

NAHSL Executive Board Meeting- Minutes – December 12, 2014 -10AM-3:00PM, Lamar Soutter Library, UMass Medical School

Present: Cindy Stewart (Chair), Rich Kaplan, Janet Cowen, Madge Boldt, Meredith Solomon, Erika Sevetsen, Valori Banfi, Melanie Norton, Nathan Norris, Anne Fladger, Ellen Brassil, Dina McKelvy, Lori Bradshaw, Maureen Dunn, Lisa Adriani, Anne Conner, Sally Gore, Donna Belcinski, Fran Delwiche, Gary Atwood, Debbie Berlanstein, recording

Call to Order: Cindy Stewart

Approval of the minutes – Minutes approved – September 19, 2014 meeting

Topic/Committee	Person Responsible	Status/Discussion	Action
NAHSL/MLA relations			
Emerging trends in HSL			
Mentoring for the future			
Officer's Reports			
Chair	Cindy	Called meeting to order and welcomed everyone. Introductions were done.	
Treasurer	Lori Bradshaw	About 10K more in our budget starting in 2015. Official year end information will be provided by December 31. Anne Fladger will take over January 1, 2015	
Past-Chair /Nominating	Rich Kaplan	Nothing to report at this time	
Chair-Elect	Donna Belcinski	Nothing to report at this time	
Conference Chair 2014	Janet Cowen	The meeting in Maine showed a profit of 17K. The Main reason was attributed to the Samoset being more affordable than other venues. We paid a small penalty for not meeting food minimum from resort. Be aware of these requirements for future meetings. Student designed program was affordable, but sending large files was an issue. 89 responses for evaluations. All complete!	
Conference Chair 2015	Erika Sevetsen	3 plenary speakers are lined up. Monday afternoon, lightening rounds, posters,	

Topic/Committee	Person Responsible	Status/Discussion	Action
		<p>contributed papers and a member showcase are planned. The hotel in Providence is more expensive than the Samoset. There is a parking charged of \$28/day. We should encourage public transportation to get to Providence. Free wifi in hotel. Food costs are higher too. After some investigation it looks like NAHSL's exhibitor fees are low compared to other groups. We will increase them \$100. Also plan to ask those who bring a second person to pay an extra charge. Plenary speaker who founded Reach out and Read will tie in with book drive for conference attendees (newer picture books donated by attendees). Alex and Ani charitable option for booth presented. Proceeds could go to scholarships. Evening hours could fit in with banquet. Suggestion made to raffle off free parking.</p>	
Conference Chair 2016	Donna Belcinski for Jeannine Gluck	<p>UNYOC was not interested in a joint meeting due to distance from their chapter. We are still waiting to hear from NY/NJ. Looking at different locations. Committees are forming. First meeting to be held in January.</p>	
Chapter Council	Dina McKelvy	<p>Marianne Burke is on the MLA Majors Award Committee and encourages NAHSL to contribute something in the coming year. Deadline Nov. 1. Roundtables Committee is starting publicity for roundtables at the MLA in May. Usually a popular feature of the meeting. Dina is always able to put out questions to the Chapter Council listserv for questions to other chapters.</p>	
Committee Reports			
Archives	Hongjie Wong	<p>Rebecca Reznik-Zellen has joined committee. Boxes are in the Harvard Depository. There are</p>	

Topic/Committee	Person Responsible	Status/Discussion	Action
		8 boxes. Suggestion was made to look at content and see if we can avoid annual cost.	
Bylaws	Fran Delwiche	Going to look forward at the Exec. Board Handbook, but one unresolved issue regarding state representation prevents completion of bylaws revision. No other chapters have state reps like NAHSL. 4 chapters have members at large. A lot of variation out there. Discussion regarding options continued. Communication is the key goal with reps from the states and it is important for them to continue. Motion was made to approve the option that the NAHSL chair appoints rep from state(s) without state organization. Motion made to approve option C for bylaws composition. Motion was unanimously approved. Next step is revising the Handbook. Goal is to complete bylaws and handbook revision by end of this year.	Members should look at the page(s) that pertains to their role. Send changes to Fran by January 15.
Education/CE	Anne Connor	There is a new member, Nancy Bianchi from UVM. The committee could use representation from Massachusetts and Rhode Island. They met at conference. Considering reorganizing CE schedule due to low attendance in Maine. The survey showed that cost of extra overnight stay prevented people from registering. Soliciting new courses for NAHSL 2015. Should have something to present at next Board meeting. Short courses seem preferred. Jeannine suggested running program after a speaker for CE credit during the conference in 2016. Possibility of short course following close of meeting. Committee is meeting mid-February. Submit ideas by end of January. Suggestion: Recording CE for webinar later was a money maker.	
Technology Support	Nathan Norris	Announced that we are changing the name of	

