

The Pittsburgh Chapter of the Special Libraries Association met on February 7, 2008 at the Mellon Institute from 5:30 pm to 7:30 pm.

**Executive Board (all present):** Amy Watson (President), Donna Beck (President-Elect), Rachel Callison (Past-President), Marge Rhodes (Secretary), Brian Steinmetz (Treasurer), Denise Callihan (Director), Kim Gregory (Director)

**Attending Committee Members:** Shelia Rosenthal, Ange Pollis, Kate Joranson, Betsey Tuttle, John Fudrow, Jeff Federoff, Deb Barker, Barb Spiegelman, Nancy Carlson, Elaine Zelmanov, Gail Stebbins, Lynn Berard, Carolyn Biglow

**Absent Committee Members:** Neely Tang, Jan Deitch, Karen Liljequist, Eve Wider, Renee Tkacik, JR Yanchak, Christine Slippy

**Call to Order:** At 5:38 pm Amy Watson called the meeting to order.

**Agenda:** The agenda was distributed via email prior to the meeting. No additions were brought forth at the meeting. Rachel Callison motioned to approve the agenda; Kim Gregory seconded the motion.

**Approval of September 5, 2007 Board Minutes:** Rachel Callison motioned to approve the minutes; Lynn Berard seconded the motion.

**Approval of 2008 Strategic Plan:** After some discussion Kim Gregory motioned to approve the strategic plan; Donna Beck seconded the motion.

**Treasurer's Report:** Attendees viewed the treasurer's financial report on an overhead projector at the meeting. New additions to operating expenses are student travel (\$500) and community outreach (\$250). Brian Steinmetz reported that the Chapter is in sound financial condition.

## **Committee Reports**

### **Archives (Shelia Rosenthal)**

Sheila Rosenthal reported there has been no expressed interest in joining the archives committee after putting out a call for volunteers. Judith Jablonski is the advisor to the University of Pittsburgh student group and will continue to act as a liaison for field placements. Sheila has drafted a field placement description. The legal issues involved in potentially moving the chapter archive to John Heinz History Center from Carnegie Mellon were discussed.

Proposed future projects include contacting Professor Richard Cox (archives, Pitt) about student involvement in an archives project, identification of historic items and photos that are not in the archive, development of oral history guidelines by SLA headquarters, implementation of the SLA green initiative with headquarters' input as it relates to archives, and the potential creation of a budget for preservation.

### **Awards (Ange Pollis)**

Ange Pollis presented chapter awards at the December 2007 holiday party. Rachel Callison has joined the committee as past-president. The committee has been discussing the creation of a student/new professional award. The new professional award would fund SLA conference attendance. Denise Callahan suggested nominations of Chapter members for awards to SLA international. Barbara Spiegelman stated that nominations should come from the Chapter, rather than individuals, as that is the preference from headquarters.

In the future the committee will draft a description of and criteria for the student/new professional award, and discuss when the award will be presented. The committee would like to see chapter members surveyed about the venue and location for the awards presentation, and additional awards (such as outstanding faculty, supportive vendors).

### **Communications (Rachel Callison)**

Rachel Callison reported that the Chapter website has been updated with additional pointers to SLA International's website (i.e. master calendar), as well as new Chapter officer information for 2008. Amy Watson created a Chapter profile in Facebook. The board agreed to update the Flickr account from the free version to the professional version, which allows unlimited storage of photos. The cost is \$24.95/year.

At our request SLA International has granted the Chapter wiki space. Chapter wiki:

<http://wiki.sla.org/display/SLAPIT/pittsburgh+chapter+wiki> The wiki software is called 'Confluence' by Atlassian, and has an extensive user guide (378 pages). During this year the committee will determine the future use of the wiki.

*The Confluence*, the chapter bulletin, will be published in April, August and December this year. Deadline for submission for the next issue is March 24. A new initiative is to have meeting planner(s) write meeting recaps to document the programming for members who are not able to attend. Ideas and suggestions for articles, and volunteers for writing regular features/columns are both welcome.

During this year the committee would like to investigate technologies to reach more chapter members – such as videotaping events, podcasting and webex. The Chapter does not currently have a video camera to record programs. At the Leadership Summit, there was some discussion concerning headquarters aligning the logos for all units (divisions/chapters). The committee will move forward with Chapter branding and logo creation after headquarters has completed their work. The committee will also continue migrating information from the old Chapter website to the new. Discussion followed about updating *Directory of Special Libraries* (Western PA). Information from the membership directory can't easily be exported so that it can be converted.

### **Discussion List (Betsey Tuttle)**

Betsey Tuttle reported that to date there are 156 members on the discussion list. The SLA online membership directory shows 126 Chapter members. Discussion followed about restricting the list to SLA members or Pittsburgh Chapter members, or opening it to anyone who wants to join. SLA International encourages limiting access to SLA members to enhance membership value. A different option would be to make the Pittsburgh list private so that other SLA members can't read postings by logging into Lyris, unless they were subscribed to the list. Currently three other chapters' lists are private. The matter will be discussed further at the fall board meeting, after a survey of the membership. A board only, private discussion list is in the works and should be live by February 8, 2008. Betsey will serve as the list owner.

