

NAHSL Executive Board Meeting- Minutes - September 19, 2014 -10AM-3:00PM Lamar Soutter Library, UMass Medical School

Present: Gary Atwood, Donna Belcinski, Lori Bradshaw, Madge Boldt, Ellen Brassil, Marianne Burke (via phone), Alison Clapp, Janet Cowen, Maureen Dunn, Sally Gore, Jeannine Gluck, Rich Kaplan, Dina McKelvy (via phone), Nathan Norris, Cindy Stewart, Hongjie Wang, Debbie Berlanstein, recording

Call to Order: Rich Kaplan

Approval of the minutes – June Minutes Approved

Topic/Committee	Person Responsible	Status/Discussion	Action
NAHSL/MLA relations			
Emerging trends in HSL			
Mentoring for the future			
Officer's Reports			
Chair	Richard Kaplan	No report. Discussion later in the meeting regarding open forum and dues increase.	
Treasurer	Lori Bradshaw	Complete report forthcoming. Budget total is approximately \$78,000. Vote unanimous to approve the current year's budget.	Up to date report to be completed.
Past-Chair /Nominating	Sally Gore	Nominations are in and ballot is being sent. Candidates are Chair-Elect, Donna Belcinski, Conference Chair 2016, Jeannine Gluck, and Nominee to the Nominating Committee, Debbie Berlanstein	Sally will send out ballot.
Chair-Elect 2013	Cindy Stewart	Gearing up for taking over at the annual meeting.	
Conference Chair 2014	Janet Cowen	Conference is approaching soon. Plenary speakers are confirmed and registered. Added - Michelle Eberle will offer a grant and proposal writing workshop. There are 11 sponsorships confirmed (5 more slots available), totaling \$18050. This is a bit under the Falmouth	

Topic/Committee	Person Responsible	Status/Discussion	Action
		meeting, but there is still time to add. We have not yet met the room commitment at the Samoset, 8 more reservations are needed. Confident we will reach that in the coming weeks. The Saturday night rate of \$125 is sold out but \$145 still available.	
Conference Chair 2015	Erika Sevetson	Sally gave the report. The Omni Hotel in Providence is set. They are looking at plenary speakers. Sally asked about what a reasonable fee would be to get top speakers. The Board agreed that the \$5000 range is acceptable. Committee is looking for a location for the opening reception, hopefully in walking distance. Next planning meeting is 10/3. There is a possibility that a water fire exhibition may be scheduled the Saturday of the meeting weekend as it coincides with Brown University's family weekend.	
Chapter Council	Dina McKelvy	Request came regarding a strategic plan from NAHSL. The submission date of a project for the Majors Award is November 1. We don't currently think we have an appropriate project. Only suggestion is something regarding our survey and trying to involve the membership in the future direction of NAHSL.	Rich will consider the possibility of a submission.
Committee Reports			
Archives	Hongjie Wong	No real update. Please send anything in your possession that should be in the archive to Hongjie. The charge from Harvard to house our materials is now \$156/yr.	
Bylaws	Ellen Brassil	Fran Delwiche has been working with Ellen to make Bylaws updates and there is now a version 5. Ellen pointed out key areas of change and requested assistance in wording of Article VI	Ellen will edit the wording in Article VI and send it to the Board for approval.

Topic/Committee	Person Responsible	Status/Discussion	Action
		regarding membership since the dissolution of the NH/VT chapter. Members offered some options and Ellen will do wordsmithing and send it to the Board. Changes will also be needed to the Executive Board Handbook before everything goes to membership for a vote. Table of contents has also been created for improved access.	
Education/CE	Jeannine Gluck	All CE's are going forward. There are 5 registrants for each so far. She is looking into a non-conference customized CE with Terry Jankowski.	
Electronic Communication	Nathan Norris	The blog followers have increased by 50%. Many still prefer the listserv, so posts are being doubled up. Sixty-six people have access to the libguide, 379 people on the listserv. The list will be updated to only include NAHSL members, since it is a perk of membership. We now own the nahsl.org domain. We also have 130 Twitter followers, thanks to Lisa's work. Both Nathan and Lisa will stay in their role and on the Board for another year. There are several projects they hope to complete, including updating the Jay Daly Award form and process, migrating to nahsl.org and version 2 on libguides. Request that Lori separate out the software packages in the budget (Libguides, Wild Apricot, Network Solutions).	
Government Relations	Gary Atwood	2 posts for the upcoming election. Please send any topics of interest from the different states.	
Marketing	Donna Belcinski	Donna showed the latest version of the brochure that she updated. She will print 50 for display at the table at the meeting. Discussion concluded that the Board will perform a musical number in the talent show.	<ul style="list-style-type: none"> Donna will make edits to the brochure Send updates about the musical number and rehearsal