Topic/Committee	Person Responsible	Status/Discussion	Action
		this committee to Technology Support. In light of the Committee name change, Lisa and Nathan will provide updates for the Executive Board Handbook to the Bylaws Committee. Updated information on libguide for the Board. 180 followers for the NAHSL blog.	
Government Relations	Gary Atwood	One post to the blog and one change to the web page regarding the election. Please share good ideas. Will post something new in the next few weeks.	
Marketing	Sally Gore/Donna Belcinski	Recruiting new members is key focus. They will confer and give report at next meeting.	
Membership	Valori Banfi	186 members. PayPal most widely used. Still some institutional checks. 8 states plus Canada. 151 with MLA status. 46 AHIP members. Closing Wild Apricot December 31 will avoid some confusion.	
Professional Development	Melanie Norton	Communicating with Alison for information and background. New members include Eric Albright and Anne Marie Kaminsky	
Liaisons & Representatives			
Credentialing	Meredith Solomon	Johnson & Wales has a new PA program. Erika Gearing, new librarian there, had questions regarding credentials and Meredith is reaching out.	
NNLM/NER	Meredith	Deadline extended for award proposals to December 24. See NNLM.gov/ner/funding. Exhibit awards available. Technology awards, digitization awards, express outreach. Money starts May to April 30 Fiscal Year15/16. Janet Cowen is consulting to assist with proposals that need some strengthening. Outside reviewers will be recruited to look at proposals. Searching for Head of Network Office at NLM still going	

Topic/Committee	Person Responsible	Status/Discussion	Action
		on, so still in flux.	
State Representatives			
ARIHSL	Madge Boldt	Business meeting held in November. EBM presentation from Brown librarian. Bryant University hosting March meeting. They also have new PA program. First class in January. June meeting in Providence at Omni. Going over bylaws and reviewing membership structure. Rhode Island College hosting MLA traveling collection on nursing postcard collection.	
CAHSL	Donna Belcinski	December luncheon on Humanities and Medicine. Nursing faculty member from Quinnipiac spoke. Very well received. They will exhibit again at the Connecticut Library Association meeting. New member involvement on the Board. Lori Bradshaw has a new job at Bristol Hospital. Greenwich Hospital has a new position of health literacy librarian. Very exciting. Kathy has done an amazing job of advocacy. Tennant has withdrawn from buying 5 hospitals in CT.	
NH/VT	Maureen Dunn	Susan Bishop at UVM retired. Recruiting for Head of Reference/Education and Research & Education librarian at Dartmouth.	
HSLIC	Dina McElvy	Spring meeting panel on the variety of nursing, medical and allied health programs in the state. Portland Public Library did a health impact study, and it may result in a health science position at the public library. Beth Dyer will be taking over as Maine rep starting in January.	
MAHSLIN	Meredith	Conference planning underway. May 1 is the date. At Mass Medical Society in Waltham. Advocacy/strategic planning subcommittee working on making connections. Time to renew dues.	

Topic/Committee	Person Responsible	Status/Discussion	Action
New Business			
Jay Daly Award	Nathan Norris	Since this is really a professional development opportunity, suggest combining it with other professional development opportunities, and include a new committee member to assist. This was approved by the Board. It is still well worth funding. Call goes out twice a year.	
Recruiting new committee members	Cindy Stewart	We have no exact process. Explaining what each committee does would be helpful. A fact sheet for each committee is a good idea. She will be putting out a call for committee members so it is important to know where we need new members. Numbers for each committee is not specified in handbook.	When looking at your relevant page in the handbook, please send Cindy some bullet points about the committee.

NEW BUSINESS

Discussion of the Survey for Regarding Dues Increase

- **81.1% yes, 18.9% No**
- **Discussion of the rollout and exact fees. Decision was to go to \$50 regular members and \$25 for retirees. Students remain free. Cindy will send message out next week to the membership.**

Proposed Budget:

- **Anne Fladger: Raise in dues will increase membership income to \$9000. Savings has approximately \$27000. She suggested recreating a finance committee to help manage the budget in the future. Board agreed.**
- **Committee will include NAHSL treasurer (past and current), chair, chair-elect, and 2 members at large appointed by treasurer. Edits will be made to official motion and then sent out for approval.**
- **Suggestion that we break out PayPal expenses to show actual costs.**

Strategic Plan and Priorities

- **Cindy, Rich and Donna to start work on a strategic plan**
- **Membership growth is key - try to reach 200 members. Develop a plan of action. Form group to move forward.**
- **Finance committee plan for transparent budget (see above)**
- **Bylaws and Handbook to be updated; Archives – keep updated on website and revisiting paper archive**
- **Orientation for new Board members-introduce new members to Board operations**
- **Improve communications – send regular message to membership highlighting initiatives. Involve marketing committee and ask state members what they would like to see**
- **Acknowledge members – when recognition is appropriate – share the stories, create member spotlight.**
- **Advocacy**

Suggestion from forum to discuss:

- **Create special interest groups (SIGs).**
- **Virtual meeting for Board. We will try it. Next meeting is scheduled for March 13, 2015.**

NAHSL Government Relations Committee Report

December 12, 2014

To date, I have submitted the following post to the NAHSL blog:

Update on the Georgia State University Copyright Decision

On October 17th, the US Court of Appeals ruled that Georgia State University had violated fair use rules when they scanned and posted book chapters and articles into the university's course management system. It was only a partial victory for publishers, however, because the court did not overturn the whole decision. Instead, it sent the case back to the original court for reconsideration.

I also posted a brief guide to the recent federal/state/local elections that contained links to the Secretary of State's website for each New England state. This information will be taken down now that the election is over. If anyone has ideas about what they would like to see in that online space, please feel let me know.

Respectfully submitted,

Gary S. Atwood

Chair, Government Relations Committee

NAHSL Conference Chair – 2015
NAHSL Board – December 12, 2014

The 2015 CPC enjoyed a very informative lunch with the 2014 CPC in Rockport this year. We met again at the end of October and are planning to meet again in January (and regularly after that).

The opening reception at the 2015 conference will be at the Dorrance restaurant in Providence. Plenary speakers have been finalized: as announced at the 2014 conferences, the speakers will be Amy Dickinson and Dipesh Navsaria (on Monday) and Frances Groen (on Tuesday). Monday morning's speakers may attract a broader audience (public librarians, early literacy specialists & advocates).

