

**DC/SLA Board Meeting Minutes**  
**October 6, 2011**

Attendees:

**Executive Board**

Mary Talley  
Gretchen Sauvey  
Hannah Sommers  
Dave Hemingway\*  
James King\*  
Lois Ireland\*  
Victor Monte\*

**Committee Chairs and Others**

Sharon Lenius  
Beth Kirton-Crane  
Janel Kinlaw  
Diane Schnurpusch\*  
Kathy Kelly\*

\*Attended via conference call and web conference

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**The meeting was called to order at 6:00pm by Mary Talley.**

**Gretchen Sauvey moved to approve the agenda. Dave Hemingway seconded. Motion approved.**

**Gretchen Sauvey moved to approve the August minutes. Dave Hemingway seconded. Motion approved.**

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**Mary Talley - President's Report**

*Loyalty Project:* We're working on our document about seeking vendor support for chapter activities and programs and getting a meeting set up with James Kane for October.

*Elections:* We can't announce the results yet because we haven't been able to contact all the candidates. We are considering eliminating the competitive race for everything but president and treasurer. It would be easier to recruit candidates, and since we have lots of good candidates, we don't want them to feel disgruntled for losing. In addition, we need to have qualifications for some of the positions to get what we need – vendor relations, tech director. If we don't get that done this year Lois will do it next year.

*New Initiatives:* Members in Transitions has started with a small showing because of Rosh Hashanah, but we have a lot of really good ideas and offerings of places to hold it, so it will take off and be a good support mechanism for people. Chris and I are starting a library leaders podcast series. We're re-doing some of the interviews of last year, shortening them and editing them for broadcast, and we're hoping this could be a chapter-wide initiative to capture and share knowledge

*Year-end reports are due by the November 3 meeting.*

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## **Officer Reports:**

### **James King – Immediate Past President**

*Website:* After the last meeting I created an account for Gretchen to streamline the posting of the minutes, but we still need to re-work how they're posted to make it easier to put up both minutes and reports. The event process is working better, we were able to change the full event notification to point people to an e-mail form, and added support for venue locations with dynamic Google maps, which should work with every event if we enter info on the location.

On the website in the last 2 months, 15% of use has been through mobile devices. In May on the old site we had 2,700 site visits, 4,000 page views, in August for the new site we had 8,000 site visits, 18,000 page views, and in September we had 9,600 site visits, 26,000 page views. Some of it may be the format – counting individual blog posts as separate pages increases the numbers.

*Archives:* One of my goals was to make it easier to deal with the paper archives we have, since having access to older chapter notes, etc. would be really helpful. It could also be useful for 75<sup>th</sup> anniversary coming up in a few years. Nate Evans went over to MLK Library and compared the finding aid, which hadn't been updated since 1985, to the actual archive. It covers about half of what's there so the first step is to update it and once it's done can be used as a template for digitization. MLK is being very flexible and willing to work with us, and may even give some staff time to help. I am talking to PTFS and pitched to them the possibility of them doing it for free and hosting it in return for recognition, they sounded very willing to digitize the whole collection and in return we'd call it the PTFS DC/SLA digital archive or something like that. The next step is to write up a formal proposal. We wouldn't get rid of the paper archive, this would just make it easier to get to.

*Remaining Tasks:* We are actively using the new site, but there are a couple of things left to move – the military libraries group archives, we need to move an entire snapshot to the new host so SLA can shut down the server, the non-PDF chapter notes need to be moved over, and the event archives of Google and older calendars need to be moved over. There are also some enhancement-type things that could be done to allow us to use the site instead of some external products, i.e. migrating the chapter manual from the wiki to the site.

*Web Conferencing:* I would like to try AnyMeeting which is free (with ads on the site) since all of SLA is using a single GoToMeeting account. This other service would go back to an individual account, up to 150 people at a time so we can do webinars, and it can do live video, recording, etc. We should try it for a board meeting and if we like it we can use it for something else. I want to make it easier for people to get to events through technology, since the Wilson Bridge can be as big a barrier as a 3-hour drive.

### **Lois Ireland – First Vice President**

I encourage people to attend the open house, the registration list is decent but I would love to see more. The notice is out about the December 8<sup>th</sup> annual meeting, and everything's a go for the food drive. The conference center manager is a supporter of the Capitol Area Food Bank as well. Deena Adelman, our volunteer coordinator, will be stepping down at the end of the year, so we're looking for suggestions of someone to be her replacement.

