

**NAHSL Executive Board Meeting- Minutes – December 4, 2015 -10AM-3:00PM, Lamar Soutter Library, UMass Medical School**

**Present:** William Anger, Valori Banfi, Donna Belcinski, Lisa Carter, Anne Conner, Maureen Dunn (via phone), Anne Fladger, Sally Gore, Jeannine Gluck (via phone), Melanie Norton, Mary Piorun, Rebecca Reznik-Zellen (via phone), Nathan Rupp (via phone), Erika Sevetson, Meredith Solomon, Cindy Stewart (recorder).

**Call to Order:** Donna Belcinski

**Approval of the minutes – Minutes from September 11, 2015 meeting approved.**

| <b>Officer Reports</b> | <b>Person Responsible</b> | <b>Status/Discussion</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Action</b>                                                              |
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| Treasurer              | Anne Fladger              | Up-to-date information about NAHSL finances can be found on the “Fiscal Updates” tab on the NAHSL LibGuide. As of 12/4/15, balances include: \$26,018.23 (checking), \$27,004.08 (savings), \$3,511.01 (PayPal). Total: \$56,533.41<br><br>NAHSL 2015 Conference made \$3,516.43<br><br>Education lost \$1,351.56 in calendar year 2015. We made approx. \$1,500 from the CE webinar, “Advanced Google.”<br><br>Other expense: shipping Archives boxes to Brigham & Women’s Hospital. |                                                                            |
| <b>Past Chair</b>      | Cindy Stewart             | Cindy thanked everyone for the very nice gifts!                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                            |
| <b>Chapter Council</b> |                           | The terms of the Chapter Council Rep and Chapter Council Alternate were clarified – terms for those positions start after the MLA annual meeting in May 2016.                                                                                                                                                                                                                                                                                                                         | Add Janene Batten’s name to the NAHSL Exec Board listserv now, so that she |

|                              |                           |                                                                                                                                                                                                                                                                                               | receive                                                                                                                                                                                                                                    |
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| <b>Committee Reports</b>     | <b>Person Responsible</b> | <b>Status/Discussion</b>                                                                                                                                                                                                                                                                      | <b>Action</b>                                                                                                                                                                                                                              |
| <b>Archives</b>              | Rebecca Reznik-Zellen     | <p>Four NAHSL members are interested in joining the Archives Committee.</p> <p>14 boxes of NAHSL archives have been shipped to the Harvard Depository.</p> <p>Anne Fladger has identified an archivist interested in organizing NAHSL material that was recently added to the depository.</p> | Rebecca will be convening an Archives Committee meeting to work on an action plan.                                                                                                                                                         |
| <b>Bylaws</b>                | Frances Delwiche          | <p>Proposed revisions to the Bylaws have passed, with 78 ballots cast, with 100% voting to approve.</p> <p>The next project for the Bylaws Committee is to finalize revisions to the Executive Board Handbook.</p>                                                                            | The NAHSL Secretary needs to certify the results to the Executive Board and notify the membership of the outcome of the vote. Once the membership is notified, the new Bylaws will be sent to MLA and will be posted to the NAHSL website. |
| <b>Conference Chair 2016</b> | Jeannine Gluck            | <p>Based on hotel numbers for the 2015 conference, Donna Wikstrand advised the CPC to drop the hotel commitment for 2016 down from 213 room nights to 200.</p> <p>All plenary speakers have signed and returned letters of agreement.</p>                                                     |                                                                                                                                                                                                                                            |

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|                              |                | <p>The conference budget has been revised to reflect the AV charges, which were more than expected. This increase has been offset by other savings.</p> <p>The call for posters, papers, and lightning rounds will be issued soon.</p> <p>Save the date announcements sent to exhibitors.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |                                              |
| <b>Education</b>             | Anne Conner    | <p>Evaluations from 2015 conference CE courses were excellent. All instructors have received their evaluations.</p> <p>Education lost \$1,351.56 in calendar year 2015. We made approx. \$1,500 from the CE webinar, "Advanced Google."</p> <p>Requests sent out for course abstracts for NAHSL 2016 and for additional webinars throughout the year.</p> <p>Education Committee would like to offer 2 webinars in 2016. One is scheduled for January 2016 (Research Impact); they would like to schedule another webinar for April 2016.</p> <p>It was agreed that we should charge more money to watch archived webinars. The committee is also going to look into group rates for webinars.</p> |                                              |
| <b>Conference Chair 2015</b> | Erika Sevetson | <p>Final report is not completed yet. Erika is still waiting for additional information. Evaluation so far are very good; not much that is negative.</p> <p>Question – does it cost more to have tables set up for plenary speakers' sessions?</p> <p>Regarding the credit card fraud issue, Erika has followed up with the Omni Hotel. She is trying to contact the parking garage management.</p> <p>The committee discussed whether or not to pursue issue for Rhode Island</p>                                                                                                                                                                                                                 | <p>Donna will send an email to the NAHSL</p> |