Monday afternoon can be described as a NAHSL member showcase, with opportunities for presented papers, lightning rounds, and posters. This schedule is currently flexible and negotiable. Although we anticipate that the RML will do their update via webinar again, we are discussing creating space in the program for an MLA update and an NLM update.

The CPC is using libguides for sharing documents, etc.

Meredith Solomon is in charge of exhibits, and is thinking creatively about how better to showcase them. We do plan to raise the vendor fee this year. We also plan to make the vendor fee a one-person registration, and will charge a small fee for any extra reps (i.e., if Ovid sends 2 reps, the fee will cover one, and we may charge \$100 for the 2nd rep. This will help cover our food costs for that person.)

We have not yet discussed registration fees. Registration may need to be somewhat higher due to higher food costs in Providence, but we recognize that hotel rooms are more expensive, and attendees will also have to pay a parking fee at the hotel.

Two proposals have come up that may need approval by the board:

1) Dipesh Navsaria is the medical director of Reach Out and Read Wisconsin. The committee would like to tie his appearance in with a book drive for ROaR-RI. We would ask conference attendees to bring a new or gently-used picture book to donate.

2) One member of the planning committee has mentioned that Alex & Ani (the RI-based jewelry company) once offered to have a sales table at another local conference she helped to plan. In exchange for their placement, they donated a percentage of their sales (15%) back to the organization. We thought this would be an interesting way to contribute to the scholarship fund.

Respectfully submitted,
Erika Severson

NAHSL

Archives Committee Report

12/2014

New Committee Member:

Rebecca Reznik-Zellen, Head

Research and Scholarly Communication Services

Lamar Soutter Library

U Mass Medical School

Archival Items Circulated:

In/Out	Person	Content	Quality	Coverage
11/13/14 (Out)	Jeannine Gluck	Conference Book (from Planning Committee)	1 Folder; 3 programs, 1 CD	2011

Archival Items Added:

In/Out	Person	Content	Quality	Coverage
12/1/2015 (In)	Dina McKelvy	NAHSL Conference Binder	1 Folder	1996-2002

Archive Expenditure Budgeted for FY16:

\$200 (\$156 spent for FY15)

Sincerely,

Hongjie Wang

Rebecca Reznik-Zellen

Archives, NAHSL

ARIHSL Report to NAHSL

December 12, 2014

Meetings

- The November Business Meeting was held on Nov 19 at Miriam Hospital. Program: Gaelen Adam from Brown's Center for Evidence Based Medicine spoke about how being a research associate affects the role of the medical librarian.
- The March meeting will be hosted by Bryant University in their new (still under construction) Physician Assistant Learning Center.
- The annual dinner meeting in June will be held at the Omni in Providence. This is the 2015 NAHSL Conference location.

Bylaws

- Bylaws and Policies & Procedures are under review.

Membership

- We are reviewing our membership structure. We currently have institutional and individual memberships, which can be confusing to new members. Any changes would not take place until 2016.

Miscellaneous

- RI College is hosting an NLM traveling exhibit, Zwerdling nursing postcard collection, mid-January to end of February. Coincides with 100 years of nursing program at RIC. Official opening ceremony on January 28

Submitted by: Madge Boldt, ARIHSL Representative to NAHSL

Bylaws Committee Report
December 2014

The committee is in the final stages of creating a revised Bylaws document. The only unresolved issue is that of state representation on the Executive Board, prompted by the dissolution of HSL NH/VT in 2013.

After checking the MLA Model Bylaws, as well as the Bylaws of the thirteen MLA chapters, the Committee determined that NAHSL is the only chapter to require state representation on the Executive Board. However, four MLA chapters include one or more “members-at-large” on their Executive Boards (see Appendix A).

The Committee created a table (see Appendix B) listing possible options for the Board to consider. Once the Board has come to a decision, we would need to decide whether the issue needs to be put before the membership for a formal vote.

Once this issue is settled, the Committee will commence review of the Executive Board Handbook (EBH). In anticipation thereof, all officers and committee chairs are asked to review the page in the EBH that pertains to their office, and to notify the Bylaws Committee of any recommended changes.

Respectfully submitted,
Frances Delwiche
12-12-14

**Appendix A: Mention of “Members-at-Large or State Representatives
in Bylaws of MLA chapters**

Chapter (N=13)	Officers	Executive Board
Hawaii-Pacific	No mention of state reps or member-at-large	No mention of state reps or member-at-large
Med Lib Group So. Calif & AZ (MLGSCA)	No mention of state reps or member-at-large	No mention of state reps or member-at-large
MidAtlantic	No mention of state reps or member-at-large	No mention of state reps or member-at-large
Midcontinental	No mention of state reps or member-at-large	No mention of state reps or member-at-large
Midwest	1 Representative-at-Large	1 Representative-at-Large
MLA Model Bylaws	No mention of state reps or member-at-large	No mention of state reps or member-at-large
NY-NJ	4 “Members” of the EB	4 “Members” of the EB
NAHSL	No mention of state reps or member-at-large	“...one representative from each state group appointed by that state group...”
No. Calif-NV (NCNMLG)	1 “Member” of the NCNMLG	1 “Member” of the NCNMLG
Pacific NW	No mention of state reps or member-at-large	No mention of state reps or member-at-large
Philadelphia	No mention of state reps or member-at-large	No mention of state reps or member-at-large
South Central (SCCMLA)	No mention of state reps or member-at-large	No mention of state reps or member-at-large
Southern	No mention of state reps or member-at-large	No mention of state reps or member-at-large
Upstate NY & Ontario	3 members at large	3 members at large

Summary: Of the 13 MLA chapters, four (30.8%) include one or more “members-at-large” as both elected officers and members of their executive boards. So far as I can tell, only NAHSL specifies that there be one representative *from each state*.