Topic/Committee	Person Responsible	Status/Discussion	Action
Membership	Valori Banfi	There are currently 177 paid members and 5 students.	
Professional Development	Alison Clapp	12 awards going out for the upcoming meeting. A bit over budget, but it will be covered.	
Liaisons & Representatives			
Credentialing	Meredith Solomon	No report	
NNLM/NER	Mary Piorun	No report.	
State Representatives			
ARIHSL	Madge Boldt	They revised their bylaws and goals, and are looking at their membership structure (institutional, individual). There is a new scholarly resources librarian at Brown. Johnson & Wales has a PA program and a liaison librarian. Bryant College also starting a PA program.	
CAHSL	Lori Bradshaw	Michelle Eberle gave a grant writing workshop. They have a December meeting. Lori will be part-time at Bristol Hospital. There are 3 interim directors currently in Connecticut, at Yale, UConn and Hartford Hospital. Linda Spadaccini is retiring from Waterbury Hospital. Lynn Sabol will be full time director there.	
NH/VT		There is a new librarian at Rutland Regional , Rickele Bello. Vermont Library Association is forming a Health Information Roundtable for sharing and communicating. UVM librarians will attend MAHSLIN events, and some are looking at UNYOC events as well. New Hampshire is a target area this year for the NNLM/NER and Maureen is working on projects with them.	
HSLIC	Dina McElvy	Planning their Fall meeting in November. Looking into consortium buying. The loss of numbers has them concerned about the sustainability of the association.	

Topic/Committee	Person Responsible	Status/Discussion	Action
MAHSLIN	Sally Gore	Board meeting same time as our Board meeting. Next CE about teaching and stress reduction is co-hosted with Western Massachusetts Health Consortia in Holyoke. Excellent registration numbers with a waiting list.	
Discussion		See below in New Business	
Old Business		None.	
New Business	Rich Kaplan	Discussion of NAHSL Conference Business Meeting agenda and the details of the open forum. Discussion of dues increase for 2015. See below for details.	
Future Meetings		Cancelled meeting to be held at conference. Consensus that there is not enough business to meet. Next Executive Board meeting is in December.	

Discussions held at September 19, 2014 NAHSL Executive Board Meeting

Structure of the Business Meeting at the Annual Conference in October:

- Executive Board members will give brief reports focused on accomplishments and be visible.
- Suggested that Board members sit at different tables rather than at the front all together
- Election results will be announced
- Announce new members and first-time attendees
- Rich to make Chair's remarks and pass the gavel to Cindy
- 2015 Conference invitation from Erika and her committee in Rhode Island

Discussion of Dues increase:

- Unanimous vote to increase dues to \$50/yr. This will be put forth at the business meeting with time for discussion and points made regarding the length of time since last increase and the need to strengthen our budget
- Discussion can continue on the listserv and an election will be held electronically later. Rich will craft an email about the voting and send a draft to the Board for review.

Open Forum Plans:

- Offer invitation to attend to Linda Walton (President, MLA) and Mary Piorun (NNLM/NER)
- Start the conversation with information from the member survey, and solicit comments and conversations about what direction NAHSL should be taking in the future, finances, relationship with MLA, member offerings, etc.

Other Details:

- Powerpoint slides of reports should be sent to Rich by October 6. He will collate and make everything uniform and send them to Cindy White by October 10.
- New excellent advocacy tab is now on the NAHSL libguide.

ARIHSL Report to NAHSL

September 19, 2014

Meetings

The September Business Meeting was held on 9/17.

- Program: “The Ebsco Discovery Experience at Providence College.” The HELIN consortium is making the switch from Serials Solutions to EDS.
- Presidential goals for this year: Revision of Bylaws and Policies & Procedures, implementation of member take-aways at business meeting for any CE/training attended.
- AHRQ “Researcher Training and Workforce Development in Methods and Standards for Conducting Patient-Centered Outcomes Research Studies (R25)” Brown Center for Evidence-Based Medicine – grant awarded.

