

**NAHSL Executive Board Meeting- Minutes- March 5, 2010 -10a.m.-3:00p.m.**

**Present: Dina McKelvy, Andy Dzaugis, Linda Kaczmarczyk, Janet Cowen, Sally Gore, Sue Warthman, Len Levin, Lynn Sette, Lauri Fennel, Jim Craig, Marilyn Pitman, Claire LaForce, Hongjie Wang, Kathy Stemmer-Frumento, Margo Coletti, Alison Clapp, Ellen Brassil, Shirley Gronholm, Joan Yanicke.**

**Meeting called to order at 10:00**

**Approval of the minutes – minutes accepted**

| Topic/Committee              | Person Responsible | Status/Discussion   | Action  |
|------------------------------|--------------------|---|---|
| <b>Conference Task Force</b> | <b>Dina</b>        | <p>Dina met with the members of the Task Force. First recommendation is the separation of Conference Chair from NAHSL chair elect. This will require a change in the bylaws as well so this will have to be put to membership vote.</p> <p>1) Need to clarify the process of nominating the conference chair elect. Thoughts that the process needs to be more structured. Maybe it should start with the state. Role of EB? Elected by the membership or appointed? But NAHSL chair should be elected?</p> <p>2) Reinstatement of NAHSL Program committee. Recommendation that the conference chair become the program committee chair. Len mentioned the program committee would have a broader perspective – a longer view. Hesitation about creating another committee and should remain a subcommittee of conference committee. Dina hoping the program committee would keep program more involved in the EB and planning. Need more input on the program planning from the greater membership. Current planners feel they could</p> | <p>Draft to address the specific changes and prepare for bylaws vote at annual meeting in RI. Distribute to membership 21 days in advance. Also, needs to go to MLA for approval.</p> <p>Dina put to vote and approved that the Conference chair elect is appointed. Nominating committee works with state rep.</p> <p>Since the Conference committee chair is the program chair as per the NAHSL Handbook, Dina would like to table it for the June meeting.</p> |

| Topic/Committee           | Person Responsible  | Status/Discussion  | Action   |
|---------------------------|---------------------|--|--|
|                           |                     | <p>use help. Continuity would be a benefit. Should it be an EB committee? Hongje feels another committee would further complicate the process of decision-making for conference planning. Kathy suggested we have more written in the Conference manual instead of reinventing the procedures for each conference. Forms and templates should be online. Sally wondered if the chair elect should be the program chair.</p> <p>Refer to NAHSL CONFERENCE TASK REPORT for more information.</p> <p>3) NAHSL Chapter Chair separate from the conference. What will happen to the chair-elect or call it incoming conference committee chair?</p> <p>Past conference chair could update the manual. Could the last 3-4 past conference chairs work on this? Need someone to be the coordinator.</p> | <p>Nominating Committee would need to nominate the conference chair and program chair. Bylaws will be changed to reflect this.</p> <p>Dina will be in contact with the past conference chairs.<br/>More to come in June.</p> |
| <b>Technology Grant</b>   | <b>Dina</b>         | <p>We have \$2,000 for technology grant in budget but need a process to distribute the funds. Thoughts for it to be named Jay Daly Award. Margo mentioned MAHSLIN is doing this as well. What should it be called?</p>   | <p>Margo will put the proposal/application together and bring in June for a vote.</p> <p>We will decide on the name in June.</p>   |
| <b>Scholarship Report</b> | <b>Dina</b>         | <p>Dina talked to Jim, Claire and Linda on the Scholarship Task Force. Dina reviewed the progress. By June Dina will have a full proposal to consider. Goal to make a connection with upcoming information professionals. Also see Dina's NAHSL Scholarship Status Report, March 5, 2010.</p>  | <p>Proposal will be discussed and approved/voted on by executive board. Will need to be presented to membership at some point.</p>   |
| <b>Officer's Reports</b>  |                     |  |  |
| <b>Chair</b>              | <b>Dina McKelvy</b> | Will revisit idea of looking at software for   | Will not purchase at this time.  |

| Topic/Committee                         | Person Responsible            | Status/Discussion  | Action   |
|---|-------------------------------|--|--|
|   |                               | <p>distance meetings for the board. Andy mentioned it is not inexpensive, could we possibly use for meetings that occur more often – perhaps for a task force.</p> <p>Enable mentoring relationships for such things as publishing. Could we link to the MLA Mentoring page on NAHSL page?</p> <p>Margo mentioned MLA leaders wearing buttons at conferences. Dina remembered we also talked about having an open forum.</p> | <p>Dina encourages people to add their names to mentoring list. Dina will put this information out on the list – encouraging mentors as well as those looking for a mentor. Dina will work with Joan on this.</p>  |
| <b>Treasurer</b>                        | <b>Linda Kaczmarczyk</b>      | Report attached. Cash reimbursement checks asap.   |  |
| <b>Past-Chair /Nominating</b>           | <b>Andy Dzaugis</b>           | Conference 2012 – need nomination for NH & VT. Andy will investigate a company to handle some of the conference forms etc.   | Andy will report on this at the next meeting.  |
| <b>Chair-Elect/Conference Chair '10</b> | <b>Sue Warthman</b>           | <p>Report attached. Conference registration will be raised \$25.00 to \$240.00.</p> <p>Hospitality chair resigned.</p> <p>CE will be going up, too.</p>  | <p>Some concern about the price increase. Dina suggested conference planning revisit the increase in cost. She suggested keeping the price the same as last year (\$215.00). Keep the one-day fee the same also (\$165.00). Same with non-member fees.</p> |
| <b>Conference Chair-Elect 2011</b>      | <b>Kathy Stemmer-Frumento</b> | <p>Conference will be in Mystic area. Right now between Mystic Marriot and Mohegan Sun. Joint meeting with NY/NJ but concern about what they will be contributing. What are the benefits of a joint conference? Could they sponsor a session or provide some funding or perhaps ask them for some assistance e.g. be responsible for the banquet or welcome reception?</p>   | Kathy will check with past Connecticut conference chairs.  |
| <b>Chapter Council</b>                  | <b>Janet Cowen</b>            | Question of whether speaker fees (travel   | Janet/MLA is still looking into this   |