**Appendix B. Options for new language in NAHSL Bylaws
regarding membership of Executive Board**

Background:

New language in the Bylaws describing the constitution of the Executive Board is required as a result of the dissolution of HSL NH/VT in 2013.

Two areas of the Bylaws are affected: ARTICLE III. Membership, Section 2. Rights and Privileges, and ARTICLE VI. The Executive Board, Section 1. Membership.

Below are possible options for new language for ARTICLE VI. The Executive Board, Section 1. Membership. Note that Option A is the language of our current Bylaws.

If the Board decides to recommend replacing the state representatives with Members-at-Large, we will need to determine the term of office and how they are to be chosen, whether by election or appointment.

		Rank
A	The elected officers, Chair-appointed officers and one representative from each state group appointed by that state group shall constitute the Executive Board. <i>(This is the language of our current Bylaws.)</i>	N/A
B	The elected officers and Chair-appointed committee chairs shall constitute the Executive Board. <i>(This option eliminates the state reps altogether.)</i>	
C	The elected officers, Chair-appointed committee chairs, and state representatives shall constitute the Executive Board. In states that have an active statewide health sciences libraries organization, the representative shall be appointed by that organization. In the absence of a statewide health sciences libraries organization, the NAHSL chair shall appoint a NAHSL member from that state to sit on the Executive Board. <i>(This option has the NAHSL chair appoint a state rep if there is no statewide HSL organization in that state.)</i>	

D	<p>The elected officers, Chair-appointed committee chairs, and (X#, number to be determined) Members-at-Large shall constitute the Executive Board.</p> <p><i>(This option substitutes Members-at-Large for the current 5 state reps, but does not specify what state they are to be from.)</i></p>	
E	<p>The elected officers, Chair-appointed committee chairs, and 6 Members-at-Large, one from each state in the organization’s geographic area, shall constitute the Executive Board.</p> <p><i>(This option substitutes Members-at-Large for the current 5 state reps, and specifies that there must be one from each state.)</i></p>	
F	<p>The elected officers, Chair-appointed committee chairs, and three (3) Members-at-Large shall constitute the Executive Board. The Members-at-Large must be from three different states.</p> <p><i>(This option substitutes 3 Members-at-Large for the current 5 state reps, and specifies that they must be from 3 different states.)</i></p>	
G	<p>The elected officers, Chair-appointed committee chairs, and three (3) Members-at-Large shall constitute the Executive Board. The Members-at-Large shall be elected from the six NAHSL states on a rotating basis, as follows: 1st term: Massachusetts, Rhode Island, and New Hampshire (one from each state) 2nd term: Connecticut, Maine, and Vermont (one from each state)</p> <p><i>(This option substitutes 3 Members-at-Large for the current 5 state reps, and specifies which states they must be from, on a rotating basis.)</i></p>	
H	<p>The elected officers, Chair-appointed committee chairs, and two (2) Members-at-Large shall constitute the Executive Board. The Members-at-Large shall be elected from the six NAHSL states on a rotating basis, as follows: 1st term: Maine and Massachusetts (one from each state) 2nd term: New Hampshire and Connecticut (one from each state) 3rd term: Vermont and Rhode Island (one from each state)</p> <p><i>(This option substitutes 2 Members-at-Large for the current 5 state reps, and specifies which states they must be from, on a rotating basis.)</i></p>	

I	Other?	
J	Other?	

**NAHSL Board Meeting
Continuing Education Committee Report
December 12, 2014**

Committee Membership:

Nancy Bianchi (UVM-Dana)

Anne Conner, Chair (Littleton Regional Healthcare)

Michelle Eberle (RML)

Jeannine Gluck (Eastern CT Health Network)

Jim LaRue (Ebsco)

Meredith Solomon (RML)

Meeting @ NAHSL2014:

The Committee met on Monday, October 20, 2014 @ the NAHSL 2014 Annual Meeting. We discussed the following:

1. CE courses at the 2014 meeting- comments re: courses
2. low attendance @ CE courses, ideas for promotion beyond NAHSL
3. new idea to decide on courses offered @ future NAHSL meetings (modeled on MLA's processes)

Lessons learned from NAHSL 2014 Conference Evaluations:

1. Cost of overnight stay by far the most frequently cited reason for not taking CE class (cost/overnight stay-23, busy-5, don't need CE-4, nothing of interest-5, retired-3, timing-4)
2. Handouts important to CE attendees
3. CE Committee must be explicit with faculty re: course objectives

Processes for Committee Work:

1. Sending out solicitation for CE courses to NAHSL members – December 15th. January 30 is the deadline for a submission.
2. CE Committee is meeting face-to-face February 13th to make decisions for courses. Plan to announce selections at next BOD meeting – March 13, 2015.
3. Potential for identification of course that could be offered via webinar.
4. Processes relating to MLA CE credit approval, working with course faculty divided among committee members.

