

NAHSL Business Meeting Notes

October 25, 2016

Call to order – Donna Belcinski

Approval of minutes – unanimous

Treasurer's report – Anne Fladger

- Showing a loss in 2015 of \$3042
- Current budget \$96765, prior to paying for conference
- We are on track to make a profit on this conference
- Still hoping to have a treasurer in training in place

Chair Report – Donna Belcinski

- Following the 3 year strategic plan created under Cindy Stewart
- Strengthen NASHL, make fiscally sound:
 - 1 day model for conference in 2017 to save money
 - No CE, but will have it during the year
 - No banquet
- Update Executive Board Handbook to make for easier transition
- Increase membership, outreach to new groups (community, colleges, universities)
- Engage membership with update emails
- NAHSL narrative project – 11 people took part
- Still hoping for advocacy work to increase

Nominating Committee – Donna Belcinski reported for Cindy Stewart

- Chair elect – Ellen Brassil
- Nominee to the Nominating Committee of MLA – Melanie Norton
- 2018 Conference Chair, NH/VT – Heather Johnson
- Chapter Council Rep – Janene Batten

Archives – Rebecca Reznik-Zellen

- Now have 6 members
- Hired archivist to go through depository material and create finding aid
- Finding aid as libguide
- Plan to update policies and start new projects

Bylaws – Fran Delwiche

- Bylaws accepted by membership in 2015
- March 2016 new Executive Board Handbook
- Review annually to look for areas to update
- Potential policy and procedure manual to help with consistency
- Searching for new chair, as Fran is in 3rd year and should be moving to member/mentor role

Education – Anne Conner

- 31 attendees in the 3 CE classes on Sunday in New Haven
- Webinar on measuring research impact successful, including 4 institutional sites
- Prices have increased but less than MLA costs
- Plan to run approximately 4 webinars during the coming year
- Possible idea of running a webinar on how to run a webinar, project management
- Improve system so people can suggest new courses any time during the year
- Jim LaRue (Ebsco) will be new Chair
- Looking for chair-elect

Government Relations – Gary Atwood

- Quiet due to election cycle, asked that we please go vote!
- Continue to track and lobby for relevant issues
- Asked for people to join the committee

Marketing – Sally Gore

- Listserv is now for members only
- This year's highlight reel had more than 25 submissions
- The blog and bloggers also serve as marketing items for NAHSL
- Dina McKelvy brought the NAHSL poster to the MLA Meeting Poster Shuffle
- Cindy Stewart began a Task Force to look into promoting "underlying benefits" of being a NAHSL member

Membership – Valori Banfi

- 184 members, 162 regular, 9 retired, 13 students
- 20 new members
- Reminder to not send dues until you receive a reminder after the first of the year in January

Professional Development – Melanie Norton

- Four \$700 awards to MLA were granted, 3 recipients were new to MLA and 2 were new to NAHSL
- Three Quarterly Awards were granted – see report for details
- One Jay Daly Grant was given to NAHSL to continue work on the NAHSL Narrative project
- Melanie Norton's two year term as Chair is over and Heather Johnson will become Chair with Jessie Casella and Anne Marie Kaminsky joining the committee

Technology Committee – Nathan Rupp

- The technical issues with the NAHSL Listserv should be resolved. The problem had to do with the new version of Outlook having trouble with long headers. Penny Glassman helped with this
- Wild Apricot expires in 2017 and NAHSL will look into using the new MLA platform for events registration and membership tracking.
- If NASHLS is staying with LibGuides, the guide will be updated from LibGuide 1 to LibGuide 2

Credentialing – Meredith Solomon

- Meredith is available to answer any AHIP questions, for new or current members needing to renew

NAHSL Achievement Award—Cindy Stewart

- Nancy Goodwin of the Nominating Committee presented the award to Kathy Stemmer Frumento who has been a NAHSL member for 25 years and has served in various leadership roles

NAHSL 2017 Invitation – Martha Meacham

- The conference planning committee pretended to be lost on a hike and had to make a new path to go home, matching the “Blazing the Trail” theme.
- The meeting will be one day only on October 20, 2017 at Waltham Woods in Waltham MA
- A postcard was given to each of this year’s conference attendees to fill out and drop off regarding what they liked this year and what suggestions they have for next year.