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|                             |             | Attorney General.                                                                                                                                                                                                                                                                                                                                          | listserv, addressing the credit card issue, explaining that we are fairly sure the problem was with the convention center parking garage and not the hotel. |
| <b>Government Relations</b> | Gary Atwood | No report.                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                             |
| <b>Marketing</b>            | Sally Gore  | <p>Announcements for the 2015 conference were sent to other library groups. SLA, the Providence Library System, NELA, ACRL-NEC were asked to help spread the word about the meeting.</p> <p>Two new members on the committee: Heather Johnson, Marianne Burke</p> <p>Will be working with Publicity Chair for the 2016 conference, Marissa Gauthier.</p>   |                                                                                                                                                             |
| <b>Membership</b>           | Val Banfi   | <p>186 NAHSL members to date. Wild Apricot numbers didn't coincide with Val's numbers, due to 2 members renewing membership for 2016; automatically removed from 2015.</p> <p>Donna O'Malley won NAHSL membership raffle.</p> <p>Membership Committee needs additional members.</p> <p>We need to continue sending welcome letter and mug to new NAHSL</p> | Cindy will send                                                                                                                                             |

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|                                 |                | <p>members.</p> <p>Committee members could use Wild Apricot training.</p> <p>How can we increase membership?</p> <ul style="list-style-type: none"> <li>- Recruit from community college libraries?</li> <li>- Colleges with allied health programs?</li> <li>- Utilize state reps</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>current welcome letter to Donna.</p>                                                                             |
| <b>Professional Development</b> | Melanie Norton | <p>NAHSL members who were awarded professional development funds to attend NAHSL 2015, have been blogging about their conference experience.</p> <p>The Professional Development Committee had surveyed the membership to find out why they are not applying for funds to attend MLA. Survey results indicated that if the amount of the reward was raised from \$500 to \$750, more members would apply.</p> <p>It was agreed that we should award funds to members who want to attend relevant meetings, in addition to NAHSL and MLA.</p> <p>The committee discussed moving to quarterly awards of \$250. It was agreed that we should keep it simple and rather than separate out NAHSL and MLA funds in the budget, just combine them into one amount and let the Professional Development Committee decide how to award.</p> | <p>The committee will focus on the survey results in 2016, and figure out how funding levels for NAHSL and MLA.</p> |

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| <b>Technology Support Committee</b> | Nathan Rupp | <p>A decision needs to be made about migrating to the new version (version 2.0) of LibGuides. MLA's new hosted service is not rolled out yet. Later in 2016 MLA will make their hosting service available. We also have to take into consideration that we also host states' LibGuides. If we migrate, the Technology Support Committee will archive copies of those LibGuides no longer active, and decide which guides to migrate.</p> <p>Old conference information should be archived.</p> <p>Nathan asked if the Technology Support Committee can help look into Wild Apricot training.</p>                                                                                                                                                                                                                                                                                                                                   | Nathan will continue to share information from MLA about their new hosting service, including costs (and if they are going to subsidize chapters). |
| <b>NN/LM NER</b>                    | Mary Piorun | <p>80-90 people attended the annual NN/LM NER annual update online. This seems to be working well.</p> <p>Mary will be sharing postings of CE offerings from other NN/LM regions. There will be more online webinars coming from NN/LM programs from across the U.S. The NN/LM NER feels that our programs are intended for our region, and to date, Mary has not pushed out information about NN/LM NEW programming outside of the region. There have been over 200 people participating in the webinars that Meredith has been doing, which has required the work of 2-3 coordinators.</p> <p>NER weekly updates should go out on the NAHSL-L listserv.</p> <p>Sign up for the NN/LM NER blog!</p> <p>They will no longer be using Adobe Connect. NIH has migrated to WebEx, which means the NN/LM NER will need to do so as well. To prepare for this, they have been looking at previous recordings, and will be keeping a</p> |                                                                                                                                                    |

