

**NAHSL Executive Board Meeting
New England Regional Medical Library
Shrewsbury, MA
March 9, 2007**

Present: Janene Batten, Nancy Harger, Mark Goldstein, Carole Foxman, Mark Gentry, Shirley Gronholm, Marianne Burke, Joan Yanicke, Len Levin, Penny Glassman, Janet Cowen, Javier Crespo, Mary Ann Slocomb, Margo Coletti, Honji Wang, Andy Dzaugis, Tammera Race, John Gallagher

Chair's Report (Janene Batten): Janene will be incorporating the year's goals in the discussion of each meeting. The donation from NAHSL for the Blue Trunk was sent. The letter for the MLA membership raffle was sent out.

Secretary's Report (Nancy Harger): The minutes for the December 2006 meeting were approved. The 2006 Annual Business Meeting was approved. Nancy will send these documents to Ed Donald to be put on the website.

Treasurer's Report (Mark Goldstein): EOY balances as pf 2/28/2007:

Bank Accounts—NAHSL Savings	61,198.48
NAHSL-CD	31,049.92
NAHSL Checking	7,512.35
Total	99,760.75

Motion to approve the treasurer's report—approved.

Committee Reports

Archives (Carole Foxman): As the archives chair, Carole will be on the 50th anniversary committee.

By-laws (Mark Gentry):

Discussion: There is a new pdf of the by-laws for the website. Ed will be putting it on the website with all the changes that have been made including the changes from finance. There may be more policy and procedure changes as well as other areas to look at (see attachment).

Chapter Council (Shirley Gronholm):

Discussion: The pricing for chapter council roundtable tickets are higher this year at \$30 each. We have said that we would donate \$50.

Action: Motion to increase the donation for chapter council roundtable tickets to \$60 so we can fully fund two seats to the table--approved.

Conference 08 (Andy Dzaugis):

Discussion: Oct 18-21, 2008 Doubletree Hotel in Lowell. The contract is currently in process. The Conference Committee is half filled at this point. Lowell was chosen as a site because of the reasonable cost for hotel rooms. Others brought up why there was not consideration of having the conference in Boston. The committee felt that the cost was prohibitive. There was discussion about having a reception in Boston at the very least.

Action: The rest of the committee members will be selected.

Conference 07 (Marianne Burke): Report submitted for NAHSL 2007 (see attachment): Conference planning is proceeding on schedule to be held at Woodstock, VT, Woodstock Inn.

Discussion: about the budget estimate and the registration fee (based on 150 attendees)—board decided to go with \$180 for registration even though this probably does not cover the actual cost of the conference. The NAHSL Board is aware that there may be an overall deficit from the 2007 Conference and that NAHSL will cover any shortfall in the conference.

Motion to approve the registration at the \$180 block—approved.

Credentialing/Mentoring (Joan Yanicke): No report

Education (Hongjie Wang): Webcast—*Survival of the Fittest* this past month. Spring course on June 29--nursing resources with Peg Allen in Boston, 6 credits co-sponsored with MAHSLIN. Fall conference at NAHSL—discussion. Late fall or early winter – looking into the possibility for another program. See attachment for CE report.

Electronic Communications (Edward Donnald): No report

Finance (Mark Goldstein):

Discussion: about using PayPal. For this year to facilitate collection from sponsors and exhibitors and vendors—we can accept ACAH wire transfers. (\$16 fee for wire transfers that we would pay. For membership it is too early to introduce PayPal –we want to take this in small steps to be sure Pay Pal has matured.

Action: We will spend the year assessing the product and do an evaluation. Mark will provide a summary report on PayPal towards the end of the summer.

As NAHSL's budget is on the calendar year, as of December 2007 Chairs are to have their budgets to Treasurer by the first of November of each year so that Treasurer can finalize budget and bring to Executive Board Meeting in December. It should be kept in mind that the incoming Chair will not have had time to discuss goals with the Executive Board for the coming year, so the tabled budget may be subject to alteration at the December meeting.

Motion to approve the budget for 2007—approved.

Motion to approve the finance committee will pursue PayPal—approved.