| Topic/Committee          | Person Responsible                    | Status/Discussion  | Action  |
|--------------------------|---------------------------------------|--|---|
|                          |                                       | expenses) are reimbursed.<br>No report   | but keep doing what you have been doing. Travel fees are reimbursable. If over \$600.00 need to file 1099.  |
|                          |                                       |  |   |
| <b>Committee Reports</b> |                                       |  |   |
| <b>Archives</b>          | <b>Jim Craig</b>                      | Report attached. Do we need to clarify how long to keep documents? Minutes, email messages, reports, conference materials?   | Jim will check with archivist at Harvard.   |
| <b>Bylaws</b>            | <b>Marilyn Pitman</b>                 | <p>Report attached.<br/>Electronic voting – distributing ballots online.</p> <p>Proposed by Bylaws chair (see attached report and NAHSL Bylaws)<br/>Question of Article III Section 2B. Membership. Are we following this? Officers, chairs, and state reps must be voting members of MLA.</p> <p>Article IV Officers. Section F2. Duties.</p> <p>Article IV Officers Section 6. Conference Chair and Conference Chair Elect.</p> <p>Article V Meetings Section 1</p> <p>Article VI Section 1. Executive Board membership</p> <p>Article VI Section 3 Quorum...</p> <p>Board term length</p> | <p>Dina will review materials and report back to board.</p> <p>All agreed yes.</p> <p>Strike last part of sentence, “as further outlined in the NAHSL Executive Board Handbook”</p> <p>Delete this section.</p> <p>Delete section “Additional meetings may be held, including electronic meetings”</p> <p>Marilyn will add the action</p> <p>Marilyn will double check on this.</p> <p>Dina will follow-up with Margo about term length and her possible replacement.</p> |
| <b>Education/CE</b>      | <b>Alison Clapp<br/>Nathan Norris</b> | Report attached - CE Confirmed Courses: Clinical Topics course – Radiology, Getting Published,   | Committee is still working on this – any suggestions contact Alison   |

| <b>Topic/Committee</b>                | <b>Person Responsible</b> | <b>Status/Discussion</b>   | <b>Action</b>   |
|---------------------------------------|---------------------------|--|---|
|                                       |                           | Web 2.0 (using tools to market your library)   | and Nathan.   |
| <b>Electronic Communication</b>       | <b>Sally Gore</b>         | Report attached - Sally demonstrated the NAHSL site as a LibGuide. Concern about the restriction on editors (only 3 editors). Free trial for one year.   | Sally will check into having password protected pages. Sally will start trial and let us all know. We will also maintain nahsl.org website. |
| <b>Government Relations</b>           | <b>Margo Coletti</b>      | Report attached  |   |
| <b>Marketing</b>                      | <b>Mary Ellen Bowen</b>   | No report  | Dina will follow-up with Mary Ellen re: logo  |
| <b>Membership</b>                     | <b>Valori Banfi</b>       | Report attached – currently 102 members  | Valori will send a mailing to NE MLA members to join NAHSL  |
| <b>Professional Development</b>       | <b>Hongjie Wang</b>       | Report attached - 1 <sup>st</sup> quarter grant to Janene Batten. Received some applications for 2 <sup>nd</sup> quarter grant, application deadline April 1 <sup>st</sup> . Sent out information about MLA grant.                         | Hongjie will follow-up regarding question of NAHSL member who is no longer in the NE area applying for PD grant and report back in June.    |
|                                       |                           |  |   |
| <b>Liaisons &amp; Representatives</b> |                           |  |   |
| <b>Benchmarking</b>                   | <b>Shirley Gronholm</b>   | No report  |   |
| <b>Credentialing</b>                  | <b>Joan Yanicke</b>       | No report  |   |
| <b>NNLM/NER</b>                       | <b>Lauri Fennell</b>      | Town Hall meeting went very well. New contract coming out. Shared calendar (google) on the NN/LM site. In Connecticut made contact with Native American groups. “Librarians and Nurses” will be presented Thursday, March 25 <sup>th</sup> | Let Lauri know if you want something added to the shared calendar.  |
|                                       |                           |  |   |
|                                       |                           |  |   |
| <b>State Representatives</b>          |                           |  |   |
| <b>ARIHSL</b>                         | <b>Mary Ann Slocomb</b>   | Report attached. Tovah Reis and Janet Cramer retiring from Brown.  |   |
| <b>CAHSL</b>                          | <b>Ellen Brassil</b>      | Report attached.   |   |
| <b>HSL NH/VT</b>                      | <b>Claire LaForce</b>     | Report attached.   |   |
| <b>HSLIC</b>                          | <b>Megan McNichol</b>     | No report  |   |
| <b>MAHSLIN</b>                        | <b>Sally Gore</b>         | Report attached.   |   |
|                                       |                           |  |   |

| Topic/Committee               | Person Responsible | Status/Discussion | Action  |
|-------------------------------|--------------------|-------------------|---|
| <b>Old Business</b>           |                    | None              |   |
| <b>Future Meetings</b>        |                    |                   | Next meetings <ul style="list-style-type: none"> <li>• June 18, 2010</li> <li>• September 10, 2010</li> <li>• December 3, 2010</li> </ul> Weather event date Dec. 10, 2010<br>October 24-26 NAHSL in RI |
| <b>Adjourned at 3:12 p.m.</b> |                    |                   |   |

**NAHSL Conference Task Force  
Action Points for the Executive Board  
March 5, 2010**

The recommendations of the task force would not require any bylaws changes.

The following are, in this format

- The recommendations of the Conference Task Force
  - Required procedure changes (underlined) or EB action points
    - And any questions/issues to consider.

The task force recommends we separate the conference chair from the chapter chair-elect.

