIONS**

Brian Steinmetz called meeting to order at 6:05 pm.

■ **APPROVAL OF AGENDA**

Eve Wider approved. Karen Liljequist seconded.

■ **APPROVAL OF FALL 2011 BOARD MEETING MINUTES**

Deb Martin will send minutes of September 11, 2011 meeting to Brian Steinmetz this weekend for approval

■ **APPROVAL OF 2012 STRATEGIC PLAN**

Rachel Callison approved. Haley Hodum seconded.

■ **TREASURER/BUDGE REPORT (Carolyn Biglow)**

Carolyn Biglow sent the year-end financial statement to Headquarters on February 3, 2012. Carolyn also sent the previous twelve months of bank statements. Chapters now need to include all statements when we submit the year-end financial statement; this new process started in June 2011. Carolyn provided the year-end document for review.

Budget report: \$1,900+ in checking. Pooled fund is about \$10,000. Carolyn Biglow brought previous status sheet (from 2011) for board to discuss.

Rachel Callison shared highlights of (SLA) treasurer's report regarding the state of affairs as presented at the January 2012 leadership summit. Rule of Thumb = (A) chapter's pooled account should be the equivalent of six months of (needed) finances. Units will be receiving a percentage for each member depending/based on level of member's income/membership status. This Treasurer's report will be posted to the SLA web site.

The Pittsburgh Chapter will be operating in the red unless sponsorships go way up. Our allotment last year was \$1,411; it will probably drop to \$1000 this year. The Promising Professional Award (PPA) is \$1,000. Officer travel will also be hurt. Further discussion / brainstorming is needed. We do not need do award PPA annually. Maybe we could supplement officer travel or postpone this year. To postpone PPA, the elected members of the executive board need to vote. We can do this via e-mail. With regards to officer travel, Brian Steinmetz and Eve Wider are not planning on using these funds. Our pooled fund does have \$10,000.

■ NEW BUSINESS

2012 Budget

Budget will be set by Brian Steinmetz and Eve Wider. If a guide is needed, it was suggested that they look at last year's budget and adjust based on needs. Brian will report out and ask for board vote.

■ COMMITTEE REPORTS & 2011 PROJECTS AND INITIATIVES

Archives (*Open*)

Alice Bright has stepped down as chair due to her not renewing her SLA membership. Brian Steinmetz will check with Donna Beck and/or Lynn Berard to see if they would be interested in taking custody of the keys to the archive (filing cabinets located in Mellon Institute Library); Eve Wider asked if much physical material has been added to the archive (recently). Rachel Callison indicated that she has backups of web site files (digital-born) materials. Amy Watson indicated that she has back-ups of (Confluence/Membership) materials. There may also be some documents on various individual's computers; but in general, no, not much physical material has been added in the past 5 years to the archive.

Awards (Marge Rhodes; Christine Slippy; Haley Hodum)

Brian reported for Marge. We do have two Promising Professional Award nominees. Reminder: we are not required to confer any award(s) if suitable candidates are not determined. It was also noted that the Past-President should be a member of the awards committee.

Communications

WEBSITE: (Rachel Callison) This is a big project. Rachel Callison has used WordPress before, so she has a sense of what the web site will look like/how it may function. She's been looking at other units who have already migrated to see what they are doing and encouraged everyone to look at these sites, too (such as Toronto Chapter). E-mail accounts for chapter roles can be created (Host Gator). Wordpress has ability to set level of roles (i.e. super-admin, editors, contributors) and define what role can do what, thus we might want to rethink how we communicate with members.

Phase 1: Set up the framework/structure of web site

Phase 2: Determine roles and 'release' new site; start populating with new content.

Haley suggested project team. Maybe give students opportunity to pick up résumé material. The timing of Phase 2 will be more towards fall. Student chair might present and get students rolling.

Reminder: WordPress is the 'shell' that sits on (an overlay) the Host Gator server, which is where the files reside; i.e. it will be the 'replacement' server to current server at SLA. Can see the new site by going to <http://pittsburgh.sla.org> Rachel agreed to oversee the website migration.

CONFLUENCE: (Amy Yonick) No updates

DISCUSSION LIST: (Amy Watson) No updates

Consultations (Denise Callihan)

No updates

(Note: per 2012 Strategic Plan, Consultations has been rolled into Partner & Community Relations.)

Directors (Mary Strife & Rachel Callison)

Mary & Rachel attended leadership summit in Atlanta, GA. Mary attended division cabinet; Rachel

attended chapter cabinet. Both agreed this was one of the better summits. Division and chapter reports were constructive, provided useful ideas and good discussion.

Note: SLA offers health benefits.

A review of HQ projects - such as software/hardware updates, HVAC maintenance – were presented in the style of a ‘Kickstarter’; i.e. units could contribute funds to HQ for improvement projects For example: Kentucky chapter is ‘giving back’ by hosting a closing reception at Annual Conference (Chicago). Another discussion @ summit dealt with fundraiser ideas: such as hosting trivia / game nights, ‘Are you smarter than your librarian?’ Maybe we could do something like this in conjunction with another entity such as the University of Pittsburgh. Overall, there was a more collaborative approach to brainstorming than in past summits.