Government Relations (Barbara Ingrassia): See attached report.

Marketing (Len Levin): Len met with the CE committee about joint collaboration—video tape a CE to make available on the NAHSL website. This depends on the instructor.

Membership (Penny Glassman): Membership as of 2/27/2007 is 111. 8 of those are new members, 4 of the new members are regular members and 4 are student members, 6 student members in total. Compared to previous years 3/3/2006: 83 members, 3/31/2005: 172 and 9 student members, 3/5/2004: 102 members. A reminder went out last week to those who have not renewed. There is a good rate on renewal.

Nominating (Janet Crager): Evelyn Breck Morgan has agreed to be NAHSL's nominee for the MLA Nominating Committee.

Professional Development (Janet Cowen/Dina McKelvey):

Discussion: Expanded Professional Development Funds: Professional Development Committee proposed an expansion of Professional Development funding to include funding events other than MLA or NAHSL. Funding requests must be for skill development relevant to the profession or individual's position. Also applicants must be NAHSL members. Committee advised that \$2,500 be put aside for this type of funding.

MLA Conference Professional Development Funds: Due to abnormally high number of applications to attend 2007 MLA it was requested that all applications be approved which would increase funding budgeted for. Original budget for MLA PD funding was \$3,550, but requests will mean spending approximately \$6,000. Professional Development Committee to arrange telephone conference outside of the Exec Board meeting to determine level of funding for each request due to large amount of requests.

NAHSL Conference Professional Development Funds: At the time of this meeting it was too early for any applications to the Annual NAHSL Conference. It was assumed that funding will be similar to previous years. PD Chair requested \$3,000 be allocated for this Conference.

Executive Board discussion concluded that additional MLA funding should come from the projected Expanded PD Funds, and in total no more than \$9,500 in total should be given to members for all Professional Development. So in the final end there will be approximately \$500 that can be requested for events outside of NAHSL and MLA. It was also recognized that the larger than normal money allocated to Professional Development this year is in keeping with Exec Board's decision to use current funds to support the membership.

As far as the use of "Expanded" PD Funds it was discussed that in future years there be discussion about prioritizing these funds as to whether they are continually absorbed by requests for MLA and NAHSL.

RML Report (Javier Crespo): Newsletter going out today. Subcontract projects are getting under way. MGH ??, University of Vermont, NH ??, Yale Michelle Eberle put together a mental health class that is available to the whole country via a web based course.

STATE REPORTS:

ARIHSL (Mary Ann Slocomb): See attached report.

CAHSL (John Gallagher): See attached report.

HSL NH/Vermont (Tammera Race): See attached report.

MAHSLIN: (Margo Coletti): New website. There will be no more ill statistics gathered anymore. Plain language workshop in January was successful. MMS technology workshop on electronic medical record—value of clinical information team. Changing bylaws to allow meetings electronically. See attached report.

Old Business:

ByLaws: Mark needs to have any changes to the by-laws by May 11. Because these need to be voted on at the June Executive Board meeting and then to be ready to go to MLA and then ready for the annual meeting.

State representatives need to get back to Mark about the 4.1 changes in policy and procedures by May 11—any feedback.

Location of board meetings: Janene: discussion about whether to relocate board to Keene to accommodate the Vermont people. Board decided to remain in Shrewsbury for the meetings.

New Business:

Discussion: Janene brought up that OVID wants to offer clinical resources to this region as a group purchase and to advertise on a webcast.

Action: Board that it would be better to offer this on a state level. Janene will get back to Jeff Bochine and who will possibly exhibit at NAHSL. She will put him in touch of the heads of each state.

Discussion: for the 50th anniversary of NAHSL in 2008—how to celebrate?

Action: Task force with Len, Shirley, and Ed to develop a celebration at NAHSL 2008 and possible at the MLA annual meeting in 2008. Task Force will prepare a budget to pay for this celebration in 2008.

Budget: Motion to approve the budget with amendments discussed at today's meeting (see attached for final amended approved budget)

Adjourned at 2:45

Submitted by Nancy Harger

ATTACHMENTS: REPORTS

4.0 APPOINTED OFFICERS AND REPRESENTATIVES

4.1 *State Representative to Executive Board*

The NAHSL Executive Board maintains a liaison with NAHSL members through state representatives. The major health sciences library group of each New England state in NAHSL's geographic area appoints a representative to serve on the NAHSL Executive Board.

State representatives are selected according to the wishes of their respective state groups (i.e., by appointment, election, etc.). The length and dates of their terms are determined by the state association. Each representative must be a NAHSL member.

State Representatives are advisory members of the NAHSL Executive Board and do not have voting privileges on Executive Board decisions. State Representatives may receive reimbursement for travel to NAHSL Executive Board meetings according to the guidelines established for other board members.

Duties. The state representative or an alternate will attend all scheduled meetings of the NAHSL Executive Board. The representative will provide communication between NAHSL and the state association. State representatives are responsible for reporting to the NAHSL Executive Board current activities, decisions, projects, interests, concerns, and plans of the state organization, and will submit appropriate news items about the state group to the editor of the NAHSL NEWS for publication. They may facilitate dissemination of information from the NAHSL Executive Board to individuals within their state, and may assist the Executive Board in gathering input from individuals within their state or from the state organization's administration. State representatives & chairs are responsible to send monthly news items to Electronic Communications Chair for the website "News."

NAHSL does not exercise authority over any state health sciences library organization and is not obligated to support or subsidize activities and interests of the state organizations. Similarly, NAHSL is not obligated to support or subsidize activities and interests of non-NAHSL members within the New England states, regardless of their membership in a state association.

The NAHSL Executive Board recognizes the importance of maximizing communication and cooperation among all health sciences librarians and organizations within the NAHSL geographic boundaries. To this end, NAHSL may voluntarily enter into projects or activities of mutual benefit with any state health sciences library association; the NAHSL Executive Board may also choose to include non-NAHSL members in such projects or to extend benefits to them.

[Presented for discussion at March 9, 2007 NAHSL Executive Board Meeting]

NAHSL 2007 Conference Chairs Report to NAHSL Executive Board March 9, 2007

An exciting conference - Building Bridges Woodstock VT - is developing. The Woodstock Inn and reception will be welcoming, and the speakers, and sessions will be thought - provoking and relevant.

About thirty people have registered at the Inn at the Conference rate. The conference website has the relevant information. We expect to send out the *save the date* postcard in June.

The Conference will open with the reception at the Billings Museum and Barn with shuttle service.

Featured speakers will include:

Dr. John Abramson, M.D, a family doctor, on the clinical faculty at Harvard Medical School, and author of the book "Overdosed America". In his book Dr. Abramson criticizes American healthcare, particularly the way drug profits infect medical studies.

Roy Tennant, M.L.S, an internationally recognized pioneer in digital library development and internet training. He is the columnist of Library Journal's "Digital Libraries"; Roy speaks to the challenges and potentials for libraries in using new technologies.

Lori Alvord, M.D, the first Navajo woman to be board certified in surgery. She bridges the two worlds of medicine - traditional Navajo healing and Western medicine- to treat the whole patient. She attempts to provide "culturally competent" care to restore balance in her patients' lives.

Breakout sessions will include the topics of 1. Attaining magnet status at your hospital – how medical librarians help; 2. Using surveys effectively to improve service quality. 3. Non-concurrent: The NH-VT Players present: “Evidence Based Nursing Practice Court – a play about evidence based information.”

Additionally we will include the AHIP forum and reports from the NER, and MLA. All NAHSL Committees that wish to meet at the Conference should contact Claire La Force.

We do not have formal contracts with the speakers. The amounts of honoraria and expenses agreed to are verbal and email agreements. See attached proposed program schedule.

I am presenting to you the expense and income projections, proposed registration fees with alternative scenarios, proposed hospitality and program budgets, and other expense and income information that we have to date. We are projecting that an increase in the registration fees will be needed to cover costs

It may be that we will raise more than \$15,000 in sponsorships, however that isn't guaranteed. Exhibits raise some funds, but when you add in the cost of exhibitors'

attendance at reception and Monday breakfast and lunch, their positive impact on income is reduced.