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|                      |                  | <p>percentage of them.</p> <p>NN/LM NER is switching to YouTube for a collection of recordings. They can create playlists and can pull programs from other regions.</p> <p>What does NAHSL want to do with previously recorded CME programs? There will need to be protected access to NAHSL programs, since we are charging. Once in NLM collection, anyone can have access.</p> <p>What is the video storage capability for LibGuides&gt;</p> <p>For the 2016 conference, Rob Mackes a librarian/consultant from the Group Licensing Initiative, under the Health Sciences Library Association of New Jersey, will do a needs assessment for consortial purchasing. Mary asked if time can be carved out at the NAHSL 2016 conference, for time for NAHSL members to talk with Rob.</p> <p>Congratulations to Meredith Solomon, who will be leaving the NN/LM New England Region effective January 6, 2016. She has accepted a new position at Brigham and Women's Hospital as Associate Librarian.</p> | Nathan will look at video storage on LibGuides. |
| <b>Credentialing</b> | Meredith Solomon | The MLA Credentialing Committee has been behind with their reviewing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
| <b>State Reps</b>    |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                 |
| <b>ARIHSL</b>        | Bill Anger       | New officers: Madge Bolt is now president of ARIHSL. Landmark Medical Center eliminated their librarian position. Madge has contacted them, on behalf of ARIHSL, advocating for keeping the librarian.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |

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| <b>CAHSL</b>        | Lisa Carter                         | <p>CAHSL had a booth at the Health Literacy Fair.</p> <p>Next meeting is December 11 – it will be a holiday luncheon. The program’s theme will be “stress management through meditation.” The speaker will be <b>Donna Zucker</b>, who will talk about labyrinths in the library.</p>                                                                                                                                                                                                                                                                                                                           |                                                                          |
| <b>HSLIC</b>        | Beth Dyer                           | <p>The fall meeting was held on November 13. New officers, include Chair – Christine Fleuriel.</p> <p>The decision to eliminate Patty Kahn’s librarian position at Pen Bay Medical Center was rescinded, at least for now.</p>                                                                                                                                                                                                                                                                                                                                                                                  |                                                                          |
| <b>MAHSLIN</b>      | Meredith Solomon (for Meaghan Muir) | <p>Conference is scheduled for April 8, 2016, at the Massachusetts Medical Society.</p> <p>The Boston Biomedical Library Consortium has folded.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                          |
| <b>NH/VT</b>        | Maureen Dunn                        | Welcome to Cristina (Cris) Muia – new librarian at Rutland Regional Medical Center, in Rutland, VT.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                          |
| <b>NEW BUSINESS</b> |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |
| Story Corps         | Donna Belcinski                     | <p>A committee will be formed to work on the Story Corps project. NN/LM NER has a small amount of money to help with sponsorship of the project. We will be consulting with a videographer, Mike Laramie, of Vivineer, LLC (who has done quite a bit of work for the Lamar Soutter Library), to find out how this project can be done, costs involved, etc. A plan will be brought to the Board (with costs, etc.). At some point, interviewers/interviewees will be solicited. Will be looking for a variety of librarians to participate (with less experience, from different types of positions, etc.).</p> | Donna and Meredith will write a proposal and will submit to Mary Piorun. |



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|                                                                         |     | <p>Mary may have a videographer for the initial consult.</p> <p>ALA did a similar project. Will open up to entire membership.</p>                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                             |
| <b>Implementing Strategic Plan</b>                                      | All | <p>The Exec Board needs to prioritize the strategic plan, for goals/objectives to focus on in 2016.</p> <p>First priority: increase membership.</p> <p>Other ideas for increasing membership: consider “bundling” membership (e.g., combine NAHSL and MAHSLIN)?</p> <p>Need to send a thank you to everyone who has served on a committee.</p>                                                                                                                                                 | <p>Form a small group to develop a membership recruitment plan. The group should include non-Exec Board members (from the Board: Sally, Val, Anne F., and Cindy).</p> <p>Sally – put PPT slides from business meeting on LibGuide (recognizing members)</p> |
| <b>Working group recommendations for annual conference alternatives</b> |     | <p>The working group proposed three recommendations for alternatives to the current annual meeting model:</p> <ol style="list-style-type: none"> <li>1. Keep the current meeting structure, but hold it every OTHER year. Alternate years would have a 1-day conference, similar to what MAHSLIN holds, with possible CE the previous afternoon. These alternate year meetings could be held in a central location convenient to many, possibly in a conference center (rather than</li> </ol> |                                                                                                                                                                                                                                                             |