Conference update:

- Hotel has been chosen: Omni, Providence
- Dates: 10/18-20/2015.
- Conference announcement and artwork are in the works.
- Theme: anchored in excellence.
- Programming: Sally Gore is heading and being assisted by Tovah Reis, Ruthann Gildea, and Laura Pavlech.
- Hospitality is looking for place for the opening reception.
- There is a meeting for conference planning October 3 at Brown Medical.

Membership

- Hilary Kraus, Librarian liaison for Johnson & Wales PA program, has left for a health sciences librarian position at UMass Dartmouth. (a new JWU PA liaison was recently hired, but not officially announced yet)
- Laura Pavlech – new at Brown: Scholarly Resources Librarian, Biomedical and Life Sciences

CE

Our CE coordinator is on sabbatical until January.

Submitted by: Madge Boldt, ARIHSL Representative to NAHSL

Bylaws Committee Report

September 19, 2014

1. The Bylaws Committee has prepared a new version 5 of the Bylaws, incorporating changes approved at the June Executive Board meeting – Additional proposed changes include Article VI, Section 1, prompted by disbanding of HSL NH/VT. Proposed language is presented for discussion. If approved by the Board, then the draft of a new version of the Bylaws is ready for vote by the membership.
2. A new Bylaws Table of Contents is presented. It would be a separate document apart from the Bylaws because of the pagination.
3. It is recommended that a vote on the Bylaws changes be held off pending completion of changes to the Executive Board Handbook – some of which could potentially affect the Bylaws.
4. The Committee will begin with review of pages 1-3 of the Handbook, since these pages most closely relate to the Bylaws.
5. Board members are reminded to review their respective functions in the Handbook that describes their office/committee and confirm or recommend changes.

Respectfully submitted,

Ellen Brassil

Chair, Bylaws Committee

Chapter Council Report

NAHSL Board Meeting

September 19, 2014

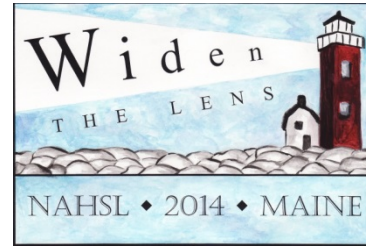
Strategic Plan Request: Sylvia McAphee from the Southern chapter requested examples of chapters' strategic plans. If we don't have one, perhaps we would like to see the examples Sylvia gets.

Invitation to submit entries for chapter project: Due date for a submission is November 1st, so please suggest any projects from recent years we could submit.

Respectfully submitted,

Dina McKelvy

NAHSL Conference Chair – 2014
NAHSL Board – September 19, 2014



Discussion items highlighted in red

Since the last NAHSL Board meeting, the CPC met on July 23, August 20 and meeting will be on October 1.

September 17. Our last pre-conference

Highlights since the last NAHSL Board meeting:

Program

All four plenary speakers are confirmed, registered, etc. In place of the Plenary Session Discussion, Michelle Eberle will present a Grant & Proposal Writing workshop. As of September 17, there are 7 lightning presentations and 10 poster sessions.

Exhibits

- To date, 19 vendors have registered to exhibit; all have fully paid
- We have reserved a table for NAHSL
- To date, 11 vendors have signed up for a lightning round.
- With 20 tables reserved, we can comfortably accept 5 more vendors, and emails have been sent again to vendors who have exhibited in the past but haven't for this year

Sponsorship

Received to date: \$17,550, with one additional pledge for \$500 (check requested, not yet received) for a total of \$18,050.

Jackson Labs is donating the printing of the program booklet.

MCPHS is donating printing of all signs.

Registration

As of September 17 there were 75 conference registrations, and 20 CE registrations. What is the minimum number of registrations for CE courses?

NAHSL's Got Talent!

There are 6 or 7 people or groups that have expressed interest. At one time, there was discussion of the NAHSL Board doing a skit – will this happen?