Your advice and counsel will be most welcome.

Attachments include:

Program schedule overviews

General Budget: expense and income

Registration fees proposal

Marianne Burke Chair

Bill Garrity, Co-chair

NAHSL CE Committee Report to NAHSL Executive Committee
3/2/07

- NAHSL CE Committee will co-sponsor MLA webcasting of Survival of the Fittest: Strategies to Prove Your Library's Value on March 7, 2007 with state organizations in the region. MAHSLIN of Massachusetts and HSLIC of Maine have taken up the offer.
- Spring Course: A 6-credit course on nursing resources taught by Peg Allen will be offered by NAHSL and MAHSLIN on 6/29, Friday at the Beth Israel Deaconess Medical Center (Boston) in the room of what is called the Kirstein "Living Room", which will accommodate about 75 people. A course of similar sponsorship was offered last year and became very successful. Since seating is not anticipated as a problem, the course will be open to nurses as well, since the course has already got approval for nursing credits. Other details that need to be worked out include parking fee subsidies and cost-sharing arrangement.
- Fall Conference CE courses: the committee is taking suggestions and ideas. More discussion is underway regarding the details.
- Fall/Winter Course: In addition to the Spring course of nursing resources and the conference CE courses, the committee is entertaining the idea of hosting another one in the late Fall or early winter, if the budget allows and the demand is there.
- The CE Committee is fully represented with at least one representative from each state.

Governmental Relations Committee
Report to NAHSL Exec Board Meeting March 2, 2007
(Report prepared by Barbara Ingrassia, Chair, on February 22, 2007)

1. National Institutes of Health Reform Act of 2006 signed into law

On January 15, the President signed H.R. 6164 as P.L. 109-482, the National Institutes of Health Reform Act of 2006, affirming the importance of NIH and its vital role in advancing biomedical research to improve the health of the Nation. The new law authorizes--but does not, of course, appropriate--annual increases of 7% to 8% over each of the next four years. It prohibits establishment of new institutes and centers, and enshrines a "common fund" that NIH Director Elias Zerhouni can use at his discretion to pay for cross-agency initiatives such as those in his Roadmap for Medical Research. The legislation directs establishment of a single uniform reporting system covering all research activities, and orders evaluations of NIH's organization to be performed at least every seven years

2. Cuts to EPA Library Network protested

On February 2nd, MLA President Jean Shipman, AHIP, and AAHSL President Elaine Russo Martin, submitted a joint statement to Senator Boxer (D-CA), Chair of the Committee on Environment and Public Works expressing opposition to the administration's \$2 million cut to the EPA Library Network.

The committee held a hearing on February 6 on "Oversight of Recent EPA Actions." MLA's Washington representatives attended the hearing, and were pleased to report that Senator Boxer quoted MLA and AAHSL's letter where Presidents Shipman and Martin address the issue that closing the EPA libraries threatens thousands of scientific studies and hinders emergency preparedness and anti-pollution enforcement activities.

Another hearing scheduled for Feb 15 was postponed.

3. FY07 funding for NIH finally signed into law

On February 15th President Bush brought the fiscal year 2007 (FY07) appropriations process to an end by signing the yearlong joint funding resolution (FR) into law (Public Law 110-5). The continuing resolution (CR) that was providing temporary support for federal agencies and programs was set to expire on February 15th. If the FR was not enacted by the expiration of the CR then the federal government would have shut down.

While not a traditional appropriations bill, the FR does provide a federal budget until the end of the current fiscal year, September 30th, 2007. Essentially, the FR maintains the 2006 funding level for most federal programs, with minor increases for certain health and education programs. The bill did give the NIH an increase of \$620 million.

