**Silicon Valley Chapter**

**Meeting Minutes, 2015-16**

SLA SV Board Meeting Minutes

7/19/2016

1) Possible option to merge with SLA SF, as other geographically close chapters are doing given

dropping membership

We agreed to explore the possibility of merging SF and SV chapters.

Review membership numbers in Santa/Monterey/Gilroy, etc. to determine impact on members

in these areas.

Evaluate options to ptrotect SLA-SV current bank balance/savings

Possibility of having North and South Program Chairs to ensure programming in both

geographic locations.

Possibility of holding Board Meetings via Google Hangouts or Webex

2) SLA Connect list-serv and blog migration in August

Lyris will be closed on 8/1

Are we prepared for closure? Also the wiki closure? Cybil can you comment

Elisa will send email notification to list before 8/1

Valerie will explore exporting lyris list emails

3) Resetting due date on review of chapter website text

Elisa has already sent out link to google docs for the board to comment on, comments due

July 31: Google doc

4) Forthcoming Book Club 2016 event in August

The book will be: "This Book Is Overdue!: How Librarians and Cybrarians Can Save Us All" by

SLA 2016 Closing Keynote Speaker Marilyn Johnson.

Tentative location BIlly Berk's, downtown San Jose

Plan to charge $10 members/$20 non-members

Notice/invite to be sent out ASAP by Chrystelle

5) Fall programming ideas

Tour at David Rumsey Map Center, Stanford

Dine arounds in September/October

Board Meet and Greet in October

Possible Speakers:

o Tracy Maleef, Library Sherpa

o Rebecca Jones of Dysart and Jones

o Possibility of other speakers attending Internet Librarian - Chrystelle and Cory

6) Upcoming blog posts

Elisa to connect with Cybil on blog post schedule.

7) New board member recruitment for 2017

Possibilities:

Programming - Stephanie

Vendor/Sponsorship - Rory

President Elect - Chrystelle

Treasurer - Valerie (both Secretary and Treasurer unless another candidate is identified)

Other notes:

Possibly remove Direct at Large positions

Possibly merge Secretary and Treasurer positions

Check if there are rules as to how many people need to be on the board

8) Anything else on your mind

Please reply all if there is anything I have missed!

Spring SLA‐SV Executive Board Meeting

March 5, 2016, 6pm at Shana Thai, Mountain View.

In attendance: Elisa Ewing, Chrystelle Browman, Cybil Schroder, Valerie Sweeley

Absent: Cory Laurence, Kimberly Carle, Bridget Thrasher

Agenda:

1. 2016 SLA Conference Travel Grant recipient selection

2. Website refresh project

3. Review of chapter policies, procedures, and other instructions/directions, as we update our website

4. Monthly blog posts

5. New Chapter Activities Schedule

6. 2016 SLA-SF/SV Joint Meeting

7. Anything else on your mind

1. The chapter received three applications for the 2016 SLA Travel Grant. The committee will decide on the

winner by April 15th or sooner.

a) Bridgette is no longer using her $1500 stipend (incoming president). The board recommends it go to

another board member and we nominated Cybil. She will provide the board with her decision in a few

days.

2/3. Website Refresh: All board members should review the 23 page document including all of the text of our

site (chapter policies, procedures, and other instructions/directions) and provide comments/edits within the

document and any other ideas or comments by the deadline of May 15th. Website refresh is scheduled to be

completed by June 1st.

4. Monthly Blog Posts: Cybil feels confident that a monthly blog post is doable. Board members who are

attending SLA committed to writing a combined blog post after SLA about their experiences.

5. The board agreed to use the Chapter Activities Schedule to track tasks and activities that each board

member does in their role on a regular basis. E.g. blog posts, official mailings, events, etc.

6. May 1st Joint Meeting:

a) Soutron Global has signed up to sponsor ($300). There was some confusion on sponsorship levels so

when we refresh the site, we need to make sponsorship levels clear.

b) We are still short of sponsorship budget.

c) Creating a past sponsorship page on the site might add to enticing sponsors (additional advertising for

them).

d) Communications team will advertise meeting aggressively.

e) Adding another tier ($40) for Information Professionals who are members of other Professional

Associations (ala, baynet, CLA, etc)

f) Current attendance is 15, goal is 35-40 attendees

7. Additional items:

a) Executive Board needs to start thinking of recruiting next team (Cory to head). Decision was

made to require a “hand off meeting” in January for incoming board members to meet with past

person in their role.

b) SLA Headquarters situation – we are exploring doing a joint webinar with SF chapter with

update.

c) Dine arounds will be scheduled in August

d) Executive Board will meet again in June/July

**SLA-SV 2016 Executive Board Meeting**

**Meeting Minutes**

**Kumino, Mountain View**

**November 3, 2015 @ 7-8:30 pm**

**Make Introductions**

● Take Attendance

○ Cory Laurence (2015 President)