Employment (Karen Liljequist)

Karen Liljequist will have access to WordPress for posting job positions. She’ll continue with postings to discussion list. Karen will seek testimonials: interviews / job offers resulting from employment listings. Haley Hodum will get some non-library science positions to Karen.

Membership (Amy Watson: Natalie Sandretto & Rachel Callison)

No updates

Networking/Mentoring (Lynn Berard)

No updates

(Note: per 2012 Strategic Plan, Networking/Mentoring has been rolled into Partner & Community Relations.)

Professional Development (Denise Callihan)

Denise Callihan is planning a March event. Please contact Denise with ideas.

(Note: per 2012 Strategic Plan, Professional Development has been rolled into Partner & Community Relations.)

Programming / Events (Eve Wider)

In line with the ‘keeping things lean’ aspect of the strategic plan, we will have fewer events in 2012. We’re required to have four meetings per year, one of which is our annual business/holiday meeting in December. As such, March will be our next meeting - a professional development event – but there won’t be a January or February meeting.

Haley Hodum recommended we talk (more) about reasons for cutting back before proceeding with the discussion and asked (Brian Steinmetz) if he has contacted the committee chairs to verify that they still wanted to continue in their positions. We’ve possibly pigeonholed (our) chairs with too ‘traditional’ of a structure. If we become ‘lean’ - to help our chairs - it may possibly garner more (member) involvement. Omitting January and February events might help program chair (incoming President-Elect) transition into new role & year; it’s difficult for an incoming chair to plan programs right out of the gate ...OR maybe we could have the outgoing chair plan the January event (Rachel & Amy both did this). Winter weather has been an issue in recent past. Our goal should be to have four phenomenal meetings per year; focus on quality vs. quantity. That will translate to three events, plus our annual December meeting. We should consider not rigidly scheduling these four meetings / have more flexibility. Maybe we won’t have a professional development event and add some social events (i.e. happy hours). Another goal should be to reach out more to people in fields that we don’t normally team up with for events. Maybe (re)survey our

membership and ask them what they want. Last survey indicated that they like professional development events. We can conduct a quick (survey monkey) survey on just programs.

(Brainstorming regarding program ideas occurred)

Rachel Callison asked if ideas for the March professional development were still needed because she's interested to know how others are dealing with e-materials; i.e. how are libraries handling purchasing e-books, not what is an e-book. There is newly formed electronic book advisory group at SEI and this is something they are grappling with/trying to address.

Haley Hodum suggested a lunch-and-learn using the webinar technology available from HQ. There is no cost to use this technology. We would still have to plan and get speaker.

Carolyn Biglow suggested a tour of (her library) at Children's Hospital. Maybe combine with dinner, possibly in May or June.

Eve shared additional ideas:

1. Rachel Masilamani's (new member) husband is an English professor at Univ. of Pittsburgh and has been very active with the Occupy Wall Street movement. He's involved with the lawsuit; works with the library and is willing to come speak to us about his experience. It's rather political, but maybe the volatile nature of issues may bring in more attendees. Timing is important; do sooner than later. Maybe as our March event.
2. Sally Smith (no longer a member) but she recently gave a presentation for law librarians at national conference regarding organizational changes/changes in dynamics. Possibly contact her about repackaging this for a chapter event.
3. Minnesota had an interesting idea. Each chapter member speaks about something they are passionate about (positive or negative). Maybe 3 minutes – a lightening talk (Pecha Kucha). This forces members to practice public speaking.
4. How about a book club / article discussion night. Ex. boycott of Elsevier. Could be informal with a social focus. Maybe like a happy hour. Takes the pressure off and may result in more participation.

Eve will discuss details with Denise and Brian.

Rachel mentioned (per advice from leadership summit)... do not over-program.

Student Relations (Open)

Maybe we should combine Student Relations activities with another committee and/or target members that work in Oakland to fill this role. Traditionally, the biggest difficulty for student group momentum is the transition from one year / set of students to another. Chair role is to serve as the bridge between outgoing/incoming students. We need to have a stable contact that is committed to being in the role for longer than a year, so stability on our part would help. The bottom line is that the transition is not smooth. The student chapter models themselves on us resulting in a structure that isn't conducive to their yearly schedule / turnover. Need someone (now) who has interest in filtering inquiries. This role would help connections with our chapter. Then, someone takes over in this role or we find whoever is available. Eve Wider agreed to serve as chapter contact for the University of Pittsburgh in interim. Rachel Callison indicated that she'd consider being in this role (Student Relations) in the future. Reminder: There may be

online students enrolled at Univ. of Pitt or Clarion whose 'local' chapter is 1000 miles away from Pittsburgh.

■ **2012 GOAL SETTING**

Already discussed

■ **OLD BUSINESS**

None

■ **ANNOUNCEMENTS**

Haley Hodum is now in marketing group at Direct Energy.

Brian Steinmetz sent out the "Leadership Code of Responsibility" form to the Executive Board members. Please remember to sign, scan and email - or mail - this completed form to HQ ASAP

■ **ADJOURNMENT**

Motion to adjourn at 7:42pm. Haley Hodum approved. Mary Strife seconded.