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|  |  | <p>hotel). This model keeps the costs down for NAHSL and the membership. Several suggested conference center locations included Sturbridge, Babson, and Holy Cross.</p> <ol style="list-style-type: none"> <li>2. Current meeting structure every other year with alternate year just offering CE day long options in a central location. (See suggestions in #1).</li> <li>3. Current meeting structure every other year with alternate year beginning with Sunday night reception and Monday program ½ speakers, ½ CE.</li> </ol> <p>When planning future conferences locations, be mindful of members without cars that may need to take public transportation. Possibly offer ride board to facilitate ride sharing.</p> <p>The 2015 ACRL New England conference was held at Holy Cross. No CE courses or theme. Just one keynote speaker; the rest of the program was done by membership.</p> <p>It was recommended that a central planning committee be formed to plan NAHSL conference. It was suggested that someone who has planned the MAHSLIN meeting be on the committee. We should also bring Donna Wikstrand into the conversation.</p> <p>It was agreed that we will pilot a new, abbreviated, conference format in 2017, and will have the full conference every other year (2016, 2018, etc.). A central planning committee can determine the details of the new conference format for 2017, including coming up with a budget.</p> | <p>Jeannine Gluck will talk with Donna Wikstrand about our future meeting formats.</p> <p>Debbie Berlanstein will send a message to the membership, with recommendations from the working</p> |
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|                     |  |                                    | group, and reporting on the plan for moving forward with a plan for the traditional conference every other year; alternating years with an abbreviated meeting format. |
| <b>Next meeting</b> |  | March (date TBD). Virtual meeting. |                                                                                                                                                                        |

## Current Balances

12/04/15

|                  |             |
|------------------|-------------|
| Checking Account | \$26,018.32 |
| Savings Account  | \$27,004.08 |
| PayPal Account   | \$3,511.01  |
|                  | \$56,533.41 |

## NAHSL Finances as of 12/04/15

| EXPENSE                                    | ACTUALS '16 | BUDGET '16  | ACTUALS '15 | BUDGET '15  |
|--------------------------------------------|-------------|-------------|-------------|-------------|
| Annual Conference 2015                     | \$0.00      | \$0.00      | \$59,490.78 | \$40,000.00 |
| Annual Conference 2016                     | \$0.00      | \$50,000.00 | \$2,393.20  | \$0.00      |
| Archives Expense                           | \$0.00      | \$182.00    | \$271.00    | \$150.00    |
| Chapter Council Expense                    | \$0.00      | \$500.00    | \$356.06    | \$500.00    |
| Continuing Education Expense               | \$0.00      | \$9,120.00  | \$6,326.56  | \$9,651.00  |
| Contributions & Donations                  | \$0.00      | \$0.00      | \$175.00    | \$0.00      |
| Executive Board Expense                    |             |             |             |             |
| a.) Food                                   | \$0.00      | \$0.00      | \$0.00      | \$0.00      |
| b.) Travel                                 | \$0.00      | \$2,000.00  | \$1,019.84  | \$4,000.00  |
| c.) Other (Incorporation, Insurance, etc.) | \$0.00      | \$1,000.00  | \$1,613.60  | \$800.00    |
| Government Relations                       | \$0.00      | \$0.00      | \$0.00      | \$25.00     |
| Marketing Expense                          | \$0.00      | \$1,000.00  | \$0.00      | \$1,000.00  |
| Membership Expense                         | \$0.00      | \$25.00     | \$41.65     | \$25.00     |
| Office Expense                             | \$0.00      | \$0.00      | \$0.00      | \$100.00    |
| Professional Development Expense           |             |             |             |             |
| a.) Awards: MLA Conference                 | \$0.00      | \$3,000.00  | \$1,000.00  | \$5,000.00  |
| b.) Awards: NAHSL Annual Meeting           | \$0.00      | \$3,150.00  | \$2,549.00  | \$2,650.00  |
| c.) Scholarship Table Expense              | \$0.00      | \$0.00      | \$0.00      | \$0.00      |
| d.) Quarterly Grant                        | \$0.00      | \$0.00      | \$0.00      | \$0.00      |
| e.) Other expenses                         | \$0.00      | \$0.00      | \$0.00      | \$0.00      |
| Technology Expense                         |             |             |             |             |
| a.) Springshare/Liguides                   | \$0.00      | \$1,800.00  | \$1,799.00  | \$1,800.00  |
| b.) Wild Apricot                           | \$0.00      | \$0.00      | \$1,080.00  | \$540.00    |
| c.) SurveyMonkey                           | \$0.00      | \$225.00    | \$204.00    | \$225.00    |
| d.) Other expenses                         | \$0.00      | \$100.00    | \$45.85     | \$120.00    |
| Innovation Grant (Jay Daly)                | \$0.00      | \$2,000.00  | \$1,929.20  | \$2,000.00  |
| PayPal Fees                                | \$0.00      | \$1,400.00  | \$1,361.29  | \$900.00    |
| Treasury Expense                           | \$0.00      | \$100.00    | \$0.00      | \$100.00    |
| Expense SUBTOTALS                          | \$0.00      | \$75,602.00 | \$81,656.03 | \$69,586.00 |
|                                            |             |             |             |             |
| INCOME                                     | ACTUALS '16 | BUDGET '16  | ACTUALS '15 | BUDGET '15  |
| Annual Conference                          | \$0.00      | \$68,400.00 | \$65,925.00 | \$50,000.00 |
| Bank Interest                              | \$0.00      | \$0.00      | \$0.00      | \$30.00     |
| Continuing Education Income                | \$0.00      | \$3,000.00  | \$4,675.00  | \$0.00      |
| Credit Card Cashback                       | \$0.00      | \$0.00      | \$0.00      | \$0.00      |
| Marketing Income                           | \$0.00      | \$0.00      | \$25.70     | \$0.00      |
| Membership Income                          | \$0.00      | \$9,600.00  | \$2,075.00  | \$9,600.00  |
| PD Income (Scholarship Table)              | \$0.00      | \$1,500.00  | \$1,493.00  | \$1,500.00  |
| Income SUBTOTALS                           | \$0.00      | \$82,500.00 | \$74,193.70 | \$61,130.00 |
|                                            |             |             |             |             |
| Budget-to-Actuals TOTALS                   | \$0.00      | \$6,898.00  | -\$7,462.33 | -\$8,456.00 |

PD Income includes cash from table  
on-line purchase of raffle tickets

\$1,268.00  
\$225.00  
\$1,493.00

NAHSL Finances as of 12/04/15

| <b>ACTUALS '14</b> | <b>BUDGET '14</b>  |
|--------------------|--------------------|
| \$41,174.05        | \$40,048.00        |
| \$0.00             | \$0.00             |
| \$156.00           | \$150.00           |
| \$288.68           | \$700.00           |
| \$3,994.95         | \$10,000.00        |
| \$0.00             | \$0.00             |
|                    |                    |
| \$0.00             | \$0.00             |
| \$4,416.19         | \$4,000.00         |
| \$968.68           | \$800.00           |
| \$0.00             | \$25.00            |
| \$879.15           | \$1,000.00         |
| \$0.00             | \$25.00            |
| \$70.20            | \$100.00           |
|                    |                    |
| \$1,690.00         | \$2,000.00         |
| \$2,250.00         | \$2,000.00         |
| \$0.00             | \$50.00            |
| \$0.00             | \$0.00             |
| \$0.00             | \$0.00             |
|                    |                    |
| \$1,799.00         | \$0.00             |
| \$540.00           | \$0.00             |
| \$204.00           | \$0.00             |
| \$128.43           | \$0.00             |
| \$729.00           | \$1,000.00         |
| \$993.48           | \$900.00           |
| \$0.00             | \$100.00           |
| <b>\$60,281.81</b> | <b>\$62,898.00</b> |
|                    |                    |
| <b>ACTUALS '14</b> | <b>BUDGET '14</b>  |
| \$56,865.00        | \$56,865.00        |
| \$28.96            | \$100.00           |
| \$3,053.34         | \$3,000.00         |
| 43.93              | \$20.00            |
| \$20.00            | \$0.00             |
| \$8,420.00         | \$5,800.00         |
| \$3,341.98         | \$1,400.00         |
| <b>\$71,773.21</b> | <b>\$67,185.00</b> |
|                    |                    |
| <b>\$11,491.40</b> | <b>\$4,287.00</b>  |

### **Archives Committee Report**

December 4, 2015

Four people have expressed an interest in joining the Archives Committee since the Annual Meeting and call for participation in October. In addition, Anne Fladger has identified an archivist interested in organizing the new material that was added to the depository this Fall.

Next steps are to convene the group to discuss future activities and the best way of working together. Potential projects to discuss are digitization and preparation for the 60<sup>th</sup> Anniversary.

Respectfully submitted,

Rebecca Reznik-Zellen, Chair

NAHSL Bylaws Committee Report  
Dec 04, 2015

On Oct 07, 2015, the Bylaws Chair received notice from the MLA Bylaws Committee that the revised Bylaws were approved for distribution to the membership. The document was then put before the NAHSL membership for the 21-day comment period, which ended Nov 06, 2015. Two minor edits were made in response to comments from the membership, with the approval of the MLA Bylaws Committee. The vote was then conducted using a SurveyMonkey survey, which read as follows:

*In accordance with Article X of the current North Atlantic Health Sciences Libraries (NAHSL) Bylaws, please indicate your vote below for the revision of the NAHSL Bylaws, as posted to the NAHSL listserv on November 20, 2015. The survey shall remain open until 5:00 pm on December 03, 2015. At that point, the Secretary of NAHSL shall tabulate the returned ballots, and certify the results to the NAHSL Executive Board. The revision shall become effective upon notification of the Executive Board by the Secretary that two-thirds of the ballots cast have indicated approval of the revision. The Secretary shall promptly notify the NAHSL membership of the outcome of the vote.*

*Please indicate your vote regarding the revision of the NAHSL Bylaws, as posted to the NAHSL listserv November 20, 2015.*

- *I approve of the revision of the NAHSL Bylaws.*
- *I disapprove of the revision of the NAHSL Bylaws.*

At the closing of the survey, a preliminary analysis indicates that a total of 78 ballots were cast, with 78 (100%) voting to approve, and none voting to disapprove. As stated above, the Secretary of NAHSL will certify the results to the Executive Board, and notify the membership of the outcome of the vote.