March 2, 2007
ARIHSL report to NAHSL

ARIHSL

1. Next meeting is March 8th. There will be a business meeting followed by Penny Glassman's program "Geeks Bearing Gifts: Unwrapping new technology trends".
2. Jim Salisbury is leaving Providence College to take position at Community College of Rhode Island (CCRI) in Warwick. He plans to remain as ARIHSL Education Committee Chair.
3. Pat Gorman, ARIHSL past-chair, is leaving Memorial Hospital in Pawtucket to go to CCRI in Lincoln. She will remain as an ARIHSL member. The replacement position is being advertised
4. Frank Kellerman is the recipient of an Excellence Award for Service at Brown. This award is presented to an individual or team that has viewed work through the eyes of the customer and has delivered extraordinary service to students, faculty, staff, alumni and parents.
5. Mary Zamarrelli and Pat Gorman met with the RI Medical Society (RIMS). RIMS is willing to recognize and promote hospital health science libraries with CME in the hospital; recommend to their board the MLA standards for hospital libraries.
6. HELIN (Higher Education Library Information Network) of which ARIHSL hospital libraries are associate members, will be holding 2 workshops:
March 23rd – Patron Privacy and Confidentiality
June 12th – Copyright
7. NAHSL 2010 – ARIHSL has confirmed that the 2010 NAHSL conference will
be held in RI and ARIHSL will put the conference together on their own. A conference chair has been identified.

RI-Statewide

The RI Library study commission continues to meet to look at funding for statewide databases. In the State House Library on March 6th there will be an Open House for the RI legislators to kick-off a trial of databases for all of Rhode Island. The trial will run from March 6 to April 9. The logo is an ocean wave with SurfRI.
40 of the 50 states in the US offer access to statewide databases.

HSLIC Report for NAHSL – March 2, 2007

Submitted by Tamera Race, The Aroostook Medical Center, Health Sciences Library

HSLIC Executive Board 2006 – 2007

Chairperson: Natalie Hutchinson, St. Joseph's College, Wellehan Library
Chair-Elect: Kathy Brunjes, Central Maine Medical Center
Treasurer: Maryanne Lamont, Maine Medical Center
Past Chairperson: John Hutchinson, University of New England
Secretary: Happy Copley, St. Mary's Regional Medical Center
HSLIC Regional Rep's: Area I, Marj Andersen, Mercy Hospital; Area II, Gabriella Howard, University of Maine – Augusta; Area III, Lois Dutch, Waldo County General Hospital
Committees and delegates to other organizations, please see the HSLIC web site:
<http://library.umassmed.edu/hslc/officers.html>.

Board meetings: **The HSLIC Executive Board met on December 1, 2006 and February 2, 2007 at Maine General Medical Center in Augusta, ME**

Resource Sharing: Kathy Brunjes has been working with Dan Boutchie to develop an arrangement for a consortial pricing for the *New England Journal of Medicine*. Members of the HSLIC Board are meeting February 27 to discuss with Dan. The arrangement would include hospital libraries in Maine.

Newsletter: The current members' newsletter was published online in December. Next newsletter is due in March.

Membership: The Board agreed to purchase Survey Monkey, and proceed with a confidential membership survey. The Board reviewed a sample form. Questions include HSLIC region, type of institution, salary ranges for all employees (professional, non-professional), volunteer hours/week, amounts available for resources, amounts available for staff travel and education, approximate square footage of library, description of budget changes and impact. Two of the purposes of the survey are to assist with planning at the institutional level and issue identification at the consortium level.

Automation: There has been ongoing discussion about creating a HSLIC blog, and the idea will be reviewed at the spring general meeting.

Spring Meeting: Scheduled for May 25 at Husson College in Bangor. Rob Favini from NELINET will be the guest speaker. The topic will focus on surveys.

Scholarship: Board agreed that award amounts should be increased from the current \$200 limit. Happy Copley will forward the current NAHSL scholarship guidelines for review.

Outreach: There is interest in making the Maine Library Association fall conference more collaborative. It was suggested that there should be a medical library section, including demonstrations and information.

Library Lobby: Maine State Library is looking into hiring a lobbying firm to assist some of the bills that have library components through the legislative process. Maine library organizations have been asked

to contribute to this effort. The HSLIC Board voted to contribute \$1, 000 in support of the lobbying effort.

Programs:

The Maine Medical Center Library will be hosting MLA's Wednesday, March 7 webcast, *Survival of the Fittest: Strategies to Prove Your Library's Value*. This program carries two (2) MLA CE contact hours.