- Separate the Conference Chair from the Chapter Chair-elect
  - Conference Chair is chosen from the state hosting the conference 2 years before conference date.
  - This change *per se* does NOT require changes to the procedure manual. This has been tradition and is not stated in the manual.
    - EB/NAHSL membership still approve the Conference Chair selection?
- Establish the role of Conference Chair/Program Chair
  - The Conference chair would also be the Program Committee Chair which is an Exec Board committee, not a Conference committee.
  - The Program Committee needs to be reestablished and defined in the manual.
  - The timeline proposed in the taskforce would be followed to ensure role coverage and easy transition for this new person.
  - Clarification of the selection/election process for this position. Unclear in the report – see below.
  - This change requires added language in the conference chair/chair-elect section of the manual.
    - Again, does the EB/NAHSL membership approve or elect, or just the state? Report has the conference chair selected by the state, but the Program chair recruited by the nominating committee (NAHSL chair appt?)
    - Conference co-chairs are a popular option. Any issues there?
- Establish Chapter Chair as a position independent of the Conference.
  - Requires active recruitment of candidates and sensitivity to issues of state representation (and perception of fair representation). Will require more vigorous recruitment by the nominating committee.
  - This change *per se* does NOT require changes to the procedure manual.
    - Consideration of state representation (not dominated by larger states).
    - Fostering and encouraging candidates and healthy competition for NAHSL leadership.
    - Perhaps have state assoc reps on the nominating committee as a safeguard against perceived large state dominance.
    - Need to codify safeguards (like no state can have a chair 3 years in a row)?
- Other Recommendations for the Conference

- Increased involvement of the Executive Board (especially Chapter Chair and Treasurer) in the Conference planning process.
- Standardization in Conference planning – from conference rates to reimburse questions to saving time by simply learning from prior CPC experience.
  - Chapter chair/treasurer participation on CPC email list? Attendance at CPC meetings?
  - Review and update of the CPC manual – made available online (pwd protected) rather than in a binder. Sounds like a task force.
  - Wiki tool to pass info on from one year to the next?

The Conference task force recommendations are predicated on:

- ❖ membership survey
- ❖ discussion with NAHSL's conference venue planner Donna Wickstrand
- ❖ reports from how other regional chapters deal with similar issues
- ❖ collective experience of task force members, all who have been closely involved with Conference planning

**Some of the important things discovered:**

- On the whole the NAHSL Annual Conference is a valued and relevant event for membership
  - Order of importance for aspects of conference: keynotes speakers, CEs, breakouts networking, updates, vendors, social events, activities outside meeting
- With travel budgets being tightened "local" travel may become the default rather than national travel (i.e. more to NAHSL, less to MLA)
- Membership will need to be choosing fewer meetings to attend
- CEs are very inexpensive at NAHSL by comparison to MLA
- According to the survey vendors less important than program. They are a valuable income stream, however - keep
- Although permanent locations could be an option, and supported by membership survey responses, membership enjoy travelling from state to state each year for the Conference.
- Membership willing to bear slight increase in Conference registrations (up to \$50)
- Other chapters elect a separate Chapter Chair from Conference Chair – NAHSL (and Hawaii chapter) is the only one that doesn't
- Most conference attendees come from MA and CT
- Board MUST continue to be open with membership with what it is doing and deciding

**Assumptions to be concerned about:**

- Anticipate decreased financial input from vendors as economy slows and vendors consolidate
- Travel expenses of membership curtailed in the near future
- Conference costs are on the increase

**Recommendations:**

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**1. Separation of Conference Chair form NAHSL chair elect (becomes NAHSL Program Committee chair as described in 2. below).**

This is the model in other MLA chapters and will ease the burden of the 4 year commitment for this official – 2 year commitment instead (or 3? see 2.iii. below). Also this allows for official to focus on the Conference and not be concerned with upcoming commitment as Chapter Chair.

- a. Conference chair
  - i. term begins 2 years prior to conference
  - ii. elected from state Conference to be held
- b. Opens up a opportunity for another member to serve in official capacity as now there is NASHL Conference Chair/Program Chair as well as NAHSL Chair
- c. Conference Chair also becomes NAHSL Program Committee Chair
- d. Year 1 – Chair will not have had luxury of being "incoming" – recommendation for NAHSL chair to appoint someone who has had experience from a recently organized a conference, either a previous Chair, or one of the committee with large amount of responsibility (like the hospitality chair, or local arrangements chair). Also appoint "experienced" incoming chair as well in first year.
- e. Conference Chair oversees committee with membership from state where conference to be held
- f. Committee plans local arrangements for Conference only, also easing the burden on state members

**2. Reinstatement of NAHSL Program Committee**

- a. NAHSL Program Chair – elected (**same person as 1. above**)
- b. Program Committee Chair & Conference Chair are same so that Conference oversight is by one person
- c. Nominating Committee would be tasked with finding this official (even if this is a Chair appointment)

- d. See 1d. for first term appointment recommendations
- e. Program Committee includes (similar model to CE Committee is recommended -- terms for committee members to be decided):
  - i. Treasurer (ex. Officio)
  - ii. CE chair (or appointee from CE Committee)
  - iii. potentially outgoing Program Chair/Conf chair to impart experience?
  - iv. others to be decided, but an all state representation is recommended
- f. committee responsible for the overall Conference program

NOTE: Committees mentioned in 1. and 2. allow for participation by a larger number of NAHSL members.

**3. NAHSL Chapter Chair**

- a. Elected for 3 year term only – Chair-elect; Chair; past-Chair
- b. As Chair-elect would work closely with NAHSL Chair to plan regional oversight
- c. This model means Chapter Chair would not have to rotate between states which eases the burden on state chapters

**4. NAHSL Conference to remain in same format**

- a. Reviewing the survey that membership completed there did not seem to be anything “broken” with the current conference structure
- b. Reviewing financial statements from each of the last 3 Conferences sees that on average Conferences are a break even event
- c. RECOMMENDATIONS
  - i. Conferences finance decisions to be fiscally responsible and to be made on a break even premise
  - ii. Do away with “frills” – e.g. gift for coming; fancy decorations; save the date mailer (do electronically)
  - iii. Conference budgets need checks and balances -- to be overseen by NAHSL Treasurer and NAHSL Chair
  - iv. All expenses to be approved by Treasurer prior to contracts signed and promises made
  - v. Speaker fees & CE honorariums, as well as associated costs for these items, to be authorized and approved by NAHSL Treasurer & NAHSL Chair and not solely the Program Committee

- 5. **NASHL Executive to explore the possibility of cosponsoring the Annual Conference** with other organizations such as SLA. Although it is recognized that co-sponsorship can be fraught with challenges the recommendation is that this structure must be on an even basis with both organizations benefiting from such an alliance.