○ Elisa Ewing (2016 President-Elect)

○ Bridget Thrasher (2017 President-Elect)

○ Mihoko Hosoi (2014 Past-President)

○ Kimberly Carle (2015-2016 Treasurer)

○ Valerie Sweeley (2016-2017 Secretary)

○ Chrystelle Browman (Programming Chair and Director-at-Large)

○ Cybil Schroder (Director of Communications)

● Review position descriptions, roles, and responsibilities (if needed)

○ After comparing where folks lived and worked, the group determined that the Sunnyvale-

Mountain View-Palo Alto area would be the most centralized place to hold Executive

Board meetings

○ In 2016, the Executive Board will try to meet quarterly in attempts to connect more often

○ Encourage separate meetings with Executive Board members and related directors, like

SLA-SF chapter does

■ Treasurer regularly touches base with Sponsorship Chair

■ Programming Chair connects with Event Logistics volunteers

● Establish access for new officers to Google Docs, email, wiki (if needed)

○ Cory to ensure incoming board members--Kimberley, Valerie, Bridget--receive access

**Confirm Plans for 2015 Holiday Party**

● Date and time: Best dates for Executive Board attendance are 12/3, 12/8, 12/10, 12/17

○ SLA-SF holiday party already scheduled for 12/10, so we will need to select another date

to avoid duplication and over taxing sponsors

○ Location: Mandaran Roots and Tacolicious (both in Palo Alto) are top contenders

○ Elisa to send Janice list of sponsors from IT analyst firms

○ Chrystelle to finalize details and send announcement by week’s end

● Logistics: Copy same as last year

● Awards: No nominees yet at the of this Exec Board meeting. It is ok if we provide no awards this

year. Mihoko, who chairs the awards committee, might send a second reminder to chapter

members. Nomination deadline is 11/09/2015.

**Discuss 2016 Programming and Special Events**

● Library tours

○ Exec Board members encouraged to email any and all ideas to Chrystelle

○ Chrystelle says it would be great to have a tour every 3 months, but it would take

planning and ideas

○ Some ideas:

■ Grateful Dead archive; Pixar; Nasa Ames; Computer History Museum

● Lunch-and-Learns or Dine-Arounds

○ Regular program occurring monthly or every two months on topics of interest like

“Customer Engagement”; “Information Search and Discovery”; “Training and Instruction”

○ Rotate locations around Silicon Valley to accommodate the geographic diversity of

chapter members

○ Select date and time that might suit busy work schedules like Fridays @ Noon

○ For context, Dine-Arounds were strong in 2014 but not successful in 2015. Executive

Board members determined they are worth a try again.

○ Great summer activity, when programming tends to be at a lull (July/Aug)

● Mentoring program

○ Current chair Coleen Hathaway-Rosa slated to departure from chapter

○ Cory checking on who will continue to sponsor

○ Would be great to have a written recap to share with the chapter in order to promote the

program and give updates

● Joint May 2016 SLA-SF and SLA-SV meeting

○ SLA-SV’s turn to host this year

○ All Executive Board members encouraged to think of potential speakers

● Book club

○ Recommended read for 2016: *BiblioTech: Why Libraries Matter More Than Ever in the*

*Age of Google* (John Palfrey 5 May 2015)

● Special guest speakers

○ Conversation with knowledge management consultant Rebecca Jones (October 2016)

○ Talk by Michael Stephens, Assistant Professor in School of Information at San Jose State

University

○ Review of special libraries jobs in Silicon Valley by Catherine Ghent and Elyse Eisner of

Taylor & Associates

○ Coordinate speakers with industry conferences hosted in Northern California—like IDC

Directions (March); Internet Librarian (October), Technology Market Analysis Group

Meetings (Spring and Fall); others—to save funds

○ SLA-SF has requested a visit from Dee Magnoni (incoming SLA Pres) in April; Jaye (SF

Pres) asks if we would like to submit a request as well, as it would add weight to their

request.

● Cross-promotion of SJSU iSchool SLA Chapter webinars

**Create and Approve 2016 Budget**

● Estimate costs for potential programs and special events

● Add funds to cover exec board meetings

● Include funds for speaker stipends

● Budget for student/member financial need conference travel stipend

● Cory recommended President, Presidents-Elect, and Treasurer meet offline to discuss details

**Update Outdated Chapter Strategic Plan**

● Exec board members agreed to retire from website, particularly given the state of flux SLA is in

● Replace plan with a mission statement for the 2016 year, such as: *Increase engagement with*

*current and prospective chapter members in 2016 through expanded programming and*

*communication efforts*

● Uncertain who will complete this task?

