

SLA Leadership Summit 2008
Louisville, KY USA
Division Cabinet Meeting
Friday, 25 January 2008

Minutes

1. Call to order
The Division Cabinet was called to order by Division Cabinet Chair Robyn Frank at 11:01 AM.
 - a. Agnes Mattis (outgoing Chair), presented gifts to both the Cabinet Chair and the Cabinet Chair-Elect.

2. Roll Call (sign roster)
Robyn reminded all cabinet members to sign the roster sheets that were being passed through the room.

3. Approval of Agenda (R. Frank)
The agenda was approved unanimously.

4. Approval of the Minutes of the June Division Cabinet Meeting (R. Frank)
The minutes from the Division Cabinet Meeting, June 2007 in Denver, CO were approved.

5. Remarks of the Chair (R. Frank)
 - a. Reminded the Cabinet members to look at and read all Board documents prior to arriving at the Summit or LDI. They contain a great deal of information and the leadership should take the time to read them.
 - b. Also encouraged the leadership to read any communications from HQ (Leadership Connections, etc.)
 - c. Stressed the importance of being aware of the SLA resources available to the units (L. Broussard will be giving a presentation after lunch).
 - d. Asked L. Broussard for a new report detailing the Unit Services Product Utilization (referenced Board Document OM0108-B05 available on the website) – CoP, listservs, Survey Monkey, etc.
 - e. Provided a synopsis of her Divisional Highlights report (OM0108-B06):
 - 1.) Correction on page 2 – Military “Libraries” Division
 - 2.) Annual Reports – expound more on the open ended questions; if no Annual Report turned in, your Division will not get their allotment
 - 3.) Significant findings from the Divisional Annual Reports
 - a.) 70% have no problem filling leadership positions
 - b.) 33% have a strategic plan
 - c.) 40% complete a needs survey of their membership (all units should probably “dust off” or update their strategic plans)
 - d.) Only 48% had budgets (there seemed to be confusion/questions about the financial questions)

- e.) Only 16% had an investment policy (is the pooled fund being utilized properly by the units?)
 - f.) 60% had web-based only bulletin/newsletter. Several units moving to blogs/wikis. We have some wonderful tools available; use them based upon what's best for your membership
 - e.) New questions about the Divisional listservs
 - f.) 52% allow members and non-members
 - g.) 96% allow job postings (with no charge)
 - h.) 62% allow job postings by members and non-members
 - i.) 50% report that 20-40% of their membership attend programming
 - j.) 15% report an increase in program attendance
 - k.) 92% have a membership committee
 - l.) Only 16% have a recruiting plan
 - m.) 28% have a mentoring program (28% for Chapters as well – interesting commonality)
 - n.) Use of Social Technology (new question)
 - i. 66% responded (yes/no only – specific technology not identified)
 - o.) Add a new question to the Annual Report to help capture the Divisional “Highlights of the Year” without having to go back and ask separately
- 4.) A question arose concerning who received copies of the completed Annual Reports (some Chairs and Chair-Elects did not receive). Erik Chambers sent out copies of Annual Reports to each Unit Chair and Chair-Elect (or President and President-Elect)
 - 5.) A second question arose about the possibility of receiving a report outlining/breaking down the Conference registrations by Division
 - a.) Board Actions, final quarter of 2007
 - i. Approved the Association Audit (Fall)
 - ii. Approved the Operating Fund (Fall)
 - iii. Approved the “Green” Initiative (November)
 - iv. Approved two research grants (December)
 - Michael Fanning (Germany) awarded \$10,000 (Impulse for Growth, report due in 2008)
 - David Shumaker and Mary Talley were awarded \$25,000 (Models of Embedded Librarianship, due sometime in 2009)
 - How will the results be communicated? Results for these grants will be reported/presented at a program during the annual conference
6. Actions of the Board of Directors (T. Rink)
 - a. Merger of the Connecticut Valley Chapter and the Boston Chapter (OM0108-A02)
 - b. Application for Special Program Funds from Units (OM0108-A03) – there was much deliberation by the Finance Committee as well as some discussion by the Board
 - 1.) KM Division (\$2,500.00) to help subsidize the travel of Chair-Elect to Annual Conference and Leadership Summit (from Australia) – division is

new and still attempting to solidify financial stability. Will only use the money if needed.

- 2.) Asian Chapter (\$10,000.00) as seed money towards developing their proposed conference: “International Conference of Asian Special Libraries on Shaping the Future of Special Libraries: Beyond Boundaries” to be held in New Delhi, India from 26-28 November 2008
 - c. Presentation of the 2008 Budget and Finance Committee Recommendations (OM0108-A03)
 - d. Board Candidate Process (G. Zamora) – passed until later in the meeting
 - 1.) Looking to revamp the Board Candidate procedure. Article in *Information Outlook*, speeches, podcasts, YouTube, visiting Divisional open houses at designated times (schedules determined in advance), etc. Attempting to make the candidates more “available” to the membership.
 - 2.) Committee members: Gloria Zamora, Rebecca Vargha, Ty Webb, and Roberto Sarmiento. Forward any comments or ideas to them. The goal is to keep the process fair, help recruit quality candidates, and to increase the number of participants/voters/candidates.
7. Referrals from the Board of Directors (T. Rink)
There were no referrals from the Board of Directors to the Division Cabinet
8. Old Business
There was no Old Business for the Division Cabinet
9. New Business
 - a. PAM Computer Science Survey – P. Ladwig
Discussed the results of the survey sent to SLA members regarding their “computer science” responsibilities. Parker’s PowerPoint slides will be made available following the Summit
10. Announcements
 - a. Military Librarians Division Name Changed to Military Libraries Division
11. Adjournment
The meeting adjourned at 11:50 AM. Division representatives were instructed to move to Salon E-G for the Joint Cabinet Meeting.

Respectfully submitted,



Thomas E. Rink, Division Cabinet Chair-Elect