General Comments

We're using a graphic design student from Assumption College, for the layout of the program booklet. He will be compensated. This is an expense we didn't expect, but our very stretched-thin CPC either didn't have the time, inclination, or software to do it. It's almost completed, with expectations that it will go to Jackson Labs for printing on October 1. It needs another proofreading (or two) by CPC members.

Samoset – room commitment and \$125 room block

Discussion regarding Business Meeting – Updates from MLA/RML/NLM. Need final wording for program booklet

Other? Questions?

Respectfully submitted,
Janet Cowen

Electronic Communications Committee Report September 19, 2014

Blog

- Approved a few comments to blog posts.
- We have 38 Blog followers.

Education Calendar Project

- Either Google calendar or LibCal would work for this. We can implement this when volunteers are in place to populate. Initially, it was suggested that Education Committee folks could do this in conjunction with representatives from New England states.

Jay Daly Technology Grant

- Nathan updated the Jay Daly Grant application and has posted it to the Libguide.

Libguide

- Nathan created and added a tab on the NAHSL Libguide for advocacy. There have been various discussions on the NAHSL-Exec Listserv on how to promote it.
- We are supporting 66 people with ability to post to the NAHSL Libguide – more than 30% of our membership!
- There are currently 16 different Libguides in our system.

Listserv

- We will be executing a listserv cleanup. The will take place in coordination with the new membership year. We will work with membership chair (Val) and marketing chair (Donna) to ensure a smooth transition.
- We have added a few new members to the list. Some of these are former members. Thank you to Val for forwarding us the names and emails of the new members.
- We currently have 379 people currently on the Listserv.

NAHSL Domain

- We have contacted Penny Glassman for a status update regarding transferring our domain to GoDaddy.com. We will provide a report on this when we hear back from her.

Twitter

- We have 130 Twitter followers.

Other

Lisa and Nathan have volunteered to stay on as Electronic Committee Co-chairs for one more year. If this proposal is accepted by the board, here is our “to-do” list for the next year:

1. Compare actual paid NAHSL members to those that are on our Listserv. And with the help of Val and Donna, clean up the listserv and work to recruit new members in the process.

2. Update the Jay Daly technology form (new logo, details, contact information, etc.).
3. Migrate NAHSL.org to LibGuides version 2.
4. Prepare a detailed handbook on the responsibilities and relationships required of folks who chair this committee.
5. Finalize the process for maintaining the NAHSL.org domain.
6. Verify that our current committee members wish to remain on the committee.
7. Hopefully recruit the next co-chairs from either our current committee or other interested NAHSL members.

Sincerely,

Lisa Adriani and Nathan Norris
Co-chairs, NAHSL Electronic Communications Committee

NAHSL Government Relations Committee Report

September 19, 2014

To date, I have submitted two blog posts regarding the following topics:

Data Collection on Medical Errors

According to a general news report, the Centers for Medicare and Medicaid Services stopped collecting data on 8 key medical errors. In the past, this data was not only collected by readily made available to the general public on the Hospital Compare website. Officials content that the data can still be found in other sources, but patient advocates disagree.

Net Neutrality Resources

In light of the recent Internet Slowdown Day, I posted links to four resources that provide information about net neutrality and why it is important to librarians.

In light of the upcoming general elections, I plan to post links to the Secretary of State's web page for all New England states along with a non-partisan request that people go vote for the candidates and issues that are important to them. These web sites provide info about where and how to vote along with links to the candidates.

Respectfully submitted,

Gary S. Atwood

Chair, Government Relations Committee



Maine HSLIC Liaison Report

NAHSL Board Meeting

September 19, 2014

Consortium Deals: HSLIC is currently exploring consortium deals with AccessMedicine, Rittenhouse, and JAMA in addition to our current NEJM consortium purchase.

Reiterating Conference Hosting Concern: Currently 5 members of the NAHSL conference planning committee are retired. We are also receiving help from NAHSL members from other states, and I appreciate that we will continue to have the help for future conferences. I would say at this point, we have concerns about being able to play the role of host for future conference – using the typical conference planning model we have in place – where most planning cmte members come from the ‘hosting’ state. I wanted to be sure to emphasize the point that Maine will lack the critical mass needed to host the conference in the way it has been done in the past.