Respectfully submitted,

Anne M. Conner, Chair
NAHSL CE Committee

NAHSL Board Meeting

Chapter Council Report

December 12, 2014

1. Marianne reports from the Majors Chapter award committee that there are few submissions from the chapters for this award, and she encourages us to submit a chapter project in the future.
2. I am on the Chapter Lunch Roundtables committee for publicity. We expect another excellent event in May – watch the MLA news for an announcement and instructions for registering.

NAHSL Board Meeting

Maine HSLIC Report

December 12, 2014

1. HSLIC had a membership meeting in November. Our education program was the MLA webcast, Making the Case: Using Assessment to Show Value. We are planning a meeting in the spring and are planning a panel discussion about medical, nursing and allied health education programs in the state.
2. We recognized Evelyn Greenlaw from the USM-Lewiston/Auburn as the Cairns Award Health Sciences Librarian in Maine.
3. Interesting study from the Portland Public Library on tobacco cessation rates of public library users.
<http://www.portlandlibrary.com/life-of-the-library/ppl-partners-maine-physician-show-link-public-library-use-tobacco-cessation/>
4. Still glowing from our awesome conference!

NAHSL Membership Committee Reports December 12, 2014

Members	
Regular Membership	181
Student Membership	5
(New Members- includes Student & Regular Membership)	(24)
Total Members	186

Payment Options	
PayPal	119
Personal Check	35
Institutional Check	27
Free (Membership free to Students)	(5)
Total Number of Paid members	181

States Represented	
CT	39
LA	1
MA	80
ME	18
NH	16
NY	5
RI	16
VT	10
CANADA	1
Total States/Countries Represented	9

MLA STATUS	
MLA Individual	121
MLA Institutional	23
MLA Dual	7
Total Members with MLA STATUS	151

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

After December 31 there will be zero members.
Respectfully submitted by Valori Ann Banfi, Chair, Membership

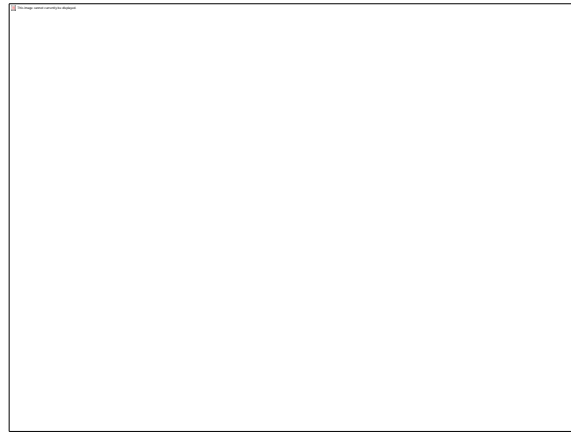
**NAHSL 2014 – Widen the Lens
October 19-21, 2014
Conference Chair’s Final Report**

The Basics:

Registrations – 108

First Time Attendees - 20

Exhibitors – 20 (24 people)



Unfortunately, much of the early history of NAHSL2014 has been lost. When my position at Maine Medical Center was eliminated in August 2013, my email account was deactivated without giving me time to save all the emails pertaining to the conference. When working from home, I soon realized the email program I was using wasn’t sophisticated enough to manage the volume, so I switched to another program. In doing so, I also lost quite a few emails. While I did save many files, a lot of this is recreated from memory, reports to the NAHSL Board, and our CPC meeting minutes. In this report, I’m touching on some of the highlights.

CONFERENCE PLANNING COMMITTEE: With retirements, new jobs and position eliminations, the composition of the CPC changed over time. The original Sponsorship person took a position outside the health sciences field and resigned from the CPC. The Exhibits person, who we recruited from outside Maine, couldn’t continue for personal reasons. Someone who was already co-chairing another committee moved to this spot, which turned out to be a fantastic use of her talents! In the time before the conference, two other CPC members (besides me) had their positions eliminated. In the end, the CPC included:

Chair	Janet Cowen
AV/Web	Cindy White/Megan McNichol
CE	Jeannine Gluck
Evaluations	Shelly Davis
Exhibits	Beth Dyer
Hospitality	Cadence Atchinson/Chris Fleuriel
Local Arrangements	Patty Kahn
Program	Dina McKelvy
Publicity/Signage	Susan Bloomfield/Amy Moore
Registration	Ann Jordan
Scholarship	Cora Damon/Happy Copley
Sponsorship	Rich Kaplan/Patty Kahn

CPC MEETINGS AND COMMUNICATIONS: Maine is a large state, with extensive travel distances between CPC members' locations. Using a Doodle poll, I determined that the VA Hospital at Togus (Augusta) was the most centrally located, for in-person meetings. However, through the generosity of MaineHealth's telecommunications unit, we were able to use the MaineHealth videoconferencing capabilities, at no charge to non-MaineHealth members. I purchased webcams for two sites, though one site was never able to connect (and came in via phone). On average, 5-6 CPC members came to the Maine Medical Center Library's videoconference room, and 4-5 came in through videoconferencing or phone. Our travel costs were greatly reduced using the videoconferencing. In all, we had 5 in-person meetings, 1 meeting at the Samoset, and 11 videoconferences.

To facilitate communications and share documents, we used NAHSL's LibGuide. Nathan Norris and Lisa Adriani helped set up our page and gave each CPC member editing rights. Not every CPC member faithfully posted to the LibGuide, but I believe this was an excellent communication tool for us. It can be found at: <http://nahsl.libguides.com/nahsl2014planning>. There you'll find minutes to all our meetings, monthly reports, final reports, our timeline, and plenty of other documents that might inform future conferences.