### **Consultation (Denise Callihan)**

Denise Callihan reported there were no consultations in 2007.

As site supervisor at Animal Friends, Denise Callihan has been mentoring two interns. Katie Cerqua from Clarion University interned at Animal Friends from June 1 to July 6 2007. She cataloged and processed books, created a serials collection policy, and started an information needs assessment (via an audit). As a volunteer, Deb Martin from University of Pittsburgh continued to clean up the catalog and to streamline processing. In January she began a field placement there. During her field placement (January – April 2008), Denise and Deb will continue to conduct needs assessments. On January 14, 2008 Denise, Joanne Moore (Animal Friends Education Director), Jan Deitch, Deb Martin, and John Skillbeck discussed priorities and plans for the year. Joanne Moore set specific priorities regarding better event alignment. A detailed schedule of events is known and displays/signage will be used to involve the library. Physical library signage will also be a focus. Action items for 2008 include creation of a procedures manual for interns and volunteers, and discussion about the sustainability of the library through internships and volunteers.

### **Employment (Deb Barker)**

After a discussion the board agreed that the employment page would continue to post paraprofessional and part time positions. Deb and Karen Liljequist (new committee member) will meet to develop a Standard Operation Procedure (SOP), and investigate the use of technology such as RSS to cull job announcements from websites.

### **Ethics (Barb Speigelman)**

This new committee consists of Barb Speigelman (Chair), Nancy Carlson and Elaine Zelmanov. No written report was submitted. There was discussion about the creation of the ethics ambassador position on advisement from headquarters, a local chapter ethics program in May 2008, and ethics programs/events at the SLA annual conference in Seattle.

### **Green Initiative (Eve Wider)**

This new committee consists of Eve Wider (Chair) and Kate Joranson. No written report was submitted. As part of the Green Initiative, Eve asked the board if the Chapter should pay to offset the "carbon footprint" of flights for the Chapter executive board to the SLA annual Conference in Seattle. Amy Watson recommended payment, since SLA international is doing so for its officers.

### **Membership (John Fudrow)**

No written report was submitted. The committee is working on creating an accurate Chapter member list, and ways to encourage and maintain membership.

### **Networking/Mentoring (Lynn Berard)**

Lynn Berard reported the following actions items for 2008:

1. Meet by February 29 to determine if there are networking or mentoring related items to include in the upcoming Chapter survey.
2. Plan a networking program/event in the spring, possibility with Association of Independent Information Professionals (AIIP) at their Annual Conference held in Pittsburgh from April 30 to May 4, 2008.
3. Explore the boundaries of mentoring responsibilities and brainstorm ideas. What is our relationship/partnership with the Student Liaison Committee? Should we mentor members at all career levels? During the meeting Lynn mentioned reverse mentoring whereby a new professional teaches technology to seasoned professional, and seasoned professionals teaches office politics.
4. Create list of local professional groups to network with in future.

### **Professional Development (Denise Callihan)**

Denise Callihan reported that the committee has tentatively scheduled a program for February 28 about the East Asian Library at Pitt. Chapter members Margarete Bower and Eve Wider will discuss their participation in the ULS exchange program with librarians in China. The committee is discussing ideas for the October meeting as well as a professional development column for Confluence.

Discussion followed about offering Click U sessions at Chapter meetings. In the past the Chapter has promoted free Click U sessions. Also, individual members have purchased sessions and subsequently hosted meetings using them for the program.

### **Programming (Donna Beck)**

Donna Beck reported that upcoming programs/events include:

- February 28 – Hillman Library/East Asian Collection
- March - Gaming in Special Libraries
- April - Ethics Town Hall meeting with speaker
- May - Networking event
- June - Dinner meet up in Seattle at the annual conference
- September - Dinner and possible tour of Allegheny Observatory, discussion of Digital Research Library, OR a Pittsburgh's 250<sup>th</sup> anniversary related event
- October - Professional development event
- November - Student event
- December - ABM/holiday party/awards presentation

**Student Relations (Gail Stebbins)**

On February 11, 2008 the University of Pittsburgh's School of Information Sciences (SIS) is holding a 'meet and greet' event from 5:30-6:30 pm. It is an opportunity for students to find out about the student organizations in SIS. Student Group officers Gail Stebbins and Jeanne Hoover (with their new business cards and poster) will attend.

Judith Jablonski and Gail Stebbins will meet the week of February 11 with Wes Lipschultz (new SIS student relations coordinator) to determine who will be the SIS internship coordinator. Chapter members are encouraged to create internships for SIS students. The school will offer a special library resource class this summer. It is also increasing its cataloging courses and adding an indexing course.

**Old Business** – none

**New Business**

Amy Watson encouraged those who haven't already submitted their code of responsibility to SLA international to do so. Amy Watson and Rachel Callison contacted SLA about hosting a future Leadership Development Institute in Pittsburgh, perhaps in January 2010.

**Adjournment**

At 7:30 pm Amy Watson motioned for adjournment, and Rachel Callison seconded the motion.