Respectfully Submitted,

Dina McKelvy

HSLIC Liaison to NAHSL Liaison to HSLIC

NAHSL Marketing Report
June 20, 2014

1. Sent Conference notices to state library groups, SLA New England, New England Library Assoc, AAHSL.
2. The new brochure is ready, I will have them printed once we get closer to the conference date and know the number of participants. I don't want to print too many in case we raise the dues.
3. NAHSL has a table in the exhibit hall at the conference, I need volunteers to staff it. I will send out an email to the membership if the EB can't cover the times. We are going to need people for the EB meeting time. I ordered buttons to give away, and will have candy, and the brochures. I'm going to have forms for people to fill out if they are interested in joining a committee. I've tossed around the idea of a drawing for anyone who fills out an interest form and need feedback on that idea.
4. We have had a few sales through CafePress. I sent out another email today with our lovely T-shirt model, Lori Bradshaw, hopefully if people want conference items they will buy them before. However, should we have some things there to sell? If they don't go we are probably stuck with them, but there might be people who want to purchase a conference item at the conference. Anyone with experience from past NAHSL conferences?

Respectfully submitted,

Donna Belcinski, Marketing Chair

NAHSL Membership Committee Reports*

September 19, 2014

Members	
Regular Membership	177
Student Membership	5
(New Members- includes Student & Regular Membership)	(23)
Total Members	182

Payment Options	
PayPal	115
Personal Check	35
Institutional Check	27
Free (Membership free to Students)	(5)
Total Number of Paid members	177

States Represented	
CT	38
LA	1
MA	77
ME	18
NH	16
NY	5
RI	16
VT	10
CANADA	1
Total States/Countries Represented	9

MLA STATUS	
MLA Individual	118
MLA Institutional	23
MLA Dual	7
Total Members with MLA STATUS	148

AHIP Members	
Provisional Member	1
Member	6
Senior Member	11
Distinguished Member	26
Emeritus Member	2
Total AHIP Members	46

Respectfully submitted by Valori Ann Banfi, Chair, Membership **Stats as of September 18, 2014

NAHSL Conference Chair – 2015
NAHSL Board – September 19, 2014

Planning for the NAHSL 2015 conference began in early 2014. A core conference planning committee was put together by March, with additional members added since then. With the assistance of Donna Wickstrand, of Conference Hotels Unlimited, a conference site was chosen. Since the 2010 conference was held in Newport, RI, it was agreed that we would hold this conference in Providence, at the Omni Providence Hotel. The 2005 conference was held at this location (at that time called the Westin).

The conference dates are October 17-20, 2015, and the theme is ***Health Sciences Libraries: Anchored in Excellence.***

Members of the conference planning have been recruited from Rhode Island and Massachusetts. Many of the members have been on previous planning committees

The conference planning committee members include:

- **Conference Chair:** Erika Sevetson
- **Continuing Education:** Pat Gorman
- **Evaluations:** William Anger and Amanda Richman
- **Exhibits:** Meredith Solomon
- **Hospitality & Local Arrangements:** Arline Dyer, Amanda Richman, and Andrew Creamer
- **Hotel:** Mary Zammarelli
- **Program:** Sally Gore, Ruthann Gildea, Tovah Reis, and Laura Pavlech
- **Registration:** Madge Boldt
- **Scholarship:** Sue Warthman & Barb Davis
- **Sponsorship:** Marybeth Edwards
- **Website & Technology Support:** Rachel Carpenter

At this writing, we are still in need of leaders for Finance and for Publicity/Marketing

We had a site visit at the Omni on January 23rd, and signed the contract with them in March. An initial planning meeting was held on March 28, and another is scheduled for October 3rd (at the Alpert Medical School). The bulk of planning has so far been done over email. Meredith Solomon created a Google Group for email communication among the CPC, and has also set up a Google Site where we will share documents, etc.

At this time, the main focus of the CPC has been programming and hospitality (specific reports follow).

Program

Sally Gore is taking the lead on programming. The focus at this point is identifying our main speakers, with a potential unifying theme of *Medical Librarians and the Public Good: Anchored in our Values*. When we have selected our speakers, Tovah Reis and Ruthann Gildea will assist with speaker arrangements and logistics.

Hospitality

October 16 – 18, 2015 is Brown University Family Weekend. There is almost always a Waterfire scheduled for the Saturday night of Family Wkd., and we anticipate that there will be one in 2015 also. We hope that attendees will arrive on Saturday, enjoy Waterfire and some of Providence's restaurants, and then attend a CE program on Sunday.

