

**DC/SLA Board Meeting
October 3, 2013**

Attendees:

Marie Kaddell
Chris Vestal
Ramona Howerton
Jenny Wood
Lois Ireland
Lisa Pogue
Asheleigh Perry
Naomi House
Deena Adelman
James King*
Angela Kent
Aileen Marshall*
Hannah Sommers
Kathy Kelly

*Participants attended via conference call.

The meeting was called to order at 6:06 pm by Marie Kaddell.

Introductions.

Chris Vestal moved to approve the agenda. Lisa Pogue seconded. Motion approved.

Chris Vestal moved to approve the previous meeting's minutes. Lois Ireland seconded. Motion approved.

Discussions

President's Report (Marie Kaddell)

Our elections are done, and we congratulate the new Board members who will be joining the Board.

Marie thanked Mary Talley and James King for their work on nominations.

Marie put in a second call for annual report information, and any budget requests needed. She will check with SLA to see if there are components she needs from us. Board members can submit reports indicating what they did and attended during the year. Marie sent the Board a reconstituted tasks list as a PDF, to inform everyone of what is coming up at what time of year for the chapter as a whole. It is an organized list about what we need to be thinking about strategically, financially, and program-wise on a month to month basis. If anyone needs it in Excel, Marie can provide it.

We want to think about process for verification of committee chairs for 2014. It can be daunting as we approach the Open House. Maybe it needs to be a Board position, so an interested person can be recruited.

Board Reports

Vice-President/President-Elect (Chris Vestal)

Past events: On **September 26** the Technology and App Petting Zoo at National Geographic had about 50 attendees. It's an event that drew good feedback, and we might want to do it again.

Upcoming events: **October 24** there will be the DC/SLA Open House at Bloomberg BNA. We will do a Community Family Feud, and as of last night we had about 40 responses to a related survey. Sharon Lenius will be an emcee. From 6:50-7:50 we'll do rounds. A Board person will be on each team, to do team-building, networking. The winning team will get extra raffle tickets for prizes. IBISWorld may send some stuffed animals. National Geographic will give something, and NPR will as well. Every volunteer will get a \$5 Starbucks gift card (another reason to know who all our volunteers are). The Registration page will help categorize people. We can market it as a volunteer open house on the listserv. Jenny will continue seeking sponsorships. On **November 6** there will be a lunch webinar on Veterans History Project Bob Patrick from LOC; people can attend virtually or in person. On **November 13** the Government Information Division (DGI) will partner with us for a library student appreciation event, with Marie Kaddell and Naomi House speaking at Lexis. DGI will order food and arrange speakers. The **November 20** writing series event will be moved to January. **December 3rd** is the date of holiday party, from 6-8 p.m. We reserved the room for 5-9 p.m. We want to incorporate the Tribal Libraries book drive into it. We are finalizing the menu and put down the deposit. It will be the same room as last year, with only 10 chairs, but more standing tables. From 6:00-6:30 there will be arrivals, 6:30 we eat, 6:45 we have the Business Meeting to feature Marie, Treasurer, and a 2013 Board photo op; a volunteer will take picture. The Scholarship recognition will feature an IOP presence. The Awards Committee will do presentations. Then we'll recognize the 2014 Board members, with another photo op. Then Marie will pass the gavel, and Chris will make remarks. We can do custom signs to highlight contributions of the vendors. We'll plan some January/February events before the end of the year. Bruce Rosenstein suggested an event to feature his book. Succession planning happens during January over a weekend. Chris will sent up a PBWorks wiki for the transition, and outgoing Board can "download their brains". This will happen in November. In January when we meet, we'll already have some brainstorming ideas in play. We can use the wiki for Board work next year, which may resolve problems we've had with distributing documents on the Board list this year.

Treasurer-Elect (Ramona Howerton)

We're using Quicken 2006; we can't print PDFs and have other issues. We have to do print screens of reports. We may want to purchase updated software. We will soon have \$27,000 in the operating account. The Pool Fund balance went up in the first two quarters by \$1249. Questions: Ramona asked if she should give President/VP a budget forecast, and give SLA Headquarters the quarterly reports. Board members noted that Hannah Sommers may know the answer to that, and that any purchase over \$100 is supposed to be approved by the Board. Big ticket items have to be approved by Linda Broussard. Ramona also noted we got the last check processed for the Joint Spring Workshop.

Communications (Lisa Pogue)

Last month we got the Chapter eNotes out, and did the Social Media Directory, which was posted. We

have an October theme (Community) and November (Appreciation) and December (Transitions). Another thing we want to do later this month is a follow-up survey of the membership to ask if they like what they're seeing. The last survey made clear that people like being asked their opinion. The October theme ties in with the Volunteer Appreciation event we'll be doing. In November we may look for some library humor for eNotes. Marie said thank you for the social media directory, and noted it would be good if people on Board are who are on social media enter themselves in there. At some point we could do a meet-up or hang-out like Google Plus so people can enjoy that virtual environment.

