

DC/SLA Board Meeting
April 3, 2014

Attendees:

Chris Vestal
Lois Ireland
Ramona Howerton
Jessica Bland*
Jill Lynch*
Deena Adelman*
Trudy Root
Alicia Pappas

*Participants attended via conference call.

The meeting was called to order at 6:02 pm by Chris Vestal.

Ramona Howerton moved to approve the agenda. Jessica Bland seconded. Motion approved.

Ramona Howerton moved to approve the previous meeting's minutes. Asheleigh Perry seconded. Motion approved.

Discussions

President's Report (Chris Vestal)

Chris Vestal asked that anytime board members e-mail a committee that he be copied on the e-mails; especially if someone is working on a special project.

Chris wants feedback about the President's message. His message is a blog post now and is also published in the DC/SLA Chapter E-notes. Alicia Pappas said she would be more likely to read the Chapter E-notes because all of the information is in one place. However, it would draw more attention if there was a picture of Chris as opposed to just a hyperlink. Chris is thinking of sending out his blog post via the DC/SLA listserv as well.

Chris also wants to survey DC/SLA members to see if anyone is speaking at the SLA Annual Conference and what they will be speaking about. He would like for there to be a form on the DC/SLA website that members could fill out on their own. Chris asked the web committee if they could come up with a form to grab this information. After the information is collected it could be published as a blog post on the DC/SLA website.

Chris asked if everyone is still getting e-mails from the Board e-mail list. Asheleigh Perry and Alicia Pappas said no.

Catholic University is hosting a library association panel on April 11, 2014. Chris was asked to participate. He is reaching out to SLA headquarters staff to find information he could hand out to interested students.

There will be no board meetings held in June or July due to the SLA Annual Conference. However, Chris would like to host a Past Presidents' Dinner over the summer. Chris will be inviting past presidents of DC/SLA and it will be held at Lexis Nexis. He will report on the dinner when the DC/SLA Board meets in August.

Chris said he has enough What's Your Theme Blog posts for April. He will follow up with people he has reached out to in the past for future posts. Chris would like to archive/curate the blog series when it is finished.

Board Reports

President-Elect (Deena Adelman)

Deena Adelman fulfilled her commitment of creating a survey for programs for this year. The survey was created through Survey Monkey under the SLA Leadership account and the same one will be used for every program. She sent the survey out for two programs so far, which included:

- Reigniting Your Library Career held jointly at MLK Library with DCLA
 - Survey Summary – 6 respondents with an average of a 4.3/5 rating
 - Attendees thought the program was well planned. They also liked having TRAK representatives at the program, but they did not think the topic was completely covered
- Librarians in Tinseltown: A Night of Scandal and Mystery held at Leadership Directories
 - Survey Summary – 8 respondents with an average of 4.75/5 rating
 - Attendees had fun, but thought the conference table was awkward and they wanted more time to get to know other attendees

Upcoming Programs

- **April**
 - **April 17** at Department of Commerce Research Library: Librarians Fostering Learning and Innovation (IRC)
 - **April 23** Non-fiction Book Club
 - **April 24** Joint Spring Workshop—committee led by Trudie Root and Layla Heimlich
 - **April 29** at Mad Hatter: Speed Networking (Employment and Career Resources Committee)
 - This program will be held in a private room
- **May**
 - **May 7** at LexisNexis: Crafting a Personal Brand with Chris Olson presentation/webinar and workshop
 - **May 12** at GW, Paul Himmelfarb Health Sciences Library: “Dealing” with Information: Conducting Successful Negotiations
 - **May 13** webinar: The Tools of Influence for Special and Solo Librarians, presented by Solo Division & NY Chapter, co-sponsored by DC/SLA

Open House – Jill Strand will be speaking at the DC/SLA Open House which is scheduled for Tuesday, September 16, 2014. The Program Planning Committee is looking at reserving the Department of Commerce Library for this event. However, there is a security issue as everyone attending the event has to be on a list for security ahead of time. Chris Vestal said that it’s best if people RSVP even though it’s a free event so vendors know how many people will be able to attend anyway. The Department of Commerce Library has an internal vendor fair every year in their large space so it should be able to accommodate this event.

Treasurer (Ramona Howerton)

The DC/SLA Chapter is \$2500 in the black for the year. We currently have more income than expenses.

Sponsorship Relationships (Jessica Bland)

Safari has signed up for the Platinum Level Sponsorship with DC/SLA after discussing their options with Jessica Bland. She will talk with Deena Adelman about programs that Safari would like to get involved in and sponsor. She is looking to find at least one more sponsor for this year and has had conversations with Infotrieve, American Chemical Society, and The Deal.

Membership Director (Alicia Pappas)

Alicia Pappas pulled DC/SLA membership data and discovered that there are about 685 members.

Alicia also discussed her short and long term goals for the rest of the year. Her short term goals include putting together a template or cheat sheet for the Membership Director position and looking at the last 6 months to a year of DC/SLA’s membership to see if there are any trends. She is also looking to see if there is any consistency in our membership. Lois Ireland mentioned that there might be membership information in board reports from previous years as well.

Alicia’s long term goals include working with James King and Chris Vestal on implementing a new CRM tool to gain more insight about our membership. The tool will also be useful for figuring out to target useful content and programs for

DC/SLA members. She also talked to Kathy Kelly about getting membership more involved and active in the Chapter. Alicia wants to market the volunteer e-mail and possibly incorporate it into posts for programs and events.

Chris Vestal also mentioned that Kathy would like any board members that are a committee chair to send her an e-mail with the contact information for their committee members.

New Business

Past events seem to disappear from the DC/SLA event calendar on the website. Chris Vestal and Deena Adelman would prefer that the events stay on the calendar so people looking at the calendar can see what the Chapter is doing. Anyone looking at the calendar should also be able to go back to see what events were when and what they were about. Lois Ireland said the disappearance of past events was a default in Event Espresso, which is the plugin the Chapter uses for the event calendar. Jessica Bland also agreed that past events are important to see because it's difficult to show sponsors what we do if there is no history. Chris will reach out to James King to see if this is a simple fix, but if it cannot be fixed we will look for another event management system.

Membership Committee – Victor Monti used to be the chair of the Membership Committee. The Board discussed if renewing the Membership Committee would be a beneficial option and if Alicia Pappas would be the chair as Membership Director. Alicia was not sure if it is necessary to have a committee in order to reach out to members. In the past there was a focus on recruiting new members, but our focus has changed to retaining current members. Alicia would like the Membership Director and Volunteer Coordinator to work together, but they do not necessarily need a committee. Deena Adelman thought it would be nice if a membership representative could attend events to connect with people at programs as a form of outreach. Alicia mentioned that she tries to go to as many DC/SLA events as she can. We would need to recruit volunteers for this sort of position. Alicia will talk to Kathy Kelly about this. We need a way to encourage members to volunteer for recruiting new members at events. Ramona Howerton mentioned that the Chicago SLA Chapter provided color coded stickers for name tags that denoted new member, existing member, board member etc. We could possibly adopt this procedure for events as well.

Committee Reports

Nominations Committee (Lois Ireland)

Lois Ireland discussed the DC/SLA Board positions that will need to be filled for 2015. The open positions are listed below:

- 2 nominations for President-Elect (3 years)
- Recording Secretary (1 year)
- Communications Secretary (2 years)
- Sponsorship Director (2 years)
- Membership (2 years);
- Technology Director

The slate of nominations is not due until the end of August and the election will take place in September.

Lois requested that Board members keep an eye out for people who might be potential candidates. She intends to send out a general pitch to the membership. The deadline for nominations will most likely be July 1, 2014.

The only requirement is that nominees must be current DC/SLA members.

Archives Committee (Jill Lynch)

1. Archives Committee wants to be involved in celebrating the 75th Anniversary of the DC/SLA and to be a part of the task force for the anniversary.
2. The Archives Committee also wants to improve and expand our collection of DC/SLA materials. Gabrielle Spiers visited the collection at the MLK library and said that it is very limited. The committee would like to put out a call to the membership for archival materials from the Chapter.
 - a. Alicia Pappas did this for LLSDC and received 3 responses so she recommended that we do not heavily rely on members sending in archival material.
 - b. Alicia went through the archives and highlighted fun items that were saved over the years for LLSDC.
 - c. The Archives Committee also wants to send out a call to DC/SLA members for memories about the chapter.
 - d. They want to start this memory project one year before the anniversary with a cut off of September 2015.

- e. Lois Ireland said that they members could also be interviewed at DC/SLA programs and events. Chris Vestal said that Marie Kaddell has a digital recorder to audio record people's memories. We could also ask people to submit something in writing if they would prefer.
 - f. Alicia also mentioned that we could provide slips of paper at events and ask members to write down their DC/SLA memories.
 - g. Chris said that we can also create a form on the website for people who cannot make it to events, but would like to share their memories of DC/SLA as well.
3. The Archives Committee would also like to create a Digital Preservation and Collections Management Policy for the Chapter. They could not find a past one and Chris had never heard of one for the Chapter. Jill asked the Board what we want to collect/save and if that will include minutes, Board documents, financial information, etc.
- a. The Archives Committee is happy to draft a brief policy that can be filled in by the Board or create a questionnaire to be circulated to the Board.
 - b. The Archives Committee also has questions for James King concerning digital preservation.

Joint Spring Workshop (Trudie Root)

Trudie Root thanked the DC/SLA Chapter for our assistance with the Joint Spring Workshop. She noted that the first speaker, June Power, will talk about mobile apps and data storage issues. The second speaker, Fatima Barnes will discuss cultural projects, digitization, a student records database, and innovations in information access.

A moderator is still needed for the panel discussion on mining data from integrated library systems with the following panelists:

- Lynda Rudd (Alexandria Public Library)
- Richard Reyes-Gavilan (District of Columbia Public Libraries)
- Gail Herrera (University of Mississippi Libraries)
- Regina Avila (NIST)
- Krijns Vajs (Federal Reserve Board)

They have sent out the flyer for the Joint Spring Workshop, but are looking to reach out to School Librarians. Some Board members thought they could also reach out to SLA/MD and SLA/VA, the Virginia Library Association, and the Maryland Library Association as well. James King set up an event site and Deena Adelman will change the registration link on the DC/SLA calendar notice.

Commitments

--Chris Vestal asks that anytime board members e-mail a committee that he be copied on the e-mails; especially if someone is working on a special project.

-- Any board members that are a committee chair should send an e-mail to Kathy Kelly with contact information for their committee members.

-- Board members should keep an eye out for people who might be potential candidates for nomination to the Board.

--Deena will change the registration link on the DC/SLA calendar notice.

--Chris will reach out to James to see if we can fix Event Espresso from removing past events from the event calendar.

--Board members need to read over specific sections from the DC/SLA Chapter manual for Marie and respond to her with revisions.

--Chris will e-mail Marie to let her know that he told everyone about the manual and to expect a lot of e-mails.

Next meeting May, 8, 2014. 6-8pm, Lexis Nexis.

Ramona Howerton moved to adjourn. Asheleigh Perry seconded. Motion approved.

Meeting adjourned at 7:23pm.