Respectfully submitted  
 Janene Batten, Chair  
 Bette Bissonette  
 Marianne Burke  
 Janet Cowen  
 Len Levin  
 Tovah Reis  
 Judy Spak

**NAHSL Scholarship Status Report  
March 5, 2010**

Goal:

*Outreach to New Library and Information Professionals*

NAHSL would like to make a connection with new library and information professionals in order to provide support for them as they transition into the workforce. We also hope to gain from the relationship by learning what is new and emerging in the library and information sciences.

Objective:

*Academic Scholarship for Library Students*

To provide a small annual scholarship for a master's level library/information science student (with a possible stipulation that the funds be used specifically for a course in health sciences librarianship or health sciences resources).

Who, Expertise Needed:

*Involvement in Planning and Establishment of Permanent Advisory Committee*

The planning committee includes the NAHSL treasurer, scholarship task force members, Bylaws chair, and possibly the Professional Development committee. For advice: chapter council reps, treasurers & relevant executive board members from other chapters that offer such a scholarship (Philadelphia, UNYOC, Hawaii).

The permanent Advisory Committee may consist of NAHSL Nominating Chair (Past Chair), State Representatives (to ensure diversity of representation), and others.

Time Needed:

*Timeframe for Scholarship Proposal*

A formal proposal will be prepared for the June NAHSL Executive Board meeting to be voted on in June or September and presented to the full membership at the 2010 Conference. The proposal will include the founding document for the scholarship, criteria for applicants and expectations for award winners.

Resources Required:

*Resources for the Annual Scholarship*

Minimum of \$25,000 in reserve funds is required to support a \$500 - \$1000 annual scholarship. Volunteer time will be required to draft the scholarship founding document. Continuing volunteer time will be required to administer the scholarship and to evaluate its impact.

Product Outcome:

*Anticipated Outcomes of the NAHSL Scholarship*

Scholarship recipients will be expected to present a poster, a presentation either in person or by electronic means on a summary and analysis of the course for which the scholarship was used. This presentation or report will be disseminated to the NAHSL membership as widely as possible.

Evaluation:

*Assessing the Success of the Scholarship*

The Advisory Committee will regularly assess the scholarship to see if the desired outcomes are met. Are award winners seeking jobs in the health sciences? Are currently employed library staff successfully achieving a professional degree. Evaluation criteria will be included in the founding document.

Respectfully submitted,

Dina McKelvy  
NAHSL Chair  
2009-2010

3/3/2011

Income/Expense by Category - YTD  
1/1/2010 through 3/3/2010

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| <u>Category Description</u>   | <u>1/1/2010-<br/>3/3/2010</u> | <u>OVERALL<br/>TOTAL</u> |
|-------------------------------|-------------------------------|--------------------------|
| <b>INCOME</b>                 |                               |                          |
| INTEREST INCOME- BANK         | 80.98                         | 80.98                    |
| MEMBERSHIP INCOME             | 2,700.00                      | 2,700.00                 |
| <b>TOTAL INCOME</b>           | <b>2,870.98</b>               | <b>2,870.98</b>          |
| <b>EXPENSES</b>               |                               |                          |
| ANNUAL MEETING EXPENSE (2010) | 190.83                        | 190.83                   |
| ANNUAL MEETING EXPENSE (2011) | 771.42                        | 771.42                   |
| CONTINUING EDUCATION EXPENSE  | 1,135.19                      | 1,135.19                 |
| EXECUTIVE BOARD EXPENSE       | 50.00                         | 50.00                    |
| MEMBERSHIP EXPENSE            | 17.28                         | 17.28                    |
| <b>TOTAL EXPENSES</b>         | <b>2,164.72</b>               | <b>2,164.72</b>          |
| <b>OVERALL TOTAL</b>          | <b>706.26</b>                 | <b>706.26</b>            |

# Budget-to-Actuals

Budget to date 3/3/10

| EXPENSE                                    | BUDGET '10       | ACTUALS'10      | BUDGET '09       | ACTUALS'09       |
|--|------------------|-----------------|------------------|------------------|
| Archives Expense                           | 175.00           | 0.00            | 175.00           | 175.00           |
| Chapter Council Expense                    | 700.00           | 0.00            | 500.00           | 218.33           |
| Continuing Education Expense               | 11,000.00        | 1,135.19        | 11,000.00        | 11,388.93        |
| Contributions & Donations                  | 90.00            | 0.00            | 90.00            | 276.00           |
| Executive Board Expense                    | 7,350.00         | 50.00           | 7,350.00         | 7,050.18         |
| a.) Food                                   | 1,500.00         | 0.00            | 1,500.00         | 1,443.52         |
| b.) Travel                                 | 5,500.00         | 0.00            | 5,500.00         | 4,531.58         |
| c.) Other (Incorporation, Insurance, etc.) | 350.00           | 50.00           | 350.00           | 1,075.08         |
| Government Relations                       | 450.00           | 0.00            | 450.00           | 0.00             |
| Marketing Expense                          | 2,500.00         | 0.00            | 150.00           | 0.00             |
| Membership Expense                         | 30.00            | 17.28           | 0.00             | 25.92            |
| Office Expense                             | 130.00           | 0.00            | 100.00           | 116.13           |
| Professional Development Expense           | 9,000.00         | 0.00            | 7,000.00         | 3,930.00         |
| a.) Awards: MLA Conference                 | 4,350.00         | 0.00            | 2,350.00         | 1,260.00         |
| b.) Awards: NAHSL Annual Meeting           | 4,500.00         | 0.00            | 4,500.00         | 2,520.00         |
| c.) Scholarship Table Expense              | 150.00           | 0.00            | 150.00           | 150.00           |
| d.) Other Expense                          | 0.00             | 0.00            | 0.00             | 0.00             |
| Technology Expense                         | 1,000.00         | 0.00            | 0.00             | 0.00             |
| Innovation Grant                           | 2,000.00         |                 |                  |                  |
| Treasury Expense                           | 250.00           | 0.00            | 250.00           | 290.72           |
| <b>Expense SUBTOTALS</b>                   | <b>32,675.00</b> | <b>1,202.47</b> | <b>27,065.00</b> | <b>23,471.21</b> |