Passing the Gavel

- Donna Belcinski passed the gavel and tiara on to new president, Debbie Berlanstein.

Meeting Adjourned at 9:20 a.m.

Minutes submitted by Lori Bradshaw (with notes from Debbie Berlanstein)

NAHSL
Archives Committee Annual Report
2015-2016

Since last October, the Archives committee has increased its membership by 500%!

Together, the group submitted a request for funding to hire an archivist to organize the content of the Archives and create a Finding Aid. The request for funding was approved during the March Executive Board Meeting, and Cathy Pate was hired. Through her initial work on the Archive in March and with subsequent effort by the committee members through April, the content of the Archive has been condensed to 11 boxes and the association's first finding aid has been created for the Archive.

The finding aid presents the content of the Archive to encourage identification and circulation of association materials; it is expected that the finding aid will be modified over time as the Archive grows. The finding aid is now available in both PDF and html format on the Archives tab of the NAHSL LibGuide (<http://nahsl.libguides.com/aecontent.php?pid=148095&sid=1259286>).

With this foundational work completed, the Committee will proceed to clarify policies and procedures and explore potential future projects, such as a photo digitization project and exploring the feasibility of an electronic archive, particularly in line with the upcoming 60th anniversary (2018).

In addition, the Archive has received two donations: The bound proceedings of the 1968 Annual Meeting, which was being deaccessioned from the University of Vermont Dana Medical Library (thanks to Jeanene Light) and photos from the 2009 NAHSL Annual Conference, the "year of Elvis," (thanks to Dina McKelvy).

Archive Expenses:

Cost	Item
\$143.00	\$13/month for 11 boxes
\$500.00	Hiring of Cathy Pate to prepare Finding Aid

Respectfully submitted,

Rebecca Reznik-Zellen, University of Massachusetts Medical School

Archives Committee Chair

Archives Committee Members:

Penny Glassman, University of Massachusetts Medical School

Martha Meacham, NN/LM NER

Lori Bradshaw, Bristol Hospital

Gregory Farr, Austen Riggs Center

Anne Fladger, Brigham & Women's Hospital

NAHSL Bylaws Committee Report
Sept 16, 2016

The Bylaws Committee continued to solicit content for the newly created Policy & Procedure Manual. In July 2016, we received one more entry, NAHSL Award Grant Funding, resulting in a total of 5 entries for the manual:

- NAHSL Achievement Award
- Revision of NAHSL Bylaws
- Government Relations Committee: General Policies and Procedures
- MLA Award Grant Funding
- NAHSL Award Grant Funding

We encourage members of the Board to submit a draft for any policy/procedure which they feel would be a worthy addition to this document. This could describe the general workings of a committee, or a step-by-step procedure for any key function, or anything in between. The goal of the Policy & Procedure Manual is to describe the essential functions of the organization, with the goal of increasing overall consistency in our policies and practices over the long term.

Additional topics that arose during the period:

- In mid-July, we discussed whether we can exercise the option of having more than one person serve as co-Chair-Elect/Chair/Past Chair. The Board discussed the pros and cons, but the question remained whether it would be permitted according to our Bylaws. We posed the question to Ellen Brassil, Chair of the MLA Bylaws Committee, and she got back to us to say that Robert's Rules of Order takes precedence here, and it discourages the practice. Also, our Bylaws, in using the singular, implies that one person fills the office of Chair-Elect/Chair/Past Chair, so if we wanted to exercise the option of having co-Chairs, we'd have to draft, and vote on, new Bylaws.
- At the same time, a 2nd question came up: who should be appointing the Conference Chair for 2 years out, the NAHSL Chair, as is stated in the Bylaws, or the NAHSL Past Chair.
 - Historical context: When we were discussing the revision to the Bylaws at the June 2015 Board meeting, we decided to drop the section on the Conference Committee under Article VII, since we were not certain we would continue to have an annual conference; so we just decided to pull that item out of the Bylaws altogether. Then, the new EBH was approved in March 2016, but there was a discrepancy on page 20 (also page 28), whereby in one place it stated that the NAHSL Chair appoints the Conference Chair, and further down, it stated that the Past Chair does that; this appears to be simply an error we did not catch in the revision.
 - We (Donna, Chair; Cindy, Past Chair; and I) noted the error, and decided that the Bylaws take precedence, and the EBH needed to be corrected. But we decided to hold off on revising the EBH until January of 2017, so that we can gather all the errors we find in the document over the course of the year, and then when the Bylaws Committee conduct its annual review of the EBH and Bylaws, it can include this in the proposed revision.

Respectfully submitted,
Frances Delwiche, Chair Bylaws Committee
Sept 16, 2016

NAHSL

2017 Conference Planning Committee Annual Report

Planning for the 2017 NAHSL conference began. The committee has 15 members including the chair. The committee has had three large, formal meetings via conference call, and a number of smaller informal meetings.

The 2017 conference will be the first in the new one day format. Efforts have been made to ensure that venue, programming, and logistics take this into consideration.

The conference will be held Friday, October 20, 2017 at Waltham Woods Convention Center in Waltham, MA.

The theme of the conference is “Blazing the Trail”. Graphics have been designed.

There will be no separate CE day for this conference, although it is being decided whether there will be CE offerings during the one day.

Budget Snapshot

- \$10,035 – Committed to Waltham Woods to secure venue. Approx. \$2,500 of that has been paid as deposit.
- Approx. \$371 – Printing and handout items for NAHSL17 during NAHSL16

Total spent to date: ~ \$2,871

Total Committed to date: ~\$10,406

Respectfully submitted,

Martha Meacham, NNLM/NER

2017 Conference Planning Committee Chair

NAHSL 2016 Business Meeting
Tuesday, October 25, 2016
Education Committee Report

CE Courses

The NAHSL Education Committee ran two courses outside of the NAHSL Annual Meeting:

1. In January, 2016, our Yale colleagues, Kayleigh Bohemier and Lei Wang presented a 1-hour webinar on *Measuring & Enhancing Research Impact*. Our academics did a great job of promoting this webinar among their colleagues, which prompted our committee to do site registrations for the first time. We registered Tufts, Texas A & M, U of Vermont, and U of New Mexico as sites (2 NAHSL members, 2 non-members). We also had individual attendees from academics all over the country. (4 sites; 34 total attendees)
2. *Crucial Conversations* – live @ UMass Med Center June 24, 2016. (16 attendees)

We are working on setting up a webinar on the FDA and searching its site, as several NAHSL members asked for such a training. Joanne Doucette from Mass College of Pharmacy & Health Sciences has graciously agreed to instruct this webinar.

New Chair

Jim LaRue is taking over as Chair of the Education Committee. He is an Associate Managing Editor at EBSCO Information Services. Jim has been an Education Committee member for a number of years.

Membership

The Education Committee has representation from each state:

Connecticut – Jeannine Gluck

Maine – Amy Moore

Massachusetts – Jim LaRue, Meredith Solomon, NN/LM-NER (TBD)

New Hampshire – Karen Goodman, Anne Conner, Heather Johnson

Rhode Island – Pat Gorman

Vermont – Nancy Bianchi, Alice Stokes, Laura Haines

We are welcoming two new members to the committee since our last meeting; Laura Haines from Dana Medical Library @ UVM, and Heather Johnson, Dartmouth Biomedical Libraries.

WA Training

Alice Stokes participated in a Wild Apricot Training this year with the CT Conference Planning Committee.