Upon notification of the membership, the new Bylaws document will be sent to MLA Headquarters, the MLA Bylaws Committee Chair, and the MLA Council Chair. In addition, it will be posted to the NAHSL website and sent to the NAHSL Archives Chair.

The next project the Bylaws Committee will undertake is to finalize the revisions to the Executive Board Handbook, and put it before the Board for a vote. This document was extensively revised in 2015, following up on many of the issues that were addressed in the revised Bylaws. The final draft was sent to the Board on Nov 16, 2015, and will be sent to new members of the Board in early December. All Board members are asked to review the document, and share any comments with either the Bylaws Committee or the entire Board, with the goal of voting on this document at the March 2016 Board meeting.

Respectfully submitted,  
Frances Delwiche, Chair Bylaws Committee  
Dec 03, 2015



## **NAHSL 2016 Conference Chair Report December 2015**

After reviewing the hotel nights for the 2015 conference, Donna Wikstrand suggested dropping the commitment slightly. Our 213 room nights have been dropped to 200. We must fill 70% of these, or 140. The concessions given to us by the hotel have not been affected.

Based on the 2015 AV charges, we have obtained a quote for AV from Encore Events, the AV provider for the Omni. It is \$6,785, which is more than expected. The budget has been revised to reflect updates in this and other line items. The bottom line has not changed appreciably, as increases were offset by other savings. See next page.

All plenary speakers have signed and returned letters of agreement.

We are well along the way in planning the reception and banquet.

Save-the-date letters were sent to exhibitors earlier this month.

A call for member-contributed content—posters, papers and lightning rounds—will be issued soon.

**NAHSL 2016 Conference Planning Committee**  
**Revised budget, November 30, 2015**

| <b>Income</b>          | <b>Original budget</b> | <b>Revised budget</b> | <b>Derivation</b>                             |
|------------------------|------------------------|-----------------------|-----------------------------------------------|
| Registration income    | \$24,200               | \$24,200              | \$220 x 110 attendees                         |
| Exhibitor income       | \$20,500               | \$20,500              | \$650 x 30 exhibitors + \$100 pp add'l people |
| Sponsor income         | \$22,500               | \$22,500              | based on historical                           |
| Scholarship net income | \$1,200                | \$1,200               | based on historical                           |
| Total est. income:     | \$68,400               | \$68,400              |                                               |

**Expenses**

|                             |          |          |                                                                             |
|-----------------------------|----------|----------|-----------------------------------------------------------------------------|
| Hotel—food                  | \$23,000 | \$23,000 | based on actual prices, 120-150 people per meal, incl. svc. charge          |
| AV                          | \$6,000  | \$7,500  | revised based on quote from Encore + estimate for Internet                  |
| Hospitality                 | \$7,000  | \$7,000  | \$30 pp reception food (est.) + transportation + entertainment at banquet   |
| Speaker expenses            | \$7,500  | \$5,700  | honorarium, travel & lodging for one speaker, travel for one other          |
| Program creation & printing | \$1,600  | \$1,600  | based on historical—likely to be reduced as printed program will be smaller |
| Publicity                   | \$600    | \$500    | based on historical                                                         |
| Registration materials      | \$1,200  | \$1,200  | based on historical                                                         |
| Paypal costs                |          | \$1,000  | based on expenses for 2015                                                  |
| CPC meeting expenses        | \$3,500  | \$2,500  | revised                                                                     |
| Total est. expenses:        | \$50,400 | \$50,000 |                                                                             |

**NAHSL Quarterly BOD Meeting  
December 4, 2015  
Education Committee Report**

1. The NAHSL 2015 CE course evaluations were all excellent. Here are the numbers enrolled:  
58 Total  
28 AM  
30 PM  
12 AM & PM
2. We began promoting the Research Impact webinar this week. Michelle Eberle is the Education Committee liaison with the faculty for this one-hour course which will run on Wednesday, January 20, 2016, from 10:30am-11:30am. The instructors, Lei Wang and Kayleigh Bohemier, are working with Michelle to get the MLA CE application submitted. Lisa Carter suggested that the research community may be interested in this course.
3. Alice Stokes from UVM is joining the Education Committee. She has a lot of technology expertise.
4. We sent a request this week for course abstracts for NAHSL 2016 and for additional webinars throughout the year. The Education Committee will meet Friday, February 5, 2016, to decide on which courses to offer.