| INCOME                          | BUDGET '10        | ACTUALS'10      | BUDGET '09        | ACTUALS'09       |
|---------------------------------|-------------------|-----------------|-------------------|------------------|
| Bank Interest                   | 790.00            | 80.98           | 1,200.00          | 866.10           |
| Continuing Education Income     | 6,000.00          | 0.00            | 7,000.00          | 5,787.79         |
| Membership Income               | 6,000.00          | 2,790.00        | 6,120.00          | 6,000.10         |
| PD Income (Scholarship Table)   | 1,400.00          | 0.00            | 1,400.00          | 2,083.25         |
| <b>Income SUBTOTALS</b>         | <b>14,100.00</b>  | <b>2,870.98</b> | <b>15,720.00</b>  | <b>14,737.24</b> |
| <b>Budget-to-Actuals TOTALS</b> | <b>-18,575.00</b> | <b>1,668.51</b> | <b>-11,345.00</b> | <b>-8,733.97</b> |

Account Balances - As of 3/3/2010  
As of 3/3/2010

3/3/2010

Page 1

| <u>Account</u>             | <u>3/3/2010<br/>Balance</u> |
|----------------------------|-----------------------------|
| <b>Bank Accounts</b>       |                             |
| NAHSI-CD (Linda)           | 5,326.34                    |
| NAHSL-Checking (Linda)     | 27,268.00                   |
| NAHSL-Savings (Linda)      | 64,420.74                   |
| <b>TOTAL Bank Accounts</b> | <b>97,213.08</b>            |
| <b>OVERALL TOTAL</b>       | <b>97,213.08</b>            |

1. The 2010 Conference Planning Committee (CPC) proposes to raise the registration fee \$25.00 for Early Bird registrants. Early Bird cutoff date is 9/14/10. A “late fee” of \$50.00 would be incurred for all those register after 9/14/10. It was also suggested that another \$25.00 be added for all walk-ins.

**2010 Newport RI 10/24 - 10/26**

| <b>Full Con</b>  |                      |                   |                      |              |
|------------------|----------------------|-------------------|----------------------|--------------|
| <i>Deadlines</i> | <i>Until Sept 14</i> |                   | <i>After Sept 14</i> |              |
| NAHSL Member     | 240                  | plus 25 2009-2010 | 290                  | Late Fee +50 |
| Not Member       | 290                  | plus 25 2009-2010 | 340                  | Late Fee +50 |
| Student          | 75                   | same as 2009      | 75                   |              |

**One Day**

|              | <b>Mon</b> |                   | <b>Tues</b> |                |
|--------------|------------|-------------------|-------------|----------------|
| NAHSL Member | 190        | plus 25 from 2009 | 135         | + 20 from 2009 |
| Not Member   | 240        | plus 25 from 2009 | 185         | + 20 from 2009 |
| Student      | 60         | same as 2009      | 50          | same as 2009   |

2. Exhibitor letters went out to vendors on February 17<sup>th</sup>. One check has already been received. The fee for exhibitors will be \$525.00. This allows two representatives from each company to attend. A \$60.00 fee would be charged to each additional person who would like to attend. The Sunday Welcome Reception would be included in this \$525.00 fee. The Monday night Extended Cocktail Reception will be \$60.00 extra for those vendors who want to attend.
3. The CPC is undecided if we should charge separately for the Monday night Extended Cocktail Reception or have it be included in the registration for NAHSL participants. Any feedback from the Board is welcome on this topic.
4. The CPC Hospitality Chair, Fred Brown, has resigned. Sue met with hospitality committee members on 2/5/10 to discuss menus for the conference. The committee presented two complete menus for all conference meals and breaks. They will determine exact menu choices and prices at the next CPC meeting.

5. Sue met with Rachel Carpenter, publicity chair, on 2/5/10 to discuss lists of organizations to send press releases to and when. We reviewed the 2008 publicity document created by Judy Nordberg of Umass Medical School. Rachel will begin sending out press releases around March 20<sup>th</sup>.
6. Sue created a wiki on Pbworks. CPC members have already begun to use it to share documented information, such as menus and registration fees.
7. The next CPC meeting will be held at the Newport Marriott on 3/23/10 from 2:00 until 5:00 pm to enable committee members to meet hotel staff and see all of the rooms used during the conference. Many questions and details will be worked out at this meeting.

Sw3/1/10

Archives Committee  
NAHSL Executive Board  
5 March 2010

The committee chair along with eight other staff are being moved. No recent years of archives will be available from March 11 until March 22, 2010, at least, and possibly earlier and later, until the move/renovations are complete.

Respectfully submitted,

James L. Craig,  
Chair  
Archives Committee

NAHSL EXECUTIVE BOARD  
Bylaws Committee Report  
March 5, 2010

Changes recommended at the last Executive Board meeting, as well as those submitted to me later, have been incorporated into the Executive Board Handbook. Also, a first draft of changes related to the Conference Task Force recommendations has been incorporated into the Handbook. Copies of the Handbook will be supplied at the meeting and the main points discussed. I would like to recommend the Board pencil in changes to the current draft, dated March 2, 2010, and approve it with the stipulation that it will be reviewed for further changes and approval as the Conference Task Force recommendations proceed. At any rate the Handbook is to be reviewed and approved by the Board at least annually.