**Recruit Volunteers**

● Help with programming

○ Given the challenging and often overwhelming task programming--particularly for one

Programming Director--Executive Board members agreed that each would take one

month in the 2016 calendar year to host a chapter event

○ Chrystelle to send calendar so Board members can sign up for a month to sponsor

● Communications efforts

○ Elisa/Bridget to send personalized welcome message to new membership on monthly

basis

○ Cybil to write blog post on 2015 Internet Librarian conference

○ Other blog post ideas: Commentary on interesting article read; review of HQ change

○ Cybil to assign month where each Board member posts to blog

○ Open communications to all chapter members, perhaps there is a member in our

constituency who wants experience

**Address Any Other Topics**

● Transfer SLA-SV bank account from Bank of America to Wells Fargo

○ This task is proving to be very difficult and complicated

○ Cory, Kimberly, and Elisa to meet in person with Wells banker on 11/14/2015

**SLA-Silicon Valley Executive Board Meeting**

**Tuesday, 3 February 2015**

**Mixx, Mountain View**

**In attendance:**

Cory Laurence (President)

Elisa Ewing (President-Elect)

Mihoko Hosoi (Past-President)

Rachael Davis (Secretary)

Rachael Devine (Treasurer)

Chrystelle Browman (Director-at-Large of Programming)

Cybil Schroder (Director-at-Large of Communications)

The meeting was called to order at 7:07pm.

**Approval of previous minutes: n/a**

**Old business: none**

**Reason for Meeting**

Cory: To discuss plans for the year and get updates from committee chairs.

**First order of business:**

The first order of business was to vote upon the number of meetings for the year and to

set a budget for the in person meetings. It was discussed that 2 in person and 2 online

meetings would be sufficient for the year. The budget for the in person meetings was

discussed and all agreed that $250 would be the limit for these meetings. It was them

moved by Elisa and seconded by Chrystelle. A vote was then cast and the motion was

approved unanimously. Dinner was then ordered and Cory asked the officers to give

their reports.

**Second order of business:**

The second order of business was to vote upon increasing the budget from $500 to

$1000 for the Meet & Greet? It was moved by Chrystelle and seconded by Mihoko. A

vote was then cast and the motion was approved unanimously.

**Officers and committee reports**

**-Communications (Cybil)**

Cybil gave her marketing plan for the next 2 years. Her main focus to increase targeted

communications. She said the communications committee would be meeting a couple

days after the Board Meeting on Thursday, February 5th.

Cybil wants to commit to regular communication with the chapter members. The board

discussed that the blog was a little sparse with communications in between events. She

discussed some ideas for the blog including an idea that each committee write an

informational article once per quarter around a certain theme. This quarter, Cybil

mentioned professional communication.

She explained that more people are using social media and that she would like to build

up a volunteer Twitter group--since she said it is difficult to maintain a Twitter feed by

just one volunteer. The other communication channels set-up for further discussion

were Facebook, LinkedIn, and YouTube.

**- Programming (Chrystelle)**

Chrystelle was concerned about the need to get more volunteers to form committees

and it was discussed that perhaps a happy hour this month? would work to draw people

in and get them excited to volunteer for them.

On March 1st, a tour is scheduled in San Francisco at the Mechanics Institute and is

open to anyone. It was not decided upon if the event should be No Host.

For events in April/May, these are still up in the air until details about the joint meeting

with SF can be solidified.

The SV Chapter may also be hosting events during the conference.

August is scheduled for a dine around

In September, there are plans for a speaker event and Elisa volunteered that her

company could sponsor a talk.

There is a tour scheduled for October, and a Meet & Greet in November (Mihoko

suggested earlier because officer election is likely to take place earlier this year.)

Chrystelle is open to more ideas/suggestions & there was some talk about Rebecca

Jones? (A lady, Elisa and Cory met at the Leadership Summit who discussed the

importance of Strategic Plans?)

**- Partnerships (Cory)**

Cory discussed the leadership summit connection, the student chapter.

**- Scholarship (Cory)**

Cory brought up the idea that the scholarship might be turned into a travel stipend.

There were concerns about tax implications and if the stipend should be 2-$500 awards

or 1-$1000 award. It was further discussed if the award should go to any student or just

a member of the SV Chapter.

After some discussion amongst the group, it was decided but not voted upon that the

award should be a $1000 award for travel to a conference. Cory will follow up with

Cindy, Rachael Devine, and Mihoko about the requirements. Voting will take place after

the details are solidified.

**- Strategic Plan (Cory)**

It was discovered by Mihoko that the Strategic Plan of the SLA SV Chapter had expired.

Cory asked the group if now was a good time to update and change it. Elisa volunteered

to take a look at it. It was then thought that maybe a 5 year plan would be a good idea.

**- Membership Ideas (Elisa)**

Elisa wants to talk up the chapter.

**- Book Club (Cory)**

Cory proposed the idea of a book club and envisioned it to be like the Dine Around

where different people host the event each time. There is a budget of $1000 and Cory

will send out a survey with a kick off of March or April.

The meeting was adjourned at 8:48pm.