With that in mind, we were talking about Sign-up Genius setup and I wanted to encourage the committee chairs and others to look at how the committees are structured in terms of numbers, positions, etc. (i.e. eliminating the hospitality coordinator since we didn't have one and didn't miss them this year). Deena got feedback from some of the web ambassadors, who wished for some other guidance about what they should be doing, who should they be under? Do we still need an 11-person web committee? Everyone should look at their committee and determine whether changes are needed and what should change, stay the same, be added, or be deleted.

We are trying to engage people quickly with a job to do soon after they sign up. There will always be people who are unreliable, some people drop quickly, and some never show up at all. We could we make the commitment clearer up front - the descriptions in sign-up genius could be fleshed out, especially the time commitments. We need to have discrete, small, volunteer opportunities – the archive committee thing we were just talking about is a good example, I may not want to be on a committee, but might be willing to help with that particular project. That's a different thing than serving on a committee. In the membership committee someone brought up that we need to be represented at local conferences, but the committee's small so that could be a good one-shot volunteer opportunity as needed. Fairfax County has a program called Volunteer Fairfax so people register and then they advertise one-off events for small, discrete projects for people who are busy. The more things we can find for people to do the better, even if it's just one day. The outreach committee has been pretty successful at finding people for their one-off projects at local schools. It would be good to find out if people would like to speak at events as well, as that's another way to involve members. There were people on committees who never did anything because they were never asked, so we need to really use people, don't just ask them to help and ignore them. That means being very organized right when they start; we could have an orientation meeting for all the volunteers to tell them the expectations and who to call with questions.

Deena wants to clean out Sign-up Genius, let people know that there will be an announcement coming out soon once that's done and then do an orientation after the first of the year.

#### **Lea Wade – Second Vice President**

We are working on a portal to address needs for people in transitions, and working with David McBee and the Members in Transition group to develop a website, which should be up shortly, but we're still accepting suggestions for what to include.

#### **Hannah Sommers - Treasurer**

We continue to be in good shape, we received our allotment of \$13,000, which is more than we budgeted for. We paid James Kane and paid the Philadelphia chapter for the reception. We also got a message about the community service project funds and an idea for spending that down, so we may get that money spent this year. Outstanding items are that we have not given SLA the money pledged to them, and have paid only half of the banquet costs.

#### **Chris Vestal – Communications Secretary (presented by Mary Talley)**

Chris has been working with Lisa Pogue on the chapter notes, for which items are due October 20<sup>th</sup>, they'll be doing stories on the committees. There's also a new column – Tech Topics. Any suggestions you have can be sent to Chris or Lisa.

DCSLA Radio continues doing really well and the chapter is sponsoring the Future Ready blog in October, when we're booked for a week of posts.

### **Dave Hemingway – Fundraising Director**

I've been working on the annual banquet and open house and assisted with the Loyalty Project. Jessica Bland from Infotrieve and I had a conference call and I hope she'll be on the committee for Victor, since if you're a vendor you have to have more than one person doing this job so you don't have to call your competitors.

We're done with the Open House sponsors, and I'm seeing a pattern that sponsors like the ability to get in at a lower amount and be given something (i.e. a table at the event). It was almost easy to recruit sponsors for this compared to other things since we could offer them a table, and the ability to send a person, for far less than a table at a conference would be. It's more tangible than our smaller events where we just want the money. The door prizes were harder to get than the sponsorships.

The Annual Banquet still needs some support; we're at about \$3,250 so far for that and at \$9,800 for the year to date. I've been reaching out to all of the sponsors for the annual banquet last year but had zero response. We had some who specifically asked us to come back in July but had no response from them either. One person who responded asked what they get out of it, so we need to decide what we're willing to do. Banner ads on the website are a possibility, and table-top displays could also be done with the informal format for this year. We don't want to have a lot of time with people talking but we want to make it attractive to the sponsors. For this year though we'll be fine even without the sponsorship money.

### **Victor Monte – Membership Director**

We have 831 members, which is more than before, so we're staying pretty close to 820 as a stable number right now, but it's low compared to prior years. I'm working with Lois on new member reception part of the open house, and Lois was able to get some people signing up to be buddies for the new folks. We will have to see how that works since it is new this year, but a good group of people are signed up to be buddies, so we will get good feedback from them. I contacted the new members and 12 new members are signed up as of Sunday.