SITE SELECTION & SAMOSET: In the summer of 2012 I agreed to chair the conference, and contacted Donna Wikstrand to help with hotel selection. A small group of librarians from Maine (all of whom eventually became members of the CPC) visited four sites. We compared and contrasted, and selected a venue in South Portland. However, after the NAHSL meeting at the lovely Sea Crest Hotel in Falmouth MA, we decided that our Portland selection was too "generic;" it was merely a hotel in South Portland, with no nearby attractions (other than a mall). We wanted the conference to be held at a location that said "Maine." We agreed that although the Samoset was a bit of a drive, the room price was lower than any conference in the past 4 years, we were familiar with the Samoset (having been there in 2009) and they were familiar with us. After what Donna referred to as the longest negotiation for a NAHSL conference (new management at the Samoset), I signed the contract in February, 2013.

One significant change from 2009 was the billing. In 2009, on the final day of the conference, we were presented with the final bill and needed to pay it that day. The Treasurer had already left with the checkbook. One of the HSLIC members put it on her charge card (around \$20,000!), and was reimbursed by NAHSL. The real problem with this was that it gave us no time to review the bill. This time, I applied for Direct Billing, which took almost 4 months for approval, but it meant that once the final bill was sent to me, we had 30 days to pay, and therefore adequate time to review it. While completing the application was somewhat complex, it was well worth it.

THEME AND LOGO – Our August 2013 CPC meeting was held at the home of one of our members, ideally located in Tenants Harbor, situated on the water, with lighthouse views. What inspiration for our theme and logo! We sketched out a very rough draft of our logo and Chris Fleuriel and I contacted Cara Marcus, NAHSL member who had designed the logo for the 2013 conference. We worked with Cara who sent us a number of sketches and color schemes before we chose what we believe turned out to be the perfect logo. The logo was used in print and online, on the cover of the program, and on various items available through Cafepress, <http://www.cafepress.com/nahslconference2014> (thanks to Donna Belcinski, NAHSL's Marketing Chair). Our logo and theme were in place by the time of the invitation to Maine at the 2013 conference. CPC members were costumed in foul weather gear, and led conferees through the rough waters, guided by the CPC Chair dressed as a lighthouse. We then distributed locally made cards with the logo and a Maine quarter.

PROGRAM DESIGN – Although I very much enjoy, and would have been happy to design the layout of the program booklet, I was at a disadvantage working from home, and not having access to desktop publishing software that would have been less cumbersome than a word processor. No CPC member was able to add this task to an already heavy workload. Sally Gore suggested that we contract with a graphic design student at Assumption College in Worcester, which we did. There were advantages and disadvantages to this approach. On the plus side, Ben (the student) had the software to easily enable him to lay out the program booklet and make changes. He was very responsive to my requests. His fee was very reasonable (\$350). The time it took him to layout the booklet was much less than it would have taken me. However, I found that each revision (there were 4 major revisions) took a lot of my time (and paper and toner) in that I had to print each page, mark the edits, scan the pages with revisions, compose a Word document with the details written out and then send him the scans and Word document. Ben used software specific to graphic design. Towards the end of the process, he converted everything to a pdf file, and because I only have Adobe Reader, I downloaded a 30 day trial of Adobe Professional and was able to make some of the changes, though I didn't have the font he used. I found something very close, and I'm guessing my edits can't be detected in the final printed program. My email also restricted the file size it could download, and Ben therefor needed to break the final program down to 3 separate files. Even a compressed the file was too large for my email. The Jackson Lab in Bar Harbor donated the final printing, so I also had to send Ann Jordan the conference program book in 3 files, which she in turn merged into one before turning it over to the printer.

FINANCES and COST SAVINGS - In analyzing why this conference showed a profit of almost \$17,000, the conclusion must be drawn that this is primarily due to reduced "Hospitality" costs. NAHSL member registrations were slightly more than 2013. Sponsorship was almost the same as 2013, and there were fewer exhibitors. For the Opening Reception, we made a deliberate decision to limit the hors d'oeuvres, with the hope that the reception would not serve as the Saturday evening meal. The rental of the Lighthouse Museum was quite inexpensive, only \$300 (though unfortunately opened later than expected). Because of the short distance between the Samoset and the Lighthouse Museum, we used a school bus, rather than a coach bus. Food and beverage costs at the Samoset were very reasonable, and would have still been so, even if we had met the contracted \$20,000 (more on this later). The honoraria we paid our speakers were lower than has been paid in past years (though the quality was right up there)! We drew on NAHSL members for the banquet entertainment, at no cost - and learned that there's plenty of talent amongst our members!

We also saved money by drawing on the successful past practices from 2013 – there were no conference gifts, we used a Kraft envelope for the registration packets, and we limited the number of invited speakers (plenary sessions only, no break-out sessions).

Excluding CE, here are the Expenses and Income.

EXPENSES	AMOUNT
CPC	\$3,438.85
Hospitality	\$24,225.76
Program	\$7,140.66
Registration	\$1,126.21
Scholarship	\$0.00
Publicity	\$463.78

The very detailed Finance Report can be found on the NAHSL 2014 CPC Planning LibGuide (<http://nahsl.libguides.com/nahsl2014planning>), in the Final Reports section. A printed copy is in the Conference Notebook, passed on to the NAHSL 2015 CPC Chair. It is an Excel spreadsheet, and has also been sent to the NASHL Executive Board.