An initial draft of changes to the NAHSL Bylaws will be distributed at the Board meeting. The MLA model for chapter bylaws was used as guide for the revisions. The following areas are suggested for discussion:

**Article III. Membership. Section 2. Rights and Privileges. B.** *Are we following this?*

**Article IV. Officers. Section 2. Duties.** *A mention of the Executive Board Handbook has been added.*

**Article IV. Officers. Section 6. Conference Chair and Conference Chair-Elect.** *New language applies to these positions.*

**Article V. Meetings. Section 1. Meetings.** *Mention is made of electronic meetings.*

**Article VI. Executive Board. Section 1. Executive Board membership.** *Are the following positions considered to be on the Executive Board: Liaisons, Candidate to MLA, NLM representative, Conference Chair, Conference Chair-Elect. Who is considered an officer? Who is considered a voting member?*

**Article VI. Section 2.** *What shall be the quorum for the Executive Board?*

Respectfully submitted,  
Marilyn Pitman  
Chair, Bylaws Committee

Committee Members:  
Deborah Clark  
Mark Gentry  
Lynda Grayson

**EDUCATION COMMITTEE REPORT  
NAHSL EXECUTIVE BOARD  
March 3, 2010**

**NEXT EVENT**

MLA Webcast: March 24, 2010: *Now's the Time: Understanding the Electronic Health Record*  
NAHSL will sponsor sessions in MA, CT and NH/VT  
NAHSL members will be able to view the program for up to a month after the broadcast.

**NAHSL OCTOBER 2010 CE CLASSES UPDATE**

1) Clinical Course Topics: Radiology (300); Instructor – Derek Carver (Children’s Hospital, Boston)  
Status: CONFIRMED

2) Getting Published - includes posters, presentations, papers, etc. – (700); Instructors - Mary Piorun and Jane Fama (UMASS Medical School)  
Status: CONFIRMED

Follow-up - Committee to determine a course outline:

Posters  
Journal Articles  
Grant Writing

3) Marketing the Library– (200)  
Potential Instructors: Chris Olson (Olson Associates), David Rothman (with tie in to using Web 2.0 tools for marketing services/resources.) We have asked Debbie Hermann to cover the marketing aspect of Web 2.0 tools (See class #6).

4) Super-Searching – (300)  
Potential Instructor: Greg Notess (Montana State University)

5) Creating Online Tutorials – (600)  
Potential Instructors: Max Anderson (NN/LM Greater Midwest Region) or Greg Notess (Montana State University)

Additional Possible Instructors for course on Creating Online Tutorials:

- Nadaleen Tempelman-Kluit, Instructional Design Librarian, Bobst Library (NYU). One example is a Nursing Resources Tutorial (She is listed as being on the Working Group) <http://library.nyu.edu/research/subjects/health/tutorial/>
- There is a course at Simmons on User Instruction that includes online tutorials  
User Instruction - Simmons  
<http://www.simmons.edu/gslis/academics/courses/electives/index.php>
- There was an article in the Nov 09 issue of Reference and User Services Quarterly. These authors are from Perdue University  
<http://www.rusq.org/category/issues/49-no-1/>

6) Web 2.0 – (500); Instructor, Debbie Herman (Southern Connecticut State University)  
Status: CONFIRMED

7) “Tuesday Afternoon Course” – Lauri Fennell will teach

Follow-up: Ask Lauri about the results of the survey.

Additional Tuesday Course Options (Courses offered by the various NNLM regions):

- [ABCs of DNA: Unraveling the Mystery of Genetics Information for Consumers](#)
- [Can You Hear Me Now? How to Make a Podcast](#)
- [Health Information for Kids and Teens and Seniors, Oh My!](#)
- [Healthy Aging at Your Library; Connecting Older Adults to Health Information](#)
- [PubMed Clinics of North America: A Problem-based Approach to PubMed Searching](#)
- [Finding Easy-to-Read and Multilingual Materials for your Patrons](#)
- [Thinking Like an MBA: Time, Money, Resources and Change Management in the Library](#)

Potential Tuesday Class from the NN/LM Outreach Evaluation Resource Center (OERC):

- Community Assessment (This will be offered at MLA in May)
- Planning Outcomes-Based Outreach Programs
- Answering the Right Questions: Data Collection for Health Information Outreach
- Finding Meaning in Numbers and Words: Data Analysis for Health Information & Outreach (This will be offered at MLA in May)

### **ADDITIONAL POTENTIAL REPLACEMENT CE COURSES**

Suggestions from the NAHSL 2010 Conference Committee:

- Basic Statistics
- Using Value Calculators – a hour tutorial on this was given during the past couple of years, we will find the link and put on the blog
- Disaster Planning – MLA covered this in a recent webcast
- Print vs. Electronic – not exactly sure how to get a 4-hour class out of this idea. Might be more suited as a speaker topic

Work is ongoing and feedback from the board is gratefully accepted.

Respectfully submitted,

Alison Clapp/Nathan Norris  
Education Committee Co-chairs

NAHSL EXECUTIVE BOARD  
Electronic Communications Committee Report  
March 5, 2010

NAHSL Website

Only minor changes, simple updates required.

NAHSL Blog

Thanks in particular to members of the Education Committee who have all registered to provide content to the NAHSL blog. They regularly provide news items, announcements, etc. regarding continuing education and/or professional development opportunities for members.

The blog continues to get regular traffic and “spikes” when new items are posted, perhaps indicating the number of members who are following updates via a subscription to the RSS feed.

NAHSL Innovations

The EC Committee continues to work with the Education and Marketing Committees, to both solicit and announce NAHSL Innovations.

Move Towards Centralized Web Presence

As mentioned at the last Board meeting, we have decided to experiment with using a different type of web-based platform so we can combine the content of the current NAHSL blog and NAHSL website, making it easier for members to both read and post information. LibGuides, a popular Web 2.0 platform, was mentioned as a likely candidate. We received word from Springshare (the host of LibGuides) that they will give us a one year subscription to LibGuides free (open start date, i.e., whenever we’re ready). We’re still working out some technical issues related to transferring our domain name, but Sally has a demonstration of a sample NAHSL LibGuide for presentation at the 3/5/10 Board meeting.