Sponsor Relationships (Jenny Wood)

For the Open House we have one sponsor, and we have a request in for another possibility. For the IBISWorld raffle, how many items should we have? We may ask for 3 or 4, and use 1 or 2 at the open house. For the annual meeting, we have Leadership Directories and Trak lined up. Jenny will keep pushing for sponsors. Some vendors indicated they can't do it this year, but could do something next year, and some are seeking to sponsor more technical programs. For example, maybe we could have some sort of showcase of science libraries next year.

Membership (Aileen Marshall)

Aileen Marshall got input from Marie Kaddell and Chris Vestal, and sent an email to the Board asking if questions for survey for lapsed members can be looked over. Aileen sent us the 3 questions, and we can recommend others. She was invited to a Catholic University SLA Knowledge Cafe meeting, and would like to take a flyer to advertise there for our chapter. Board members noted a chapter Brochure is available.

Technology and Innovation (James King)

James King migrated older radio broadcasts onto a new Youtube channel. His written report will include the link. He Created an SLA / DC/SLA user name. Podcasts were also converted to You Tube. He deleted old backups from server, which freed up space in our 2 gigabyte limit. He is working on two things. First, it's time to put out call for award nominees. If we know anyone worthy of chapter or SLA awards, let James know. He may put out a larger pitch to the membership after the government shutdown is over. His committee will write up nominations. We can check ULAS (the SLA membership directory) to pull down people's email addresses, to get an idea who are using .gov addresses. We can also compare the email addresses to our subscribers. We can also use our social media channels to get out the word. Any of our blog posts are immediately tweeted. Second, he just got the Loyalty Field Guide from James Kane, is working with an assistant of his, and sent it to Mary Talley and Linda Broussard for review. Once we're ready we'll push it out more, and during the Leadership Summit, will talk about some of the practicalities (building trust, sense of purpose in Sponsorship Relations, etc.) The Board congratulated James King for being elected SLA Chapter Cabinet Chair-Elect.

Strategic Planning Committee Report (Lois Ireland and Naomi House)

Lois Ireland thanked other members of the Strategic Planning Committee: Amelia Nuss, Hannah Miller, Angela Kent, Naomi House. They started meeting in the Spring by looking at the 2009 Strategic Plan components, and decided they are still flexible and pertinent to the chapter today. They found a tie-in with the SLA Strategic Agenda, and with the Loyalty Project, to help members feel more engaged. In 2010 another committee developed specific objectives under each goal. The Strategic Planning Committee also did a survey of Board Committee members, and got a good response. Lois ran across a book, *I'm Sorry I Broke Your Company*, which examines 5 management theories and why they don't work – one was strategic planning, though the author thinks the planning process is valuable. This influenced the committee's thinking to identify opportunities for the Board to consider, rather than

prescribe certain actions. The Committee identified opportunities such as Incorporate a formal review of the strategic plan into the Board planning for the year. Programming is solid, finances are in excellent shape with transparent process; and there are innovative changes in communications. Two areas that are ripe for focus: Membership and participation; and Community Outreach. For Membership: Volunteer Opportunities need to be handled better; we can think of an alternative to Signup Genius; and making a Volunteer Coordinator a Board position; or revitalizing the position. A lot of committee chairs in the survey indicated they need help with everything. There should be some way to better support committee chairs. There may be some training program to help them feel more connected. Under Community Service and Outreach, the only thing completed was the Employment Portal. We need to reach outside the library community, but some projects we've done have not taken off. But people are interested. We need to do a better job of reaching out to library science students. We could develop a more formal relationship with library schools. There may be a way to connect with them, and do things differently while they'll still students, to pull in involvement with chapter now. Everything is summarized in the print copy of document, "2013 Strategic Plan Review". The Board liked the idea of making it part of the Board Retreat. Lois will submit a blog post on this. Rutgers is coming to town in the Fall, Naomi will advertise it so we can do outreach to participants.

Old Business

Treasurer (Hannah Sommers)

We're in a Transition process. Hannah is also interested in approving support for a new version of Quicken. We will want to look at whether it will help us collaborate better. Talk offline. We'll talk about Joint Spring Workshop in the next meeting. We are looking healthy in our checking account, and may move some funds into the Pool Fund. It's never too early to think of how strategic priorities relate to the budget. The biggest part of the budget is programs, but sponsors help with that.

New Business

The Movers and Shakers Award nominations deadline is November 2nd. Anyone who wants to nominate chapter members can tell Marie or Chris. We can put a call out to our membership, and could put something out on the blog. It may help to talk to the person you want to nominate, to gather information. Lisa will compile *Library Journal* info on the award, and get tips from the Movers and Shakers among us.

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Next meeting is Thursday, November 7th. Same time, same place.

Chris Vestal moved to adjourn. Ramona Howerton seconded. Motion passed.

Meeting adjourned at 7:40 pm.