Respectfully submitted,

Anne M. Conner, Chair
NAHSL CE Committee

Government Relations Annual Report

October 25, 2016

There was a general lull in legislative activity this past year due to the upcoming Congressional and Presidential elections. In spite of this, the Medical Library Association continued its lobbying efforts in favor of several critical issues such as funding for the NIH/NLM and copyright law. On June 28th-29th, representatives from MLA and the Association of American Health Sciences Libraries visited with the legislative staff for several senators and representatives for a personal lobbying effort which was very successful according to everyone who participated. These efforts will, of course, continue in the coming year.

I also reported on the following topics:

- Congress approved the Consolidated Appropriations Act of 2016 which increased the NLM's funding
- Sen. Bernie Sanders and Sen. Elizabeth Warren introduced the National Biomedical Research Act, which would boost funding for both the NIH and the FDA
- National Library Legislative Day, which is a joint effort among several different library groups to lobby for issues related to libraries
- Google finally emerged as victor in the book scanning case after the US Supreme Court refused to take up consideration of Author's Guild v Google.
- Dr. Patricia Brennan was appointed the new director of the NIH and Dr. Carla Hayden was appointed as Librarian of Congress

Because it is an election year, I would personally encourage everyone to vote on November 8th. Regardless of whom you vote for, it is important for all of us to participate in the process.

Finally, I would encourage anyone who has an interest in legislative issues that affect health science libraries, hospitals, federal health agencies, etc. to consider joining the Government Relations Committee. I would be happy to answer any questions about the committee and can be reached at gatwood@uvm.edu or (802) 656-4488.

Respectfully Submitted,

Gary S. Atwood
Chair, Government Relations Committee

MARKETING COMMITTEE REPORT

NAHSL Annual Business Meeting

October 25, 2016

The Committee led and/or shared in several activities aimed at raising awareness of NAHSL, gaining new members, getting current and/or lapsed members to renew membership, and the like throughout the year including:

1. Regular items to the listserv (both members and non-) describing the benefits of membership and encouraging joining and/or renewing.
2. Highlighting members' achievements via "Member Spotlights" and the annual "Highlight Reel".
3. A poster highlighting the Chapter was presented at MLA's annual meeting. Thanks so much to Dina McKelvy, our representative to Section Council, for again leading this effort.
4. Sally served on a task force led by past-NAHSL chair, Cindy Stewart, to review how the Marketing and Membership Committees can better coordinate efforts at promoting the benefits of NAHSL to potential members. Work continues in this area. It's a challenge for every professional group nowadays.

Respectfully submitted,

Sally Gore, MS, MS LIS

Chair, NAHSL Marketing Committee

NAHSL MEMBERSHIP ANNUAL REPORT**2016**

As of October 1, 2016 we have 179 NAHSL Members

States/Regions with Annual Membership Breakdown

State	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
CT	49	47	39	44	49	52	40	40	49	46	47
MA	75	76	80	88	79	89	83	80	96	94	93
ME	13	14	18	11	16	17	23	29	23	21	21
NH	13	14	16	12	18	10	18	13	18	22	17
RI	14	18	16	17	16	18	22	19	20	18	16
VT	13	12	10	13	15	16	13	15	17	17	17
LA	0	0	1	1	0	1	0	1	1	0	0
MO	0	0	0	0	1	0	1	0	0	0	0
NJ	3	0	0	0	0	0	0	0	0	1	0
NY	2	3	5	4	3	2	3	1	2	1	0
PA	0	0	0	0	0	0	0	1	2	2	3
UT	1	1	0	0	0	0	0	0	0	0	0
Canada	0	0	1	0	0	0	0	0	0	0	0
Total	183	184	186	190	197	205	203	199	228	222	214

Total Members in 2016	183
Membership breakdown:	
Regular (\$50)	161
Retired (\$25)	9
Students (free)	13
New Members from Total	(20)

Total Number of Paid Members	169
Payment Options:	
PayPal	114
Personal Check	28
Institutional Check	27
Free (Students)	(13)

Total Members with MLA STATUS	150
MLA Status:	
MLA Individual	129
MLA Institutional	18
MLA Dual (Individual & Institutional)	3

Total AHIP Members	49
AHIP Membership Breakdown:	
Provisional Members	2
Member	5
Senior Member	12
Distinguished Member	28
Emeritus Member	2

Respectfully submitted,

Valori Ann Banfi, Membership Chair

October 14, 2016

Professional Development Committee Report

2016 Annual report

Committee Members: Donna Belcinski, Cindy Stewart, Anne Fladger, Valori Ann Banfi, Anne Conner, Eric Albright (member at large) and Heather Johnson (member at large), Melanie Norton, PDC Chair

We had a very fulfilling year.