We are investigating several sites for the opening reception on Sunday of the conference. Options at this time include the Providence Public Library, Providence Athenaeum, RISD Museum, RI State House, and the Omni Hotel. Providence has many fine restaurants, so (as with the Maine conference) we intend to make this a social gathering, but not a substitute for the evening meal.

We would like to have the opening reception within walking distance of the hotel, so that we will not need to provide buses to/from the reception. Some of the local sites have quoted a facility fee of anywhere from \$2500 - \$3500 (above the catering fee) to us. We are mindful of the budget issues NAHSL is facing and are investigating all options.

Publicity

The conference logo was created by Rachel Carpenter (RIC) and submitted to Janet Cowen for inclusion in the 2014 conference booklet (below). The CPC will present an invitation to the 2015 conference during the Maine conference.

Respectfully submitted,
Erika Sevetson



Health Science
Libraries:



Anchored in Excellence



NAHSL 2015

Providence, RI
October 17th – 20th



**NH/VT Report to the NAHSL Executive Board
September 19, 2014**

1. New Librarian at Rutland Regional Medical Center. 0.5 FTE. Her contact information is:

Rickele Bello

Health Information Librarian

Rutland Regional Medical Center

160 Allen Street, Rutland, VT 05701

P: 802-747-3777 rlbello@rrmc.org

RRMC is still a Docline library.

2. VLA HIRT (Health Information Round Table) now has a google groups email list serve. Gary Atwood manages the list.

3. Some Vermont health sciences librarians are attending a MAHSLIN educational event and are considering joining MAHSLIN. Others (myself included) are considering attending the UNYOC annual conference in Saratoga Springs, NY this year. It follows the NAHSL conference.

Respectfully submitted,

Maureen Dunn

NH/VT Liaison to NAHSL

NAHSL NOMINATING COMMITTEE

OFFICIAL SLATE of CANDIDATES 2014

I am pleased to announce the following slate of candidates to be voted on by the NAHSL membership, with officers announced at the Annual Business Meeting in Rockport, Maine on October 21, 2014. Per our bylaws, the ballot will be delivered electronically to all current members at least 30 days prior to the Meeting.

Chair-Elect **Donna Belcinski, MLS** Clinical Librarian Greenwich Hospital
Greenwich, CT

Treasurer **Anne Fladger, MLS, AHIP**
Director, Medical Library & Educational Services Brigham & Women's Hospital
Boston, MA

Nominee to the **Debra Berlanstein, MLS, AHIP** **MLA Nominating** Associate
Director **Committee** Hirsch Health Sciences Library

Tufts University Boston, MA

BY APPOINTMENT:

NAHSL 2016 Conference Chair **Jeannine Cyr Gluck, MLS, AHIP**

Director of the Library

Eastern Connecticut Health Network Manchester, CT

We also have a recipient chosen for a **NAHSL Achievement Award**. This individual will be recognized at the 2014 Annual Meeting in Rockport.

I wish to express deep gratitude to each of these individuals for accepting nominations and their willingness to serve our organization.

Respectfully submitted, Sally Gore
Immediate Past Chair and Nominating Committee Chair, NAHSL

Professional Development Committee Report

NAHSL Executive Board

September 19, 2013

Quarterly Award (suspended for 2014)

MLA Annual Meeting Award (budget = \$2,000)

Four funding requests for a total of \$ 1,690.

NAHSL 2014 Annual Meeting (\$2,000 budgeted and \$310 left over from MLA budgeted amount)

Awardees were selected and have been notified that they have received funding. Two applications had to be withdrawn from consideration as neither applicant met the membership deadline.

1. Angier, William
2. Bloomfield, Susan
3. Devin, Robin
4. Fleuriel, Christine
5. Goodman, Karen
6. Levin, Len
7. McKelvy, Dina
8. Miglus, Jennifer
9. Solomon, Meredith

10. VanderPyl, Jeanie
11. Wang, Hongjie
12. Warthman, Susan

Total NAHSL funding requests: \$2,700

Total Spent for 2014: \$4,390 (over-budget by \$390)

Respectfully submitted,

Alison Clapp, Chair, Professional Development Committee