AV	\$2,760.00
Pay Pal	\$893.13
TOTAL	\$40,048.39
INCOME	
Registration	\$24,312.00
Exhibitors	\$11,494.00
Sponsorship	\$19,556.36
Scholarship	\$1,503.00
TOTAL	\$56,865.36
GAIN/LOSS	\$16,816.97

FOOD PENALTY – Our contract with the Samoset stipulated that we would spend \$20,000 on food and beverages, excluding tax and service fees (tips). We would incur a penalty of 40% of the deficit. About two weeks before the conference, I did a quick estimate, based on the registrations and realized we were at only slightly above \$13,000, meaning we would have a penalty of \$2,800 (40% of \$7,000). This would have meant approximately \$15,800 for somewhat stringent offerings, especially at the breaks. Donna Wikstrand worked with the Samoset to reduce the percent to 20%, and I worked with our conference services manager (Stephen Ames) to increase the food and beverages. As menu options for the banquet had already been selected by registrants, this didn't leave many places that would significantly raise the amount we were spending. The food and beverage costs were raised to slightly above \$15,000, with a subsequent penalty of \$965. Therefore, for almost the same cost as the original food choices (\$13,000), plus the \$2,800 penalty, we enhanced the selection of food available at the breaks, and paid just about the same. Should we have spent another \$7,000 on food and beverages and avoided the penalty? No, of course not; \$965 is better than \$7,000. We should have been more aware of the potential shortfall earlier and negotiated down the original \$20,000 minimum. I also recommend that whoever is coordinating with the hotel begin comparing the contracted food amount and the registrations earlier than I did.

CPC HIGHLIGHTS, by Committee (see full reports at <http://nahsl.libguides.com/nahsl2014planning>) under the Committee Reports tab, Final Reports section.

AV/Web –

Cindy White coordinated the AV requests for all aspects of the conference, including exhibitors, speakers, meetings and social functions. The Samoset works with a preferred vendor, MassAV, with an on-site technician. After receiving the initial quote, we decided to ask Maine librarians to provide some of the equipment, saving us \$500-\$700.

Cindy and Megan McNichol used the website (LibGuide) from 2013 as a template for NAHSL 2014, and found it easy to update and maintain. The website went live April 7, 2014. Twitter and blog feeds were included, as well as a rolling display of scholarship raffle items. The conference website can be found at <http://nahsl.libguides.com/nahsl2014> .

Evaluations – Shelly Davis used Survey Monkey for evaluations. A link was sent to NAHSL –L; there were 89 responses. Results have been shared with the 2015 CPC and NAHSL Executive Board. They are also available in the Full Report.

Exhibits – Beth Dyer assumed responsibility for this area after the previous chair stepped down. Please see Beth’s very complete and thorough Full Report. The most significant thing we learned was that vendors and exhibitors are EXTREMELY aware and particular about their logos.

Hospitality – ‘Nuff said, Cadence Atchinson did a great job! Cadence also organized the Sunday evening dine-arounds. She contacted local restaurants, posted menus, placed sign-up sheets, and made reservations. We estimate 60-70 people enjoyed dining in Rockland, we had hoped for more, but are confident those who participated had a great time. Chris Fleuriel organized the very successful NAHSL’s Got Talent Show. The CPC participated with a lively rendition of “By the Sea,” complete with synchronized swimming. The skit was choreographed and taught by Cadence and Beth, bathing caps provided by Cindy.

Local Arrangements – Patty Kahn, Janet Cowen, Cindy White and Chris Fleuriel gathered brochures, flyers, handouts, etc. which were displayed at a table in the registration area at NAHSL 2013 in Falmouth, and again (with updated materials) at NAHSL 2014.

Program – Dina McKelvy identified 4 excellent speakers to share their thoughts related to our theme of Widen the Lens – on Patients, Research, Healthcare and Libraries. She continued the Lightning Round presentations and also included a poster session, with 11 contributors. Lightning Round presenters hosted follow-up conversation tables at lunch on Monday. Also on the Program this year was the NAHSL Chair’s Open Forum to discuss the future of NAHSL, and an abbreviated Grant Writing Workshop taught by Michelle Eberle of the NNLM NER. In a change from past practice; the RML, MLA, and NLM Updates were conducted virtually two weeks before the conference.

Publicity/Signage – Susan Bloomfield sent announcements, reminders and follow-up emails to various listservs about the conference. Amy Moore blogged about the conference. Susan developed a comprehensive list of signs which was passed on to Rich Kaplan, whose institution generously supplied the signs (materials and labor). Large foam core signs were passed on to the 2015 CPC which can be reused, saving in excess of \$300.

Registration – Ann Jordan again used Wild Apricot for registration for conference attendees, exhibitors, and sponsor donations. Registration with Wild Apricot went very smoothly. Len Levin, last year’s registration person had set up the system for NAHSL 2013, and he was readily available for any questions Ann had this year. Ann sent detailed weekly reports from Wild Apricot, converted to Excel spreadsheets, to me and Beth Dyer (Exhibits).

Scholarship – Cora Damon and Happy Copley accepted 42 items for the Scholarship raffle, which netted \$1503.00. Please see their very complete and thorough Full Report.

Sponsorship – Rich Kaplan and Patty Kahn shared responsibilities for this all-important aspect of the conference. As fewer librarians are able to attend the conference, and the money brought in through registration is reduced each year, Sponsorship becomes even more important. Patty focused on Maine – soliciting donations from Maine organizations, librarians, institutions, associations; while Rich focused on NAHSL’s academic institutions, resource libraries, and major vendors. The NAHSL 2014 CPC is extremely grateful for the \$5000 donation from Maine’s HSLIC. Without their generosity we wouldn’t have had as large a financial success.