MLA Annual Meeting Award:

Financial award amount was raised to \$700.00 based on the results of the 2015 PDC survey. Applications for MLA funding increased! (no surprise)

Last year we received 2 applications and this year received 11 applications for funding to attend MLA 2016 in Toronto, Canada. Four applicants were selected based on established criteria. The winners were: Elizabeth Dyer, ME and first time MLA attendee; Gary Atwood, VT and poster presenter; Jason Smith, MA, new NAHSL member and first time MLA attendee; Kate Nyhan, CT, new NAHSL member and first time MLA attendee.

Total: \$ 2800.00

NAHSL annual Meeting Award:

We received 16 applications for the NAHSL 2016 funding award. Since we had available money in our budget, all 16 applicants were awarded funding. Fifteen were awarded \$220.00 plus \$5.00 worth of raffle tickets to submit at the scholarship booth. One awardee asked only for \$170.00 for a one-day registration. Winners represent all member states that make up the NAHSL organization.

Total: \$3545.00

Quarterly Award

Robin Devin, Ann-Marie Kaminsky and Janene Batten each received funding.

Robin Devin attended a joint conference of the *Society of Applied Anthropology, the Canadian Anthropology Society, the Political Ecology Society, the Council on Nursing and Anthropology, the Society for Anthropological Sciences, the Culture & Agriculture Section of the American Anthropological Association, the Center for Imaginative Ethnology, and the Society for Medical Anthropology*, in Vancouver, Canada.

Ann-Marie Kaminsky attended *Institute for Healthcare Advancement Health Literacy Conference* in Anaheim, CA.

Janene Batten attended the *Queens Joanna Briggs Collaboration Conference of the Americas-Librarian Day*, in Kingston Ontario, Canada.

All sent blog posts to share their experiences at these conferences.

Total: \$750.00

Jay Daly Technology Award:

Donna Belcinski received \$1,000 to help fund the NAHSL Narrative Project. The \$1,000 will go towards paying for a professional videographer to record stories at the NAHSL 2016 Conference. The PDC committee agreed this would be a very worthwhile project and one that may well win the MLA Chapter Project Award.

Total: \$1,000.00

One of last year's Jay Daly award winner, Rolando Garcia-Milian, thanked NAHSL for our financial support publically in the following report:

Rolando Garcia-Milian, Denise Hersey and Nathan Rupp. "Supporting Biomedical Research in the Era of Omics and Precision Medicine" (2016) DOI 10.13140/RG.2.2.32736.07684 Available at: http://works.bepress.com/rolando_garciamilian/13/

NAHSL will also receive recognition in an article Rolando submitted to JMLA.

Other Activities:

Forms for both the MLA and Quarterly Awards have been updated to include a more detailed need and explanation for funding and posted to the Professional Development Committee's portion of the NAHSL LibGuide.

We also worked with Fran Delwiche to update the Professional Development Committee's portion of NAHSL's policy and procedure manual.

Melanie Norton will rotate off as Chair as her 2-year term is up. Heather Johnson will take over as Chair of the Professional Development Committee after the 2016 Annual NAHSL meeting. Eric Albright and I will continue to serve on the PDC along with a new member, Jessie Casella.

Total Budgeted for MLA, NAHSL and Quarterly Awards: \$7,000

Total Awarded: \$6, 345

Total Budget for the Jay Daly Award: \$2,000

Total Awarded: \$1,000

Respectfully submitted by,

Melanie Norton, Chair

Professional Development Committee