Respectfully submitted,

Anne M. Conner, Chair  
NAHSL Education Committee

## **MARKETING COMMITTEE REPORT**

NAHSL Executive Board

December 4, 2015

The Committee's main focus during the past months was the Annual Meeting. Regular announcements about the conference program, speakers, activities, etc. were sent to both the NAHSL list-serv, as well as other relevant groups. We recruited the help of members from SLA, the Providence Library System, NELA, ACRL-NEC, and more to spread the word about the meeting to librarians with professional affiliations other than NAHSL. The result was a good turnout at the meeting, several new members, and representatives from other groups. We were pleased with the efforts.

Heather Johnson (a new member) from Dartmouth and Marianne Burke, UVM, have expressed interest in joining the Committee. I've been in touch with both and we're making plans for future work.

Respectfully submitted,  
Sally Gore, MS, MS LIS  
Chair, NAHSL Marketing Committee

## Professional Development Committee Report

December 4, 2015

- 1) 12 out of 14 blog posts have been received from the winners of the NAHSL Professional Development award. We are still awaiting for 2 more winners to communicate with us. The posts are being spaced out – 2 posts a week in order to make the NAHSL blog look fresh. Some of the winners have placed check reimbursement forms for less money than originally requested. This is because their employer provided more funding than expected.
- 2) 2016 Goals for the committee include:
  - Look at the survey results for MLA funding, with input from the Executive Board. Shall we raise the amount of funding? Meaning less awards given? Keep funding the same?
  - Discuss with the Executive Board funding opportunities for conferences and/or meetings other than MLA or NAHSL.
- 3) We have a new member of our committee. Heather Johnson-a new member! She works at Dartmouth.

Submitted by Melanie Norton, Chair.

## NAHSL TECHNOLOGY SUPPORT ANNUAL REPORT 2015

### Overview:

The Technology Support Committee once again had a fruitful and busy year. We had continued heavy usage of our communication platforms, but also had a number of achievements completed this year. Lisa Adriani and Nathan Norris are stepping down as co-chairs of the committee as of our 2015 conference, so we are taking the opportunity to outline committee work during our last years' tenure in this report.

### Actions:

*Committee Name Change:* One of the most notable events this year was that the committee changed its name from Electronic Communications Committee to the Technology Support Committee. It was believed that this will better reflect the characteristic of the work done by the committee. The number of platforms that are supported has expanded and the nature of the committee has changed.

*Jay Daly Technology Grant:* The management of the Jay Daly Technology Grant has been shifted to the Professional Development Committee. One member from the Technology Support Committee will serve on the judging committee if necessary. The board agreed to this change at the March 2015 meeting. We have updated the Jay Daly application to reflect changes.

*LibGuides:* There are currently 21 LibGuides in our system. Currently, there are currently 92 people registered to use LibGuides in the NAHSL account. These include our state groups, conference planning groups, Executive Board Site, general site, etc. **Erin Wentz** served as Libguide support for the 2015 and 2016 CPC groups and serves as the committee expert on this software.

*NAHSL Domain (nahsl.org):* **Penny Glassman** assisted us in a successful transition from Network Solutions to GoDaddy.com. The change ensures a smoother renewal process each year. Also, GoDaddy.com will allow for more than one account administrator and we can have this charge automatically added to our NAHSL credit card, once this transition has been completed.

*NAHSL Listserv:* We executed a NAHSL Listserv cleanup in March of this year. To do this, we worked with Membership Chair, Val Banfi, and compared the NAHSL membership list with the names on the listserv to ensure our listserv only reflects current members. The listserv now has 167 members. **Nathan Rupp** served as the NAHSL-L manager and added any new or returning members.

*Special Interest Group (SIG) Listservs:* NAHSL has added 3 SIG Listservs that are managed by **Meredith Solomon**. The topics are mental health, advocacy and teaching. 2 are currently live with one pending.

*Technology Support Committee Handbook:* We have begun work on this for the incoming committee chair. We will hand this off about the time of our 2015 annual meeting.

*Twitter:* This year, we have made a conscious effort to keep the Twitter posts active. Twitter announcements topics included the NAHSL conference, NAHSL registration and MLA conference. Tweets appear on both the front page of the NAHSL Libguide and on the NAHSL blog. We have 147 followers on Twitter.

