

SCOPA Meeting Minutes  
September 26, 2007  
SML 409

Present: Tom Bolze (recorder); Suzanne Estelle-Holmer; Matthew Mason; Este Pope (chair/convener); and Camilla Tubbs

Call to Order: 2:05 p.m.

1. Approved meeting minutes from September 12 meeting.
2. Library school reception
  - Alumni Representatives: Discussion and approval of allowing schools sending representatives to also invite an “alumni representative” from their school to accompany them. Alumni representatives do not need to be Yale employees. Camilla has joined the list of alumni representatives for schools only sending literature, representing the U. of Washington.
  - Co-sponsorship: Diversity Council will co-sponsor reception. Este asked if we could use the patron counter that Diversity Council used at Diversity Fair; Matthew will check to see if the Beinecke counter is available.
  - Nametags: Este will create nametags for school representatives and alumni representatives (from list kept by Tom).
  - Hand-Outs: Tom will prepare the take-away with the names and home page URLs of schools represented. Hongbin will also be post this list on the SCOPA website. Lisa Thomas will bring copies of the small library school guide that she created to the reception for attendees to take away.
  - Signs: Tom has invited the attending schools to bring modest signs or banners that they can either attach to the front of the table or stand on the table (nothing can be put on walls). Discussion of putting a sandwich board advertisement at one of library entrances on day of event; preference is for High St. entrance, but Este will talk to Geoffrey. Should also have a sign outside the Memorabilia Room on the day of the reception. If Este has time, she will make small signs for the schools that will have only alumni representatives present.
  - Speakers: Matthew reported that Diane Turner is confirmed to speak at the reception; among other things, she will discuss benefits for Yale employees. Suzanne is still working on getting Alice to offer welcoming remarks, and she has confirmed that Ed Harris, dean of Southern Connecticut, will provide speak. Suzanne will contact the Learning Center/Learning Plan and/or Yale Benefits office to try to have someone available to speak with attendees about employee benefits.
  - Room Set-Up: Este will check with Kelly about whether tables will have skirts.
  - Publicity: Este will work with Geoffrey to create an email announcement for Yulib. Este will also work on drafting a “save-the-date” announcement to go out fairly soon. Discussion of various publicity venues that we hope Geoffrey will target, including Yale Daily News and, if possible, the university-wide listserv.
3. Grants

- C&Ts: Este summarized the recent email conversation about whether C&Ts should be permitted to apply for SCOPA grants, noting that Diane Turner agreed with the group's belief that while C&Ts should be eligible, they should not be permitted to be the lead investigators and should always have supervisor approval to be on a grant application. Matthew has drafted language to this effect and will distribute it to SCOPA for review.
- SCOPA Members Applying for a Grant: Este noted that a recent question arose as to whether a SCOPA member could apply for a SCOPA grant. Currently the language of the Grants Guidelines only prohibits SCOPA members who are on the Grants Subcommittee from applying; all other SCOPA members are eligible. Este spoke with Diane, and both felt that all SCOPA members should be barred from applying for SCOPA grants. Matthew agreed but suggested that this be refined to read that no SCOPA member could be the lead investigator on a grant application; thus, SCOPA members could still be eligible to work on activities funded by SCOPA grants. Consensus was that making SCOPA members ineligible to be lead investigator was a good idea; Este will draft new language for the Grants guidelines.
- Development Office: Este noted that Amanda Patrick in the (relatively new) Development Office has requested that SCOPA coordinate its next grant-writing workshop with her; possibly this could be a co-sponsored event. SCOPA members who will continue into 2008 (Suzanne, Tom, Matthew, & Hongbin) should remember to contact Amanda next year.

#### 4. Forums/Events

- Grant-Writing Forum (9/19): This forum had an attendance of 24.
- Heather MacNeil Forum (9/25): This forum had an attendance of 50.
- Podcasting: In follow-up to Joe Murphy's email asking if the grants workshop would be podcast, Este explained that podcasting had been discussed last year, and SCOPA had decided against it because of the cost (recording equipment had to be rented) and concern that it would give supervisors an incentive to deny permission for attending the actual forums. Now that the Library has some of its own recording equipment, however, cost has become less of a factor.

General discussion of pros & cons of consistently podcasting SCOPA events. Among the cons raised: more complicated set-up procedures; time and technical expertise required to mount podcasts to the website; permissions and intellectual property concerns with guest speakers; possibility that not all computers within the library system have sound cards, thus making it impossible to listen to podcasts; continuing concern that supervisors might use podcasting as a grounds for deny permission to attend forums; concern that supervisors might not permit listening to podcasts at workstations; concerns that some staff might spend too much time listening to podcasts; and concerns about how podcasts would be archived. Consensus was that if podcasting is done, it should be a library-wide program, and SCOPA should not take the lead in initiating such a program because of its limited resources and, most significantly, concerns about intellectual property. Este will discuss this matter with Geoffrey and possibly propose recording Alice's Librarian's Report to Staff as an experimental podcast.

- Giving Presentations: Matthew reported that Susan Brady had spoken with him about possibly getting SCOPA funding to attend a workshop on how to give presentations, and she would then present a summary of this workshop at a SCOPA forum. The workshops,

however, are quite expensive, and SCOPA felt that it could not afford this proposal. Este suggested that Susan might want to approach STOD about this.

- Photographs: Matthew raised the idea of a forum with curators about their photograph acquisitions, i.e. why they buy the photos they do. He will continue to explore this possibility.
- Law Library OPAC: Este raised again the possibility of doing a forum on the Law Library's new OPAC, possibly as part of a larger Web 2.0 program. Camilla concurred that this could be a valuable forum. The matter will be discussed further at the next SCOPA meeting.

Next meeting: Oct. 10.

Adjourn: 3:00 p.m.