Respectfully submitted,  
Sally Gore  
Chair, Electronic Communications Committee

**Government Relations Committee  
Report to NAHSL Executive Board  
3/05/10**

1. **Hospital Library Advocacy:** The Hospital Library Subcommittee of the region's RAC continues working on a new model of hospital librarianship (described briefly on the [NAHSL blog](#) in January, 2010). The model is currently being refined and will be ready for public consumption by the end of April.
2. **Local Affairs:** Thanks to the library community and the citizens of Massachusetts who signed a petition to save the Massachusetts State Library, the Governor of Massachusetts has reconsidered. \$170k has been reinstated to the library's FY2010 budget. Additionally, the Governor's FY2011 Budget Recommendation proposes a \$684k appropriation for the State Library.
3. **National Affairs:**
  - a. The 2010 Omnibus Appropriations package was signed by President Obama on December 16<sup>th</sup> which included a 2.9% increase for the NIH.
  - b. The 2011 Federal Budget Request, submitted February 1<sup>st</sup>, includes a 2.6% increase for NIH and a very small increase (but not a decrease!) for the Environmental Protection Agency's libraries.
  - c. In January, the island nation of Haiti was hit with a devastating earthquake. Several social networking sites were listed by the Disaster Information Outreach group in an email that was distributed to NAHSL-L on January 26<sup>th</sup>.
  - d. In February, The US Office for Minority Health posted a National Plan for correcting health care disparities. Comments were sought by the OMH. This information was transmitted to NAHSL-L and HLS-L on February 3<sup>rd</sup>. On February 10<sup>th</sup>, the Medical Library Association issued a [public comment](#).
  - e. A February 17<sup>th</sup> Washington Update from the MLA's lobbying firm revealed that:
    - i. The Fair Copyright In Research Works Act (legislation which would undermine NIH's Public Access Policy) has died (RIP).
    - ii. The Health Information Technology for Economic and Clinical Health (HITECH) Act was signed into law which will pour stimulus funds into health organization to strengthen:
      1. the nation's health information infrastructure
      2. federal privacy regulations for the protection of individuals' health information.
  - f. On February 28<sup>th</sup>, the Patriot Act was renewed for another year. According to the [AP](#): "The Senate also approved the measure, with privacy protections cast aside when Senate Democrats lacked the necessary 60-vote supermajority to pass them. Thrown away were restrictions and greater scrutiny on the government's authority to spy on Americans and seize their records."

All of the above items have been posted on NAHSL-L during the period of 12-12-09 to 3-5-10.

Respectfully Submitted,

Margo Coletti

Chair, Government Relations Committee

NAHSL MEMBERSHIP

NAHSL Membership **as of February 26, 2010** (which should correspond to Linda Kaczmarczyk's totals)

Total Members: 99

|                  |   |
|------------------|---|
| New Members:     | 7 |
| Student Members: | 4 |

NAHSL Membership **as of March 3, 2010**

Total Numbers: 102

|                  |   |
|------------------|---|
| New Members:     | 7 |
| Student Members: | 4 |

I will send out another announcement regarding the deadline. I'm sure a few more application renewals will trickle in by the end of this week.

Respectfully,

Valori Ann Banfi

Membership Chair

**PD Committee Report**  
**3/05/2010**

Awards for NAHSL 2009

The Professional Development Fund Committee started a new category of grant to all eligible NAHSL members for their professional development, in addition to our traditional MLA and NAHSL conference awards. \$500 are budgeted to give out each quarter. A total of \$2,000 will be awarded each year.

For the first Quarter Award, \$500 was budgeted, and \$130 was awarded to Janene Batten from Yale Medical library. Janene was the only applicant to the award. She will use the fund to register for University of Iowa Hospitals and Clinics, Department of Nursing Services & Patient Care 17th Annual National Evidence-Based Practice Conference: Technological Innovations for Evidence-Based Practice on April 23, 2010 (Iowa). The un-used portion of \$370 can be moved to the second quarter.

For the Second Quarter Award with an application deadline on April 1, 2010, we have received one application from Ruth Mare for \$450, and one inquiry from a NAHSL member. Decisions will be made once the review process is done.

We have one request from an out-of-state NAHSL member regarding award eligibility. After some discussion, the committee decided that all out-of-sate NAHSL members should be eligible as long as they keep their membership current.

Respectively,

Hongjie Wang



**NAHSL Executive Board**  
**December 11, 2009**  
**ARIHSL report to NAHSL**

**ARIHSL**

1. ARIHSL will meet on Wednesday, March 17<sup>th</sup>, 2pm, at Women and Infants Hospital in Providence. The program is yet to be decided.
2. The annual ARIHSL dinner meeting will be at the Trio Restaurant on Narragansett Pier on June 9<sup>th</sup> or 16<sup>th</sup>.
3. Tovah Reis and Janet Crager, both librarians at Brown University will retire at the end of June, 2010.
4. Membership: ARIHSL has 13 institutional members and 10 individual members.
5. A workshop was held on January 12 at CCRI: Nursing Reference Center demo with EBSCO representative Erin McDonagh. There were 6 participants.
6. ARIHSL voted to make a donation to the NAHSL 2010 conference.
7. Slate of Officers:
  - President – Rachel Carpenter (RI College) will step in for Janet Crager who is retiring.
  - VP/President-elect – Nancy Ross (Women & Infants Hospital)
  - Secretary – Pat Padula (Landmark Medical Center)
  - Treasurer – Marybeth Edwards (Roger Williams Medical Center)
8. Congratulations to Sue Warthman! Sue will be receiving one of the 4 EBSCO awards to attend MLA '10 in Washington, DC.
9. The merger between the two health care systems in RI, Lifespan (Rhode Island, Hasbro, Miriam, Bradley and Newport Hospitals) and Care New England (Kent, Butler and Women & Infants Hospitals), has been withdrawn by the two systems.
10. Barbara Davis and Mary Ann Slocomb attended the NN/LM-NER Town Hall meeting on February 26<sup>th</sup>.
11. The Higher Education Library Information Network (HELIN) consortium to which ARIHSL hospitals belong, held its annual conference on January 13<sup>th</sup> at Bryant University. It was well attended by ARIHSL members.

