

NAHSL Executive Board Meeting- Minutes

December 13, 2013 -10AM-3:00PM

Lamar Soutter Library, UMass Medical School

Present: Lisa Adriani, Valori Banfi, Donna Belcinski, Lori Bradshaw, Ellen Brassil, Alison Clapp, Janet Cowen, Maureen Dunn, Anne Fladger, Sally Gore, Jeannine Gluck, Rich Kaplan, Cara Marcus, Dina McKelvey, Nathan Norris, Mary Piorun, Debbie Berlanstein, recording

Call to Order. Rich Kaplan

Introductions

Approval of the minutes – Approved.

Topic/Committee	Person Responsible	Status/Discussion	Action
Officer's Reports			
Chair	Rich Kaplan	Rich welcomed everyone and asked that we all introduce ourselves and tell briefly how we came to our current positions as medical librarians.	
Treasurer	Lori Bradshaw	Lori will email the new budget proposal and we will vote by email. Budget should be OK with loss from annual meeting. However, the reserve is only \$20K so a sustainability mechanism is needed. We may need to look at affiliation with other groups to expand membership. This will be a future agenda item. Raising dues in 2015 can be considered. Examining conference locations in future. Waiting on 2 W-9 forms to process 1099 forms from 2 speakers.	
Past-Chair /Nominating	Sally Gore	Will need a Treasurer next year as well as Incoming Chair, MLA Nominee to the Nominating Committee. Appointments needed for Credentialing (Meredith Solomon volunteered) and 2016 Conference Chair	

Topic/Committee	Person Responsible	Status/Discussion	Action
		(Connecticut), Government Relations.	
Chair-Elect 2014	Cindy Stewart	Not present.	
Conference Chair 2013	Anne Fladger	Very successful meeting. Did not break even. Mostly excellent reviews. Open forum got the most criticism as not as advertised. Loved the location, loved the food, loved the speakers.	
Conference Chair 2014	Janet Cowen	Registration fees should be the same as 2013. Perhaps we should consider raising the exhibitor fee. Website should be live in early February with a link to hotel registration. The conference rate will be available 3 days pre- and post conference. Register for those early since they are based on availability. Opening reception will be at the Lighthouse Museum in downtown Rockport. The committee is thinking about a light reception and then dine-arounds in town. This was strongly supported by the Board. Entertainment: considering a talent show with members. This was also supported by the Board. No actual breakout sessions planned but possibly a workshop tied with plenary speakers. Luncheon tables may have pre-decided topics with facilitator. Moving lightening rounds to after break on Monday morning. Clark Merrill was so well received at 2013 meeting so there seems to be a hunger for business skills. Dina is investigating a possible speaker from that world. Rich will take on Sponsorship with Sally as backup with local liaison. Exhibitors – behind schedule. Future plans for NASHL (following survey, etc.) will be a session on the program.	
Chapter Council	Dina McKelvey	Request for Chapter sponsoring two lunch tickets to Chapter Roundtables. Free ticket-	

Topic/Committee	Person Responsible	Status/Discussion	Action
		holders to serve as the scribe at the table for better engagement. The Board agreed to funding those two tickets.	
Committee Reports			
Archives	Hongjie Wong/Nathan Norris	Nothing new to report.	
Bylaws	Ellen Brassil	Three areas of Executive Board Handbook need updating. We talked about adding a year to the rotation so the outgoing chair helps with transition. Ellen recommends appointing a collaborator to work with her for the remainder of her term. If every committee chair could review their area in the bylaws and forward any needs for updating. March meeting for update.	Ellen, Rich and Debbie will work together as a task force on bylaws for March meeting.
Education/CE	Jeannine Gluck	Plans underway for the new year and waiting to hear back from some possible instructors. Tentatively planning: plain language course, 4-hour version of existing class on genetic searching with David Osterberg. Nathan Norris and Megan Muir have agreed to present 2 1-hour webinars on advanced Google searching. Mary Beth Jordan will offer a course on Crucial Conversations planned between conferences. January meeting of the committee. Sally – trying to organize a program with Scott Lapinski from Countway on altmetrics. Amanda Palmer from Countway is also interested in doing something as well.	
Electronic Communication	Nathan Norris/Lisa Adriani	Co-chairs have taken over management of the Listserv. There are approximately 200 people on the listserv that are not members of NAHSL. Is that a problem? Agreement by Board to leave people on the list for now. They will make sure executive board list is accurate. Assisted ARISL	

Topic/Committee	Person Responsible	Status/Discussion	Action
		and Maine CPC Team. One applicant for Jay Daly Tech Grant. Should be finalized by end of December. Thanks to Professional Development Committee for blog posts. Electronic archives updated for 2013 documents.	
Government Relations	Susan Mahnken	Not present.	
Marketing	Donna Belcinski	Opened a NAHSL shop on Café Press to order mugs at \$11.99. Cafepress.com/NAHSL to purchase t-shirts, flask necklace, mugs, beer stein, shot glass. Lori will enter payee information so we make money on every item sold. Separate section for the conference shop with different items.	
Membership	Valori Banfi	<p>Len Levin joined to discuss the success of Wild Apricot. Worked great for registration at the conference. Registered vendors and attendees and sponsorship. Accounts were all settled by the end of the week of the conference.</p> <p>Renewals for the coming year should be easier too. Renewal reminders will get automatically emailed. One click to pay dues. 2014</p> <p>Conference registration will be automated and emails sent from the system. CE can also use this system for registration. We will add it as a line item in budget going forward. Len should receive free drink in Maine for all his work on Wild Apricot!</p> <p>4 members have joined since the conference. 192 members currently.</p>	
Professional Development	Alison Clapp	3 types of awards (MLA attendance, NAHSL attendance and other). Waiting on a few blog posts from NAHSL meeting.	
Liaisons & Representatives			
Credentialing		No report.	Confirm that Meredith Solomon is still interested in this position.

Topic/Committee	Person Responsible	Status/Discussion	Action
NNLM/NER	Mary Piorun	Site visit went very well. Videos were well received. Site team was very happy with the program here and asked easy questions. Funding notice is up for next fiscal year in May. Looking for COI leaders for the Health IT and KM COI's. Thinking about a regional calendar of events to avoid conflicts of scheduling or repetition of topics. Not the purview of the RML, but wondered if anyone would want to work on that.	
State Representatives			
ARIHSL		No report.	
CAHSL	Donna Belcinski	Held first social event at Gouveia Vineyards. Beautiful location. Holiday luncheon and 40 th anniversary celebration at the Inn at Middletown. Looking into booth at the Connecticut Library Assoc. conference in April to recruit members. Layoffs at Hartford Hospital system. No longer librarians at Backus and Midstate. Librarian at New Britain covering Midstate. Librarian at Wyndham is covering Backus. Director at St. Mary's retiring and will not be replaced. Lawrence Memorial has a labor lockout.	
HSL NH/VT	Maureen Dunn	State group has disbanded. Now no formal representation. How should we go forward? Maureen is willing to do it for now. Funds will be conveyed to NAHSL for the Professional Development Fund. State Hospital of NH Concord filled library position.	
HSLIC	Dina McElvey	No report	
MAHSLIN	Cara Marcus	The MAHSLIN Joint Consortia Program to be held at Olin College has two of the three speakers lined up. The first will be showing how to create an iBook and a FlipBoard magazine and the second speaker will be discussing best practices for using social media in a small library	

Topic/Committee	Person Responsible	Status/Discussion	Action
		and professionally. The Annual meeting will be held on April 11, 2014 in Waltham at the Mass Medical Society. "Medical Libraries matter" is the theme. Julia Schneider will speak on the Wisconsin experience (they passed a ruling that all hospitals must have a medical library). They are holding a membership logo contest. Margo Coletti is coordinating a salary survey in early 2014 to replicate the CT survey. This will help with benchmarking going forward. Trying to get the other NE states on board as well. Sally will coordinate the 3 rd action day in January 2014. Blog and newsletter still going on. They are developing a password protected member benefit resource sharing of an e-book professional collection. (working with Tracey Bahia from EBSCO).	
Discussion			
Old Business			
New Business		Request for support from Margo Coletti for KM symposium at MLA 2015. Board decided to offer \$1500 for support.	Rich will write up info for discussion via email.
Future Meetings		March 21, June 20, September 19. To be held a UMass Med for now. Going forward Rich suggested that the meeting should focus only on items that need discussion (1 hour or so) and reports should be submitted one week before for prior reading. Meeting can focus on discussion of how the organization should go forward.	

Topic/Committee	Person Responsible	Status/Discussion	Action

ARIHSL Report to NAHSL

December 13, 2013

Meetings

The November Business Meeting was held on 11/20. After the conclusion of the business portion of the meeting, we had a demonstration of LibGuides by Amanda Izenstark, Reference and Instruction Librarian from URI. Next meeting: March 19.

Nicky Pallotti, VP of ARIHSL, ran a survey to find out what topics people would like covered at business meetings. For March, we are hoping to have Stephanie Frirée demonstrate PubMed Health.

CE

ARIHSL is sponsoring a copyright class "Copyright Skills as Risk Management Tools" to be held Jan 16 from 9:30-12:30 at the Community College of RI in Lincoln. The instructor is Barbara Ingrassia who is a Certified Copyright Manager with five years' experience in copyright education and e-resource licensing. Cost will be \$15 for members, \$20 for non-members.

Statewide Reference Resource (askri.org)

AskRI recently added Ebsco's Consumer Health Complete to the database offerings that are free to RI residents.

ARIHSL sent a letter to the Office of Library and Information Systems with a list of suggestions for health related resources for AskRI. Recommendations: NEJM, Natural Standard, Academic Search Premier/Complete.

Web site

Madge is almost done with the LibGuides version of the ARIHSL web site. Nathan and Lisa helped to set up a password protected area for the minutes. All that's left is to move over some more documents and pictures, get feedback from the members, and then redirect the [old site](#) to the [new](#).

Submitted by: Madge Boldt, ARIHSL Representative to NAHSL

Bylaws Committee

December 13, 2013

1. Terms of Office Committee Chairs
2. Three areas to update

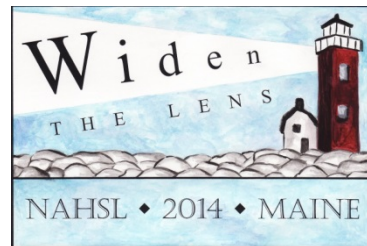
Respectfully submitted,

Ellen Brassil

Chair, Bylaws Committee

NAHSL Conference Chair – 2014

NAHSL Board – December 13, 2013



We're starting to pick up the pace a bit more now! We met in October, December meeting, we reviewed the evaluations from NAHSL 2013 in our decisions on those results. Some of the committee work and reports

November and December. At our Falmouth, and will be basing some of –

Registration – We are recommending to the NAHSL Executive Board that we keep the registration fees the same as 2013. **I will seek approval at the Board meeting on December 13.**

Website – We are aiming for an early February go-live for the NAHSL 2014 site. We'll be using a LibGuide, with some slight modifications to the 2103 page.

Hospitality – The Lighthouse Museum, site of the Opening Reception, is in easy walking distance to many fine, wonderful restaurants in the area. We are considering a change to the reception in that we will shorten the length and offer light fare, and encourage people to take advantage of dine-arounds. We would post menus in advance and have sign-up sheets at the reception. We would offer transportation back to the Samoset (about a 5-10 minute ride) immediately after the reception for those who don't want to enjoy a dinner on the town, and again later – 8:30-9:00. We're still thinking about this, and haven't made any final decisions. **Input from the Board would be appreciated.**

Entertainment for the Banquet – We're considering a talent show with NAHSL members showcasing their talents, and have sent out an email to gauge interest. Chris Fleuriel has received a few positive responses, but no decision has been made.

Program – Based on the evaluations from 2013, we are considering not having break-out sessions (following what was done in Falmouth). We may have workshops that follow up on the plenary sessions. Another idea is to offer round table discussions at lunch. We would select a few topics, and people could either sit at those facilitated tables, or not. We wouldn't try to have people sign up in advance. We're also looking at having the Lightning Rounds after the break on Monday morning, and then having the presenters available at one of the round tables.

Sponsorship – Rich Kaplan has agreed to take on Sponsorship, with Sally as his back-up. Patty Kahn will assist by providing a list of potential Maine sponsors.

Those are the highlights. We're on target with most of the items on our timeline. Our next meeting is on January 16th when we'll firm up some of our decisions.

Respectfully submitted,
Janet Cowen

Education Committee Report

NAHSL Executive Board

December 10, 2013

Courses offered this year:

Webinar:

Searching the Psychiatric Literature, Pam Hastings (40 participants)

In-person course at UMass Medical Center:

The Evolving Librarian, Michelle Kraft (27 participants)

Courses at NAHSL Conference:

Spin in the Medical Literature, Alan Ehrlich (11 participants)

Concepts in Immunology, Richard Goldsby (9 participants)

Bullet Point 1..., Sally Gore (17 participants)

Business Communications, Library Style, Magee & Jones (10 participants)

All courses offered this year were very well received. The low numbers of participants are reflective of a lower-than-usual number of conference attendees.

NAHSL members have told us that they want to see both webinars and in-person courses. We are planning both for the upcoming year, and will look for additional ways to offer education to our members.

I have begun contacting potential instructors for classes to be offered in the coming year.

- One instructor, who has a pre-existing course we would like to offer, had to decline due to serious family health issues.
- I have contacted David Osterbur, asking if he would offer us a four-hour version of his class on genetics searching. As that was just yesterday, I have not yet had a reply.
- I have asked Ann Jordan, Doug Macbeth and David Osterburg if they could suggest anyone to teach a four-hour clinical course on genetics.
- Nathan Norris and Meghan Muir have agreed to present two one-hour webinars on advanced Google and Google Scholar searching.
- Nathan and Alison's alt-metrics class is on hold, due to other commitments.
- I am in discussion with Mary Beth Jordan about a potential course on Crucial Conversations.

We still have a couple other ideas up our sleeves, and we are in process of scheduling January meeting of committee.

Chapter Council Report

NAHSL Annual Meeting

October 29, 2013

Wild Apricot: They are encouraging chapters to use Wild Apricot, and believe that if enough chapters do, we may be able to get a discount.

Chapter Project Award: Southern chapter won with a mentored writing project. An experienced writer was paired with a novice writer for a 12-hour project. They also do a hospital library symposium every year.

Chapter Council website: This site was redesigned by our Rising Star. It is built on Drupal, and the CE cmte content will also be moved to Drupal. The council was interested in our use of LibGuides, and wondered if we kept stats on traffic to the site.

Chapter news: Several of the western chapters will be joining together for their conference next year, which will be held in San Diego in the summer on a campus (housing in dorms). One chapter (?) said they offer vendors free membership if they agree to exhibit at the conference.

MLA News: Dixie Jones visited to talk about her term, and focus on ethics, education, mentoring and history. Also, MLA had been financially struggling, but is now back in the black. There was an MLA future open forum scheduled at the conference. Jerry Perry has a special interest in hospital library advocacy. JMLA is looking at alternative publishing models – peer review process alternatives

Section Shuffle: The Section Council Shuffle event may include Chapters in 2014. We have participated in a survey about our possible participation.

Respectfully Submitted,

Dina McKelvy

Chapter Council Representative

Electronic Communications has had a busy year, but it was fruitful.

Currently, there are currently 57 people registered to use LibGuides in the NAHSL account. There are currently 14 LibGuides in our system. These include our state groups, conference planning groups, Executive Board Site, general site, MLA Boston 2013 site, etc. We added a tab for all the individual state organizations.

Throughout the year many blogs posts were shared. Common themes were professional development, NAHSL registration and other announcements regarding the organization. There were a large amount of posts from the professional development grant award winners. One hundred forty-two people are following the blog.

Twitter announcements were made on various topics such as executive board nominations and other news and announcements. We have 117 followers on Twitter.

The listserv is also being utilized to share announcements. The management of the listerv membership requests has been transferred from Sally Gore to the both Nathan Norris and Lisa Adriani, the committee co-chairs.

Electronic Communications completed an inventory of our last Web presence for the last 20 years which includes images (Flickr), videos (Vimeo), Websites (Libguides, conference sites, etc), and Twitter.

With the assistance of Anne-Marie Kaminsky, we are relaunching NAHSL Innovations on our Blog and Libguide.

Respectfully submitted,

Lisa Adriani and Nathan Norris

Co-chairs, NAHSL Electronic Communications Committee

Maine HSLIC Liaison Report

NAHSL Annual Meeting

October 29, 2013

HSLIC-NH-VT Proposal: The HSLIC board has drafted an invitation to members of the NH-VT state organization. The invitation includes details about membership benefits, fees, meeting opportunities, etc. This proposal is a follow-up to a phone meeting held on August 8 with NH-VT members.

ACA Preparation: HSLIC has created a branded template for our members to use when discussing the ACA and insurance marketplace.

Fall meeting: A Fall meeting is scheduled for November 8 at Kennebec Valley Community College. The educational program topic will be mobile devices.

Slate of Officers: The proposed slate of officers has been approved by the board.

Chair: Susan Bloomfield (SMMC)

Vice-chair: Judi Moreno (CMCC)

Secretary: Christina Stuntz (Midcoast)

Treasurer: Ann Jordan (Jackson Lab)

Personnel changes: Deb Clark will be leaving her job at Stephens Memorial Hospital and taking a position as the Southern Maine Library District Consultant beginning in October. Two positions at Maine Medical Center were eliminated: the director and the archivist.

Respectfully Submitted,

Dina McKelvy

Maine HSLIC Liaison

NAHSL Marketing Committee Annual Report

1. The 2013 NAHSL conference was promoted on the listservs of other regional and national library associations, including the 6 New England state library associations, AAHSL, and SLA New England.
2. The Welcome Wagon program for new members will be continued.
3. Still looking for members to form a Marketing Committee. The purpose is to develop NAHSL brand recognition among members of other library groups and recruit new members among those interested in the health sciences.

Respectfully submitted,

Donna Belcinski, Marketing Chair

MEDICAL LIBRARY ASSOCIATION
NORTH ATLANTIC HEALTH SCIENCES LIBRARIES CHAPTER
PAST CHAIR - ANNUAL REPORT

This report covers the time-period from October 2012 to October 2013.

This report serves as my departure from the executive board. As a side note, my position of conference chair/NAHSL chair-elect ended the decade's long tradition of the dual position.

During the past year, due to a staff reduction at my library, I was not able to attend the majority of the executive board meetings. Please accept my apologies for my remission of duties.

The major responsibilities of my position were two-fold:

1. Develop a slate of candidates for the upcoming year. I am pleased to announce that Cindy Stewart, Dartmouth Medical Center agreed to run for NAHSL Chair-elect; and Len Levin, UMass Medical School agreed to run for Nominee for the MLA Nominating Committee.
2. Solicit NAHSL Achievement Award nominations. I am pleased to announce that the 2013 recipient is Donna Wikstrand, Vice President of Conference Hotels Unlimited.

It was my honor and privilege to serve on the NASHL executive board for the past three years. I will miss being part of such an outstanding group of colleagues.

MOTION

This report is informational and requires no action by the Board of Directors.

Respectfully Submitted,

Katherine Stemmer Frumento, AHIP North Atlantic Health Sciences Libraries (NAHSL), Past Chair

10/22/2013

Professional Development Committee Report

NAHSL Annual Meeting

October 29, 2013

Committee Members: Alison Clapp, Valori Banfi, Lori Bradshaw, Katherine Stemmer Frumento, Jeannine Gluck, Sally Gore, Mariana Lapidus

Quarterly Award

So far this year NAHSL has funded two quarterly award requests. These awards have been used to attend meetings and take classes. Each quarterly award is budgeted for \$500 and the total amount for the 2013 awards is \$929. An email has been posted to the listserv announcing the 4th Quarter Award.

MLA Annual Meeting Award

Due to the fact that the annual meeting was in Boston this year, the NAHSL Board decided to encourage as many of its members as possible to attend and therefore increased the funding available. There were fifteen requests for funding (3 MA, 3 RI, 2 ME, 5 CT, 1 VT), and one of the members who was funded ended up not being able to attend the meeting so NAHSL funded a total of fourteen of our members. Last year we funded 7 members. Total funds awarded was \$5,212.

NAHSL Annual Meeting

The Committee received fourteen applications for funding (1 MA, 3 RI, 3 ME, 4 CT, 3 VT). All requests were funded. The amount budgeted for the NAHSL Annual Meeting is \$3,000 and the amount requested is \$2,915. Last year we funded nine of our members.

Blog Posts

As a condition for receiving a Professional Development award, awardees are asked to submit a post for the NAHSL blog which summarizes the meeting/class they attended and highlights those things which could be used by their NAHSL colleagues. Congratulations to the awardees for some great posts!

MLA News

Alison Clapp and Nathan Norris submitted a NAHSL update to the MLA News which was published in the Sept. 2013 issue. The article described NAHSL's professional development activities and how the PD Committee works with the Electronic Communications Committee to publicize blog posts.

TOTAL 2013: \$9,056 (out of \$11,000 budgeted)

Respectfully submitted,

Alison Clapp

Chair, Professional Development Committee