*WildApricot:* **Len Levin** has been managing our WA platform. As a result of Len Levin and Val Banfi's fall meeting, membership has been well-maintained and updated as members join. Wild Apricot is being used for registration for our 2015 annual meeting and our upcoming CE program on Google searching.

*Wordpress Blog:* Common themes were professional development, NAHSL registration and other announcements regarding the organization. 194 people are following the blog.

#### **The Coming Year:**

**Nathan Rupp** will serve as the Technology Support committee chair from October 2015 through October 2017. **Nathan Norris** will be stepping off the board but will remain active in NAHSL on the treasury committee. Committee members will be **Lisa Adriani**, **Erin Wentz** and **Len Levin**.

Suggested Goals for the future include transitioning active Libguides to version 2.0 (SpringShare's updated version of the software) and saving archival copies of those Libguides that are no longer active. Also, the committee should evaluate the success of the SIG Listservs over the next few months to see if they are meeting the current needs, and if necessary, look into other ways these needs could be met.

It has been our pleasure to serve as co-chairs of the NAHSL Technology Committee for the last 3 years!

Respectfully submitted,

Lisa Adriani and Nathan Norris

### State Representative Report for NAHSL from HSLIC/Maine - December 2015

1. The fall general membership meeting was held on Friday, Nov 13th at the Kennebec Valley Community College in Fairfield with 26 attendees.
2. The morning consisted of the business meeting with committee reports, updates from state and RML representatives, and election of new officers. Election results were as follows:
  - Chair: Chris Fleuriel, VA Maine Healthcare System
  - Vice Chair: Heather Kemp, Maine Medical Center
  - Treasurer/Membership: Greg Curtis, University of Maine, Orono
  - Secretary: Matthew Revitt, University of Maine, Orono
  - Resource Sharing: Megan McNichol, Eastern Maine Medical Center
  - Online Services: Sofia Birden, University of Maine, Fort Kent
  - Professional Development: Barbara Bartley, Kennebec Valley CC
  - Archives: Shelly Davis, Saint Joseph's College
  - NAHSL Board Rep: Beth Dyer, University of New England
  - Maine Library Commission Rep: Cora Damon, ME General Med Ctr
  - Hospital Library Advisory Group: Christie Stuntz, Mid Coast-Parkview Health
  - Maine InfoNet Rep: Doug Macbeth, Jackson Lab
3. The Treasurer's Report stated that six HSLIC scholarships have been awarded to date totaling \$1,650.00. These were used by HSLIC members towards attending the Medical Library Association Conference, the American Library Association Conference, the NAHSL Conference, PubMed for Trainers class and AHIP certification. Also, one mini-grant application was funded; \$500 to be used for portable power packs to give student access to electricity for powering the devices that are essential for connectivity and for learning (i.e. smartphones, tablets and laptops) in the Wellehan Library's new Learning Commons at St Joseph's College of Maine. HSLIC has been spending under budget over the past several years and there was discussion about best ways to use some of the built-up funds to promote the organization and profession.
4. The afternoon educational program was on Health Literacy and presented by Margo Coletti, Director of Knowledge Services at Beth Israel Deaconess Medical Center in Boston, MA.
5. The Executive Board meets December 11, 2015 at the VA Maine Health Care System in Augusta; this is the "hand-off" meeting.
6. In other news....this fall we heard bad news that the librarian position at Pen Bay Medical Center in Rockport, Maine was to be eliminated. Happily, the decision was reversed, at least for now. Patty Kahn states:

*"I am happy to report that the decision to eliminate my position has been rescinded, partly because of strong protest from the Pen Bay medical staff, and partly because of a willingness on the part of our administration to proceed with the grant-funded MaineHealth Library Project that is already underway. I'll be continuing at a slight reduction of hours, from 20 to 16 per week, for the next six months while we arrive at a plan for the future at the MaineHealth level."*
7. FMI see the HSLIC website at <http://nahsl.libguides.com/content.php?pid=399723&sid=3273417>

Respectfully submitted by Beth Dyer, University of New England  
12/2/15



**NH/VT Report to the NAHSL Executive Board**  
**December 4, 2015**

1. We have a new librarian at Rutland Regional Medical Center in Rutland, VT. Yay!! Cristina (Cris) Muia has a background in public libraries, and is ramping up in the medical library world. I've spoken with her a few times, and she's excited to be registered for the upcoming NNLM-NER PubMed classes.

2. The Concord Hospital Medical Library is going to be losing some space to offices, the news of which – surprise! – came after the Library announced moving to all (or very close to all) online journal subscriptions. Maureen is working with our architects to try to end up with a positive outcome for the library. At the very least we'll end up with some new workstations and tables!

Respectfully submitted,

Maureen Dunn  
NH/VT Liaison to NAHSL