Next Executive Board meeting date is scheduled for April 5, at Kennebec Valley Community College. A slate of officers (incoming chair, secretary, treasurer, and area representatives) and the 2007 budget will be reviewed and approved.

Upcoming Meeting Dates

HSLIC Executive Board Meetings: April 5, '07 (snow date April 6). Spring general meeting to be scheduled for May 25, '07.

MAHSLIN report to NAHSL Executive Committee 3/2/07

- In the month of December, MAHSLIN had one “birth” and one “death” in the organization. First, the **new MAHSLIN website** went *live* in December (<http://www.mahslin.org>).
- Then in mid-December, the MAHSLIN **ILL statistics** were pronounced *dead* by the Executive Board. The announcement, with the results of our online survey, was announced to the membership on MAHSLIN-L. Our Resource Sharing chair, Jeannie VanderPyl wrote an article for the January MAHSLIN Newsletter on alternative means of gathering and sharing statistics.
- In January, MAHSLIN co-sponsored (with the NNLM/NER) a **Plain Language workshop**. The audience of over 100 was packed with librarians, researchers, nurses, hospital interpreters, and other healthcare providers.
- Also in January, MAHSLIN jointly sponsored a **Massachusetts Medical Society CME program**, *Beyond the EMR: The Value of the Clinical Information Team*. MAHSLIN members Elaine Alligood, Donna Beales, Margo Coletti and Penny Glassman were among the faculty. To illustrate the benefit of having a Medical Librarian on the Clinical Information Team, we demonstrated how approved medical abbreviations, plain language and knowledge based information can enhance the EMR, adding quality and safety.
- A change to MAHSLIN’s **Bylaws** is up for vote at the Annual Meeting in April which would allow “meetings by electronic method” for the general membership (in addition to April’s Annual Meeting).
- MAHSLIN’s Strategic Planning Task Force has identified a number of goals and objectives which were presented to the Executive Board in January. The Board has chosen one important goal to work on this year: **Expanding MAHSLIN Membership**. This work will entail closer examination of our membership in general: Who do we want to recruit? Who are we here to serve? What should be the requirements, if any, of membership? Should there be different types of membership (e.g., vendor-members, student-members, etc.)? This will be the work of MAHSLIN’s newly formed **Recruitment and Outreach Task Force**.
- **Upcoming programs** are the March 7th MLA webcast, co-sponsored by NAHSL, and the MAHSLIN Annual Meeting on April 27th (Safety: You Do Make a Difference).

CAHSL Report for NAHSL March 9, 2007

Calendar of upcoming events:

March 7, 2007 - CAHSL Executive Board Meeting

Upcoming Continuing Education

March 7, 2007 - MLA Webcast

“Survival of the Fittest: Strategies to Prove Your Library’s Value”

Approximately 30 people registered for this class being hosted at the Keller Auditorium, University of Connecticut Health Center, Farmington, CT.

Goals - To enhance knowledge and encourage participation of information professionals in helping secure a firm position for libraries in their organizations through assessment and promotion.

Objectives – Help librarians understand the library's value in the larger organization and the mission of the organization; strengthen their knowledge of tools that can be used to assess library users and stakeholders; craft promotion strategies and programs.

CAHSL’s December meeting

Stratford Library’s Lovell Room was the venue for CAHSL’s Holiday Meeting on December 7, 2006. The guest speaker was Bob Smith, author of *Hamlet’s Dresser*, who shared his experiences about the writing of this memoir, and the impact Shakespeare has had on his life. The program and luncheon was very well received.

CAHSL’s January meeting

On January 9, 2007 CAHSL met at the Connecticut Hospital Association, in Wallingford. Members discussed and demonstrated interesting initiatives underway at their libraries.

- Wikis in use (Denise Hersey and Jeannine Gluck)
- Survey Monkey (Denise Hersey)
- University of Connecticut Library benchmarking project (Evelyn Morgen)
- A back-to-school survival kit and treasure hunt (Anne-Marie Kaminski)
- “Librarian on Call” (Denise Hersey)
- Graduate Foundation (Linda Spadaccini)