**RI-Statewide**

“Library Advocacy Week” was held the week of February 7<sup>th</sup>. The Coalition of Library Advocates (COLA) held an event on February 8<sup>th</sup> celebrating their 25<sup>th</sup> anniversary. Library Legislative Day was held on Tuesday, February 9<sup>th</sup> at the RI State House. Pictures of state senators and representative were taken while holding a book and then posters were made with the caption “READ”.

The RI Office of Library and Information Services (OLIS), Rhode Island’s State Library Administrative Agency, is providing supplemental funding to Lifespan to provide an outreach project with award money from the NN/LM.

Respectfully submitted,  
Mary Ann Slocomb  
Rhode Island Hospital / Lifespan  
ARIHSL state representative to NAHSL

## **CAHSL Report to NAHSL**

**March 2010**

1. The last meeting of CAHSL was held on Wednesday, February 3<sup>rd</sup> at the Middletown Service Center featuring special guest speaker Michele Eberle from the National Network and presenting on what's new with National Library of Medicine consumer health resources. The program highlighted resources beyond MedlinePlus including ToxMystery, ToxTown, TOXMAP, the Drug Information Portal, Dietary Supplements Labels Database, Profiles in Science and more.
2. The previously planned meeting for Thursday March 4<sup>th</sup> was cancelled.
3. CAHSL's next meeting is scheduled for Thursday, April 1<sup>st</sup>, featuring Dr. Michele Crystal, PhD, of Myriad Development, on the topic of "Dealing with Difficult People." The following meeting scheduled for Wednesday, May 5<sup>th</sup> at the Middletown Service Center will feature an encore presentation by Dr. Scott Wetstone, MD, Director of Health Affairs Policy Planning at the University of Connecticut Health Center discussing "Critical Appraisal of the Research Literature."
4. The annual CAHSL dinner meeting will be held after MLA, date and place TBD.
5. Membership currently stands at approximately 40 paid members.
6. The Executive Board information, meetings and activities and other information has been updated on the CAHSL website.
7. Some CAHSL Executive Board members are working with CAHSL President and Vice-President Todd Lane and Lynn Sette on review and revision of organization goals as well as the CAHSL strategic planning process.
8. Congratulations to Janene Batten, recipient of the latest NAHSL quarterly grant for Professional Development.
9. CAHSL members Ellen Brassil, Nancy Goodwin, Shirley Gronholm and Evelyn Morgan attended the NN/LM-NER Town Hall meeting on February 26<sup>th</sup>.
10. On Thursday, March 25<sup>th</sup>, CAHSL members, Janene Batten, Ellen Brassil, Nancy Goodwin and Linda Spadaccini will participate as group discussion panelists for the NN/LM program on: "Librarians and Nurses: Relationships that Work," sponsored by the RAC Nursing Group working with Lauri Fennell, NN/LM NER Outreach Coordinator.
11. NAHSL 2011 Conference Chair Katherine Stemmer Frumento is working with the assembled Connecticut committee members who have been meeting formally and already discussing potential conference hotel locations following site visits.

Respectfully submitted,  
Ellen Burchill Brassil  
Sacred Heart University  
CAHSL state representative to NAHSL

## NAHSL EXECUTIVE BOARD

### Health Sciences Libraries – New Hampshire/Vermont Quarterly Report – March 5, 2010 NAHSL Executive Board Meeting

The next meeting of the HSL-NH/VT is scheduled for Tuesday, May 11<sup>th</sup> at the Fireside Inn in Lebanon, NH. The agenda includes:

Panel discussion (members) regarding transitioning from print to electronic collections, experiences, successes, barriers, Q & A.

- PubMed updates and highlights of other resources from RML's Lauri Fennell
- Break-out groups by state to discuss activities and issues related to state & public libraries
- Discussion forums on a variety of topics:
  - EBM and the Medical Librarian
  - Library Websites: Designs and Content
  - Consortium Purchases – continuation of previous topic
  - Marketing the Library/ Community Outreach
  - Generating Income for the Library

#### **News from the Field:**

The University of Vermont's Dana Medical Library is the recipient of a 2010 Outreach Subcontract award from the NNLM/NER. The project will include two surveys: one of hospital library services in Vermont, and the second survey will be conducted in cooperation with the AHEC office and completed by physicians and/or mid-level providers not affiliated with an academic health center. Training sessions are also included in the plan.

The Dana Medical Library has been revising its marketing and materials related to fees and services offered to unaffiliated users.

UVM Dana Library will host the March 24 MLA webcast related to Electronic Health Records. The NAHSL Education Committee has graciously agreed to pay the fee. All HS librarians from NH and VT are invited to attend. Angie Chapple-Sokol will coordinate. An announcement on NAHSL and HSL lists will be made early next week.

Submitted by:

Claire LaForce, MLS, AHIP

Rutland Regional Medical Center, Rutland, VT.

NAHSL EXECUTIVE BOARD  
MAHSLIN Report  
March 5, 2010

Annual Meeting

The 2010 Annual Meeting is scheduled for May 7 at the Massachusetts Medical Society in Waltham. This year's title / focus is "Diagnostic Error: The New Frontier for Medical Librarians". From Chair-Elect Elaine Alligood's article for the latest edition of MAHSLIN Network News:

*These days change is everywhere, good and bad. We are in a profession that deals with a constantly changing technology and content delivery landscape. Now, health care delivery paradigms are changing as well. One fascinating shift that includes librarians is the issue of diagnostic error and the librarian's role in its prevention. Lorri Zipperer, MLS will offer a presentation on this topic and tell us all about how we can take an active role in this crucial arena.*

MLA Webcast

Elaine Alligood will be one of the filmed speakers during the upcoming MLA Webcast (March 24). She will speak on the topic the new iteration of medical librarians as they become involved in the evolution of EHRs and PHRs. She'll stress how this is just an extension of our current mission and that as informationists, librarians have always been about providing information at the point of need.

Jay Daly Scholarship Award

A task force is working on the creation of a monetary award/scholarship in memory of Jay Daly. More details in the future.

Respectfully submitted,  
Sally Gore  
MAHSLIN Representative