

**NAHSL Executive Board Meeting
Regional Medical Library
Shrewsbury, MA
March 3, 2006**

Present: Penny Glassman, Mark Goldstein, Barbara Ingrassia, Joan Yanicke, Carole Foxman, Shirley Gronholm, Janet Crager, Nancy Harger, Mark Gentry, Janet Cowen, Andrew Dzaugis, Len Levin, Mary Ann Slocomb, Tamera Race, Janene Batten.

Chair's Report (Janet Crager): Kathy Brunjes sent the Major's award paperwork off. Janet has been invited to MAHSLIN to speak about NAHSL.

Secretary's Report (Nancy Harger):

Discussion: Minutes of the December Executive Board Meeting were distributed.

Action: Everyone will let Nancy know if there are corrections when she sends out a corrected version of the December minutes.

Treasurer's Report (Mark Goldstein):

See—

- a.) Treasurer's Annual Report 2005
- b.) Treasurer's YTD Report
- c.) Preliminary Budget Report 2006

Committee Reports

Archives (Carole Foxman): Discussion regarding whether a copy of the incorporation documents should be in the archives. Action: The board voted yes to keep a copy of the incorporation documents in the archives.

By-laws (Mark Gentry) Nothing to report—but he is working on a long-term project to look at the by-laws on the web for possible changes.

Chapter Council (Shirley Gronholm): Chapter council report highlights:

- Jean Shipman has chosen her theme for her presidency in 2007: Reclaiming Our Foundations: Forging New Frontiers.
- Dixie Jones, Treasurer, presented the budget. The 2006 budget will have a deficit created by a research project that MLA will fund. Excess reserves will be used.
- MLA is looking at benefits that are available to non-members, and what other organizations are doing about member benefits.
- The link to MLA-Focus on MLAnet is now restricted to members only. Chapter Council Representatives can still send copies of the newsletter to the chapter's listserv. Shirley Gronholm will resume doing this when the next MLA Focus is received.

- Cunningham Fellowship: there will be 2 awards of \$3500 each to 2 foreign medical librarians to attend MLA annual meeting.
- MLA's global initiative will be titled "Librarians without Borders."
- Guidelines for Service section of MLA's copyright brochure will be revised using conversational language and a FAQ format.
- Plan to offer a brief symposium "How to market your library" at the Swap 'n Shop booth at the annual meeting.
- Research section has offered to work with chapters to help them set up research committees if they are not already in place.
- Carla Funk reported on a number of actions of the Library Copyright Alliance (A white paper will be published).
- The theme for the 2007 meeting is "Information Revolution—Change is in the Air."
- The fall 2006 web cast will focus on applications and new technologies for reference services.
- Nancy Clemmons reported that membership in AHIP has risen.
- MLA has been working with the Cancer Librarians Section in an effort to persuade NLM to include cancer meeting abstracts in an NLM database.
- Craig Haynes reported that the Membership Committee conducted a successful phonathon regarding membership.

When chapters invite MLA to the meetings, the chapter needs to be clear if the invitees need to pay for registration. MLA Executive Board wants to encourage for chapters to schedule meeting when they will not conflict with other chapter meeting. This will facilitate MLA officers being able to attend the meeting. Janet Crager suggested a "central clearing house" of dates for the meetings.

Announcements:

- Nuzia Giuse and a team from Vanderbilt were appointed as new JMLA editors.
- Linda Katz was appointed as the new editor of NLA News.
- Mary Piorun was appointed as the new Medlib-L coordinator.

Discussion: Many questions/ideas were discussed about sending a donation to assist victims of Hurricane Katrina. Should NAHSL send a donation for Hurricane Katrina directly to MLA or on our own? A subcommittee to determine what we should do? Just donate an amount of money to MLA Fund? Donate in conjunction with a continuing education class i.e. use the class as a fundraiser for the donation? Match the monies received from the Spring CE and donate that amount to the disaster fund?

Action: Will add \$1,000 for the MLA disaster relief fund to the current budget. Motion made and approved by the board to send a check for \$1,000 to the MLA Disaster Relief Fund.

Electronic Voting:

Discussion: Is this something that we want to do? Our election/voting method works OK—decided by the board. We are not going to participate in electronic voting.

Conference 06 (Janene Batten):

Discussion: of joint conference program with the New York/New Jersey region. People who are having an extra meeting at the conference need to let the hotel know so that the room and equipment can be reserved. Reservations can be done online this year. There are 21 spots for exhibitor space. RML's can share a table-- New England with New York/New Jersey. Publicity—mock up of a postcard—will go out on June 1 and will remind people of the online registration. 5 CE's are planned. AV services from the hotel. People need to bring their own laptops. We can borrow them from our own institutions. There is a charge for the sound—we need to know this ahead of time. Budget—there may be an increase in the conference fee because we are paying more for the venue. Janene suggested an increase in the fee by \$30 except for the students. Discussion: Janet Cramer feels that \$180 is too high. Unclear how much we will get from donors. Discussion about whether we should keep the lower registration fee to \$160.

Action: Motion approved that the conference fee will be \$160 and it was decided that if there is a deficit in the conference budget, NAHSL will cover the deficit and there will be no recriminations or endless discussions.

Charlie Greenberg organized a project to make available on the website conference items like t-shirts to use the proceeds from this for a scholarship for a library student. There will be a website where people can see and purchase the items. Board approved a scholarship fund for library students—applicants will write an abstract for a poster presentation on librarianship. One student will be chosen.

Conference 07: (Report from Marianne Burke): The contract has been signed for the Woodstock Inn (Vermont). The room rate is \$155/night with no charge for meeting space. Website: <http://www.woodstockinn.com>

She also suggested the Billing Farm and Museum for a reception:

<http://www.billingsfarm.org>

Task now to appoint a Conference Committee with specific people assigned to different responsibilities.

Credentialing/Mentoring (Joan Yanicke): As follow up to the discussion at the last Board meeting, Joan distributed copies of the AHIP survey created by UNYOC on Survey Monkey and also shared the results of the survey. UNYOC is willing to allow us to copy the survey and would be interested in possibly doing a shared publication of our combined results. Discussion also suggested that sharing the results with MLA, with or without publication, would be useful. The Board recommended that we conduct the survey via Survey Monkey, and distribute the link via NAHSL list and the additional list Penny has of NAHSL members not on the list.

Education (Andy Dzaugis): tentative CE courses for the annual meeting: Conflict and communication, endocrinology, geeks bearing gifts, searching for drug and pharmaceutical info online, hospital librarians for the 21st century (CE credits in process) