

## Minutes

NAHSL Board Meeting 3/21/14

UMass Medical School

Attending: Lisa Adriani, Valori Banfi, Madge Boldt, Lori Bradshaw, Ellen Brassil, Alison Clapp, Janet Cowen, Anne Fladger, Sally Gore, Rich Kaplan, Dina McKelvy, Nathan Norris, Mary Piorun, Erica Sevetson, Meredith Solomon, Cindy Stewart, Hongjie Wong, Debbie Berlanstein (recording)

### Conferences:

Janet: Maine Conference: Committee has met twice since the last Board meeting. The themes are widen the lens on libraries, on health care, on research, on patients, and member talent. There will be two lightening round sessions (5 min for each presentations). They are looking at alternate ways of delivering updates from RML, MLA and NLM. There will be roundtables at the luncheon with selected topics – including presenters and lightening round presenters. Flexible organization. President's forum is planned for Monday afternoon and with time also allowed at the business meeting. Talent show will be the entertainment for the banquet and they already have approximately 6 entrants. Exhibits – a new chair has been named, Beth Dyer. Sponsorship appealing to HSLIC with letter. Website: should be finalized on 3/28 and up in early April. Registration scheduled for May/June. Twitter hashtag will be available. Save the date will go out when website is live. There are a variety of local restaurants for dinner following reception – and attendees should not plan to eat dinner at the reception. Buses will be available back to Samoset right after and 1 ½ hours after. Driving/parking is easy at the reception site. Continuing Ed: concepts in genetics, searching for genetics info, writing in plain language, medical statistics -all on Sunday. Trying to contain costs and hoping for exhibitors and sponsors. Discussion about business meeting procedures: This is an opportunity to engage membership, with brief committee reports, ideas of new chair and the year ahead, etc. Updates from RML, NLM and MLA possibly done virtually a week prior (Mary Piorun is looking into this option). General agreement to try virtual updates. Rich, Cindy and Sally will reformulate the business meeting structure. Need was expressed by Anne to keep better records of attendance and money going forward. NAHSL table in the exhibit hall to recruit activity from members.

Erica: RI conference 2015: Signing contract soon. Looking at how Maine works out. Considering changing the program organization. Meeting next Friday, March 28 for the first time.

Rich: President's forum: What should the format be? Rich should set the stage with survey results. Nathan suggested a summer online forum after survey. Set a schedule. Use the blog for monthly communications to keep membership engaged. Where is NAHSL going? Shared calendar about CE's from all the state organizations and others (perhaps using LibCal?) The Electronic Communications Committee will decide on a calendar type and

will ask Jeanine Gluck and the individual state CE people to populate the calendar with programming.

Rich: potential dues rate discussed at the conference will need to be voted upon by membership electronically. Marketing Committee: how can we do more? Ways to push out our name and what we do. Should we be the regional networking organization? Dina looked at what other chapters have done. This includes line item budget cuts, increase in dues, schedule meetings same time as MLA, scholarship table, ticketed events with name speakers, balanced budget. Year-round engagement. Look at timing of conference, conference center vs. hotel.

#### Lunch break

Rich – Thanks for Sally's good work last year. He presented her a gift card to Worcester restaurant group.

Nathan: Should we weed the listserv to only members? No definite consensus. Should it be a perk of membership or should we retain non-members to engage them and convert them to members in the future.

Reports – Nathan: First Jay Daley Technology Grant recipient announcement. Madge Boldt. Certificate was bestowed on Madge. She will use the funds to buy a Kwikboost charging station for electronics at her library. She hopes it will bring more foot traffic.

Valori: Total of 135 members (9 new). Good start for this time of the year.

Sally: MAHSLIN's annual meeting is April 11 at Mass Medical Society.

MAHSLIN has made 17 EBSCO ebooks on library management available to members. Conference numbers are low for this year so far.

Dina: Chapter Council. MLA will have a combined section and chapter posters and shuffle. We should think about what NAHSL will present.

Madge: ARISL: Finally totally on LibGuide site. They are hosting PubMed for trainers in June.

Rich: Discussion of conference registration and membership deadlines. Len will be asked to look into tiered membership fees on Wild Apricot.

Rich: CE expenses: We spent \$5018.61 and only took \$3013.56. CE Committee – should they bring recommendations to Board for approval before going forward? Consensus that it is something we should be doing. Look at budget for next year. December meeting will be where we examine the budget proposal. Currently NAHSL has approximately \$46,000 (Lori).

Rich: NAHSL Survey:

Both members and non-members. He will use Survey Monkey and Meredith will assist him. Discussion and editing of draft survey followed.

## **ARIHSL Report to NAHSL**

March 21, 2014

### **Meetings**

The March Business Meeting was held on 3/19. After the conclusion of the business portion of the meeting, we had a demonstration of PubMed Health by Michele Eberle, along with an overview of PubMed/DOCLINE Updates. Next meeting: June 18.

### **CE**

ARIHSL sponsored a copyright class "Copyright Skills as Risk Management Tools" on Jan 16, with instructor Barbara Ingrassia. The class was well attended, with 21 participants that included librarians from local academic libraries as well as ARIHSL members.

February 6, 2014: Research versus Research: Sometimes the Little R is all you need

MLA webinar                      1.5 CE credits      8 participants

NLM Training in Rhode Island : PubMed® for Trainers; June 5 – June 27, CCRI Lincoln. The class is eligible for 15 hours of MLA CE credit.

### **Proposed slate of officers for 2014-15**

President - Nicola Palotti, Memorial Hospital

Vice President/President Elect – Madge Boldt, RI Hospital

Secretary- Gaelen Adam, Brown University

Treasurer – Marybeth Edwards, Roger Williams Medical Center

Past President – Sue Warthman, New England Institute of Technology

### **2015 Conference**

The first Conference Planning Committee meeting will be held March 28.

### **Web site**

The [www.arihsl.org](http://www.arihsl.org) domain name has been redirected to the LibGuide site sponsored by NAHSL. We are finally maintaining only this site. We are pleased with the format and how easy it is to maintain. Thank you to the very helpful NAHSL Electronic Communications Committee for their assistance.

Submitted by: Madge Boldt, ARIHSL Representative to NAHSL

NAHSL Bylaws Report  
March 2014

1. New Bylaws Committee member

Fran Delwiche from the University of Vermont Medical Library has agreed to join the NAHSL Bylaws Committee and will be collaborating on the three outstanding areas of either the Executive Board Handbook or the Bylaws that remain in need of new language to reflect changes over the past couple of years. Ellen and Fran have scheduled some conference calls and expect to present to the Executive Board to review at the June meeting proposed new language in the three sections –

2. Chapter Voting Quorum

The MLA Bylaws Committee recently contacted NAHSL Bylaws for information to help with their survey of chapter/section requirements needed for a voting quorum. MLA Bylaws is promoting the use of an absolute number instead of a percentage of membership present, noting that an absolute number should be based on the largest number that the chapter can depend on to attend any meeting – with the exception of bad weather or other “unfavorable conditions.” MLA did indicate however that use of an absolute number is a preferred recommendation and those chapters using a percentage are not necessarily out of compliance with their model bylaws. NAHSL Bylaws state that the number of voting members needed to be present for voting at the annual business meeting is 35. The MLA Bylaws Committee also wanted to know if lack of a quorum has hampered any chapters or sections from holding an annual business meeting.

Respectfully submitted,

Ellen Brassil  
Bylaws chair

**Chapter Council Report  
NAHSL Board Meeting  
March 21, 2014**

MLA Conference: We will be preparing a poster for MLA in the combined Section/Chapter shuffle. I have the guidelines for the poster. Chapter Council is preparing the roundtables lunch again. Topics include embedded librarians, supporting translational research and hospital library issues.

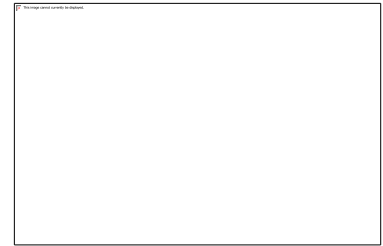
Budget Challenges – Other Chapters: I asked the chapter council list about how they have handled budget challenges. Here's a summary:

- Line by line budget cuts
- Dues increased (from \$20 to \$35)
- Balanced budget
- Having our spring board meeting at MLA
- Working with meeting planners to make conference more profitable
- Fundraising
- Ticketed events (big name speakers)
- "MCMLA chapter has not had budget challenges because our annual meeting has always made a profit"

Respectfully submitted,  
Dina McKelvy

## NAHSL Conference Chair – 2014

### NAHSL Board – March 21, 2014



Since the last NAHSL Board meeting, the CPC met on January 16<sup>th</sup> and February 13<sup>th</sup>. Our March 13<sup>th</sup> meeting was rescheduled to March 28<sup>th</sup>, due to the weather. We're doing a site visit at the Samoset on April 24<sup>th</sup>. While there, we'll again tour the facility and meet with our event coordinator. After lunch (compliments of the Samoset), we'll have our regularly scheduled monthly meeting.

Highlights since the last NAHSL Board meeting:

#### Program

Dina (MMC) has all the plenary speakers lined up, and they all fit well into the overall theme, "Widen the Lens." There's "Widen the Lens on Libraries" (Stephen Abram), "Widen the Lens on Healthcare" (Carrie Cola), "Widen the Lens on Research" (Paul Harris), and "Widen the Lens on Patients" (Haider Javed Warraich). We will once again have Lightning Presentations, 5 minutes each, and information regarding submitting a presentation will be posted in early April. Contacts have been made with our affiliate associations (RML, NLM, MLA) with alternate methods of their Update delivery being discussed. At the Monday lunch, we will offer roundtable discussions on a variety of topics, and will also include tables with speakers (plenary and lightning) for those wishing to delve further. This will be informal, in that we will not require sign-up in advance. Dina has set aside a block of time on Monday afternoon for the President's Forum (discussion of NAHSL's future, etc.) and time will also be available at the Tuesday morning business meeting.

#### Exhibits

Kathy Stemmer-Frumonto resigned as Exhibits Chair, and Beth Dyer (UNE) volunteered to step in. Beth had previously been working with Susan Bloomfield (SMMC) on Publicity and Signage, so a replacement for Beth on that committee was found (Amy Moore – MMC). Beth reports that she is compiling a list of potential exhibitors and preparing letters to be sent to them.

#### Sponsorship

Patty Kahn (Pen Bay) has been working on a letter to be sent to HSLIC librarians which will include a letter they can personalize for the appropriate person in their institution, asking for a donation. Patty has also worked on a general letter that Rich can use when he solicits sponsorship donations. Perhaps Rich can share more about what he and/or Sally have been doing.

#### Website

Cindy White and Megan McNichol (both EMMC) have been working hard on the NAHSL 2014 Conference website. We've spent a great deal of time at the last 2 CPC meetings reviewing the site and providing suggestions. We had intended on finalizing it at the March 13<sup>th</sup> meeting, and going live by the end of the month. However, because that meeting had to be postponed, it will not go live until early April. There is a "Social NAHSL" tab on the LibGuide that includes a Twitter hashtag (not yet created) and a blog where those posted to

the NAHSL blog tagged with the conference will feed directly. Thanks to Lisa Adriana, all CPC members have authoring rights for the blog.

#### Publicity

Save the Date emails will go out as soon as the website goes live, early April.

#### Hospitality

Plans are moving forward to decrease the amount of food at the Opening Reception. It is our intention to make this a social gathering, but not a substitute for the evening meal. Patty Kahn has prepared a list of local restaurants (most within walking distance of the Lighthouse Museum) which will be posted on the webpage. We will make it clear that attendees should not expect the reception to be their dinner. We realize this will increase an individual's expense, but we hope it will reduce NAHSL's. There will be buses returning to the Samoset directly after the reception for those who don't want to dine out, and another one approximately 1.5 hours after the reception. The reception is about a 10 minute drive from the Samoset, and there is plenty of parking at the Lighthouse Museum. Attendees may wish to drive to the reception if they don't want to depend on the buses.

We also expect to reduce costs by using NAHSL talent for the banquet entertainment. Six people have responded to Chris' (VA) appeal for those interested in performing in a talent show. More to come. This is another take on "Widen the Len" – "Widen the Lens on NAHSL Member Talent."

#### Continuing Education

Jeannine reports the following courses will be offered (all on Sunday):

Concepts in Genetics

Searching for Genetic Information

Simply Put: Writing in Plain Language

Medical Statistics

#### Finances and Conference Costs

We are mindful that the annual conference is a major feature of NAHSL membership with high expectations from the members. We also realize the CPC can never please every member on every aspect of the conference, even if there were an unlimited budget. Our goal then, is to plan a conference that will more than satisfy the majority of members, while thoughtfully considering costs. We wish to reduce costs without compromising quality, and will continue the measures put in place by our predecessors (such as eliminating mailed reminder postcards, and welcome gifts). We will also be implementing other ideas which may not be popular with some of the members, in an effort to "right-size" costs.

Respectfully submitted,  
Janet Cowen

## **Electronic Communications Committee Report**

### **March 21, 2014**

#### **Blog**

We added 18 people as authors to the blog. All of these people are on the CPC 2014 and the conference chair is hoping that they will post information regarding the upcoming conference.

#### **Jay Daly Technology Grant**

We solicited input from our committee members and received a unanimous decision to award the first-ever Jay Daly Technology Grant to Madge Boldt for her project at the Peters Health Sciences Library at Rhode Island Hospital. Her project will aim to promote the use of online resources and increase the usage of the library space by installing a Kwikboost Charging Station.

The amount awarded will be \$729. Madge plans to survey the library patrons after six months and will share that information by doing a lightning presentation at a conference and writing a blog post for NAHSL. Please let us know if you would like to see the grant application and answers to follow-up questions from our committee. We will be adding these to the NAHSL archives shortly.

We plan to work with NAHSL marketing to further publicize this award.

#### **Libguide**

We helped CPC 2014 with adding blog feeds to the conference libguide. We now have over 60 people that are registered as editors of the NAHSL libguides.

#### **Listserv**

We updated the names on the Executive Board list. We have also added a couple new members.

#### **NAHSL Domain Name**

It came to our attention that the registration for <http://www.NAHSL.org> had lapsed. As a result, when our members tried to use this URL, they were no longer taken to our NAHSL Libguide site. Thanks to Penny Glassman at UMass Medical, this site has now reinstated and re-registered, and users of the URL are now being taken to the correct site (<http://nahsl.libguides.com/NAHSL>).

The problem was that this site was registered to someone that previously worked at UMass Medical, so we did not receive notice of our site registration renewal. We are now working on transferring that registration so that going forward, we will be notified of our renewal.

Sincerely,

Lisa Adriani and Nathan Norris

Co-chairs, NAHSL Electronic Communications Committee



**Maine HSLIC Liaison Report  
NAHSL Board Meeting  
March 21, 2014**

Spring meeting: A Spring meeting is scheduled for May 9, 2014 at the new MaineGeneral Hospital in Augusta. The educational program topic will be journal collections.

Interesting Relationships: Memorial Hospital in North Conway, NH has joined MaineHealth, parent organization of MMC, SMHC, PenBay, etc.

Personnel changes: Happy Copley is no longer at St. Mary's Medical Center in Lewiston.

Membership Drive: Susan Bloomfield is heading an initiative to review all potential health science library members in Maine and make contact with them.

Outreach: Members of HSLIC will be staffing an exhibit at the Maine Hospital Association Conference in June.

Respectfully Submitted,  
Dina McKelvy

## **NAHSL Marketing Report**

### **March 14, 2013**

1. The mugs are going to be delivered in person to as many new members as possible, since it costs around \$6.50 to mail each mug. Coordinating this with Sally. I will get mugs to new members from Connecticut.
2. In light of recent discussions about membership, the conference, etc., I am once again asking for volunteers to form a marketing committee. I think it is very important that we start to address these issues at the state level, and get more people on board to help. We have a plan to reach out in CT and hope that it goes well, would like to encourage others to do the same. I'm sure there are people out there with great ideas and enthusiasm, and I hope to tap into that. I would like to put something on the listserv but think it should be part of our overall plan. I think if too many messages go out they get lost in the "noise." Unfortunately I can't get away from the library to come to this meeting, but hope to call in for part of it.

Respectfully submitted,

Donna Belcinski, Marketing Chair

## NAHSL Membership Committee Reports\*

### March 21, 2014

<b>Members</b>	
Renewals	126
New Members	9
Students (separate from New Members Or renewals)	(0)
<b>Total Members</b>	<b>135</b>

<b>Payment Options</b>	
PayPal	83
Personal Check	26
Institutional Check	26
Free (Membership free to Students)	(0)
<b>Total Paid members</b>	<b>135</b>

<b>States Represented</b>	
CT	32
LA	1
MA	53
ME	12
NH	12
NY	3
RI	14
VT	7
CANADA	1
<b>Total States/Countries Represented</b>	<b>9</b>

<b>MLA STATUS</b>	
MLA Individual	89
MLA Institutional	17
MLA Dual	7
<b>Total Members with MLA STATUS</b>	<b>113</b>

<b>AHIP Members</b>	
Provisional Member	0
Member	3
Senior Member	11
Distinguished Member	24
Emeritus Member	1
<b>Total AHIP Members</b>	<b>39</b>

Respectfully Submitted, Valori Ann Banfi, Chair, Membership \*\*Stats as of March 21, 2014

**NH/VT Report to the NAHSL Executive Board**  
**March 21, 2014**

A group of seven Southern NH librarians gathered for a live action social networking lunch at the Puritan Backroom in Manchester, NH on Friday, March 14<sup>th</sup>. It was nice to reconnect with each other, and reconfirm that even though the NH/VT group no longer officially exists, the sense of camaraderie and collegiality among librarians does! More events of a similar nature are planned for the future.

The lunch was also a chance to introduce Karen Goodman, new librarian at New Hampshire Hospital (the NH state psychiatric hospital in Concord), to her colleagues in the area.

*Some news from Vermont from Marianne Burke:*

The Health Information Round Table of Vermont Library Association will sponsor a program at VLA on information literacy in health professions education.

North Country Hospital (Newport, VT) has become a member of the UVM Dana Library Health Research Associate Program. Dana Library has increased the fees for services for new members to reflect more of the actual cost of providing the services. Fees will increase for continuing members in FY 15 for the same reason.

A project with the VT Dept of Libraries and the NER to develop a health information web portal for the state is going forward. The portal will bring together free resources mainly from NLM and sources subscribed to by the state library. The portal is intended as a link by public libraries and state agencies and end users will include all literacy levels and including lay and professional community members.

Respectfully submitted,  
Maureen Dunn  
NH/VT Liaison to NAHSL