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## **Committee Reports:**

### **Beth Kirton-Crane – Elections**

We had the elections in September using Google docs for the form, and had just one complaint from someone who couldn't access it at work and wouldn't try any place else. There were two requests for paper ballots, both from life members, so we might mail ballots to just those people next year. There was about 20% turnout in voting which is below average compared to prior years but we're not sure why. If we limit the competition it could be better, we could also have an event to meet the candidates face-to-face if we extended the election time. It would be good to introduce the board, including the new people, at the open house in addition to the annual banquet.

### **Janel Kinlaw – Make a Connection**

The Make a Connection committee decided that after doing the first round over the summer we're only going to do fall and spring programs and in winter and summer we will do a more casual happy hour event. We want people to participate but it's a lot of time for the committee so it will be twice a year for now. This fall we got about 30 people on each side, with only one host we couldn't pair because they were very limited on their availability and one student who is not eligible. The matches will be going out in next 24 hours. We asked for both the location of the student and transportation options for the host location. There was a lot of health science interest this time.

Two people are doing it again, we did match them last so new folks got the best opportunity, but saw no reason not to let them do it again. We also have some great testimonials from the last time for the committee web page, and will post the match names there as well. We now need to think about what we do with these students to convert them to members.

### **Sharon Lenius – Military Librarians**

The Military Librarians group will have a program inspired by natural disasters. We have a panel of experts on disaster planning from the Library of Congress, The Supreme Court, and Suitland NARA who will be giving a lot of lessons learned. The event is the 16<sup>th</sup> of November at 5:30 at Morgan Lewis downtown, and Barbara Folensbee-Moore has agreed to host. 50 people are allowed, we'll have light refreshments, and we offered member rates to a few other organizations as well and may open it up to non-library groups. I think we will have a follow up program about what libraries can do to assist in disaster situations.

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### **Brainstorming Session:**

Mary Talley: What I want to do is come up with something concrete for the two areas we talked about last time – broadening our reach/showing value and strengthening contact with and knowledge of our membership. We will look at feasibility, impact, and time frame.

- Victor Monte – for UN Day we could look to State and USAID and other agencies that might be interested, also Carnegie, the Inter-American Development Bank, IMF, and World Bank libraries.
- Lea Wade – Do we want to focus on knowledge management topics to pull in those who don't call themselves librarians? We could get a speaker who's not a librarian, i.e. Deborah Keller is presenting at a KM conference in January. We could reach out to GW Knowledge management education group and the KM Cafe group.
- Mary Talley – what about the Drupal community? Are there topics or workshops they might be interested in?
- James King – At work we're excited about the new thing Dave's company is doing which could be part of a program or an event about ILS technology and options.
  - Dave Hemingway – Lois and I had talked about something like this, and I've done panels with other vendors, but never our direct competitors, since that can get really sticky. I wouldn't do a sales pitch, special libraries aren't really our market, but I'm happy to speak about the technology.

- James King – The technology is changing enough that it could be an event looking the state of the art ILS's, maybe even inviting people who want to get rid of them.
- Dave Hemingway – We like when one of our academic partners gives the presentation, and we have lots of people who could speak on this who I'd have no problem asking.
- Hannah Sommers – Janel and I have been kicking around ideas about how we could host a bar camp or unconference at NPR and how to broaden it beyond the library community.
  - Janel Kinlaw – It's a way to bring in the tech topics as well, like a 23 Things/2.0 type discussion. NPR is hosting more unconference-type things, it's a good way to build the community.

Mary Talley – I will follow up on some of these things. I think Bar Camp is a fabulous idea to draw in people from other areas, and I would love some actionable ideas to jump start things to help Lois next year.

*Future Meeting Schedule:* November 3 is the next meeting.

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**James King moved to adjourn the meeting. Hannah Sommers seconded. Motion approved.**

Meeting adjourned at 7:40 p.m.

#### **Executive Session (Board Members Only)**

##### **Nominations for DC/SLA Awards**

The DC/SLA Board went into an executive session to review the Awards Committee's proposed nominees for SLA awards. Diane Schnurpusch presented the list of nominees.

**Gretchen Sauvey moved that the Awards Committee's slate of nominees be accepted. Dave Hemingway seconded. Motion approved.**