FINAL THOUGHTS –I can’t imagine how others have chaired the CPC, with oversight for the entire conference, while also working full (or even part) time. Though very time-consuming, it was extremely rewarding, and most of the time, fun! As with all committees, some CPC members were more reliable, responsible, thorough, or diligent than others, but each contributed in some way to the success of the conference. My thanks to each of them! I didn’t have a co-chair, but Sally Gore agreed to serve as the backup chair, in case I got “hit by a bus.” She stayed in the loop, and provided wise advice when needed – thanks Sally!

Again, for additional details, including timelines and helpful suggestions from each committee, please see <http://nahsl.libguides.com/nahsl2014planning> and the Cmte Reports and Notes Tab.

Respectfully submitted,
Janet Cowen

NOTE: Double click the chart to open entire file and all tabs within Excel.

		ROCKPORT	FALMOUTH	WOODSTOCK	MOHEGAN
EXPENSES		2014 ACTUAL	2013 ACTUAL	2012 ACTUAL	2011 ACTUAL
	Conf. Planning	\$3,438.85	\$2,676.47	\$2,926.00	
	Hospitality	\$24,225.76	\$48,127.38	\$47,204.00	\$75,100.00
	Program	\$7,140.66	\$10,996.00	\$8,828.00	\$9,200.00
	Registration	\$1,126.21	\$1,843.25	\$914.00	
	Scholarship	\$0.00	\$28.94	\$8.00	
	Publicity	\$463.78	\$1,053.00	\$0.00	
	AV	\$2,760.00			
	CE	see below		-\$1,313.00	
	Pay Pal (all, except CE)	\$893.13			
	TOTAL	\$40,048.39	\$64,725.04	\$58,567.00	\$84,300.00
INCOME					
	Registration	\$24,312.00	\$17,020.00	\$25,424.00	\$35,690.00
	Exhibitors	\$11,494.00	\$16,225.00	\$12,703.00	\$22,150.00
	Sponsorship	\$19,556.36	\$19,400.00	\$21,180.00	\$31,023.00
	Scholarship	\$1,503.00			
	TOTAL	\$56,865.36	\$52,645.00	\$59,307.00	\$88,863.00
GAIN/LOSS		\$16,816.97	-\$12,080.04	\$740.00	\$4,563.00
CE EXPENSES		\$3,065.99			
CE INCOME		\$2,640.00			
CE Gain/Loss		-\$425.99			
Conference PayPal					
Registrations		\$463.45			
Exhibitors		\$258.88			
Sponsors		\$170.80			
		\$893.13			

**NH/VT Report to the NAHSL Executive Board
December 12, 2014**

1. Susan Bishop of the Dana Library at UVM has retired and moved to South Carolina.

Respectfully submitted,

Maureen Dunn
NH/VT Liaison to NAHSL

Electronic Communications Committee Report December 12, 2014

Blog

- Thank you to all the folks who posted to the blog this fall.
- We now have 180 people following the NAHSL Blog! We are crediting this huge increase to the mention of our blog in Cindy's first message to membership!

Jay Daly Technology Grant

- The very first grant winner, Madge Boldt, presented her project and preliminary results in a Lightning Presentation at the NAHSL 2014 Conference.
- We feel it would be more appropriate for this award to be managed by the Professional Development Committee. A member of our committee can serve on the judging committee if it is requested.
- [Goal for 2014/2015](#): Update the Jay Daly technology form (new logo, details, contact information, etc.): [This is completed.](#)

LibGuides

- We have added new members to Executive Board list. If there are any additional changes, please let us know.
- We are beginning to prepare for the LibGuide 2.0 conversion this summer. Nathan and Lisa watched a webinar from Springshare for some basic information about the conversion.
- Erin Wentz, committee member, is serving as Libguide support for both the 2015 and 2016 CPC groups - thanks Erin!
- [Goal 2014/2015](#): Migrate NAHSL.org to Libguides version 2: This will likely occur during summer of 2015.

Listserv

- We have added and updated the NAHSL-Exec list. All Exec-Board members should be on the list by now.
- Nathan Rupp, committee member, will be serving as the NAHSL Listserv manager.
- We are planning a listserv cleanup this spring in conjunction with the new membership year.
- [Goal for 2014/2015](#): 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: Len and Val had a meeting on this and will use our committee members (plus Val!) to do this with the intention of completing it by March 15, 2015.

NAHSL Domain

- [Goal for 2014/2015](#): Finalize the process for maintaining the NAHSL.org domain Working with Anne Fladger & Penny Glassman to move the domain to GoDaddy.com and pay by credit card for

the new year

WildApricot

- Len Levin met with Val Banfi, membership chair, to discuss WildApricot and get things ready for the next year.

Electronic Communications Committee Name Change

- The committee is going to change our committee name to “**Technology Support Committee**”. The number of platforms that we support has expanded and the nature of what we do has changed. We believe that this will better reflect the characteristics of our work.
- We are also going through the NAHSL Board Handbook to update the name change and duties.

Committee Membership:

- **Goals for 2014-2015:** Verify that our current committee members wish to remain on the committee:
This is completed – we retained all committee members.
- Hopefully recruit the next co-chairs from either our current committee or other interested NAHSL members:
This is completed - we have one person (and potentially a second person) that have committed to serving as co-chair or chair for our committee starting in October 2015.

Sincerely,

Lisa Adriani and Nathan Norris

Co-chairs, NAHSL Technology Support Committee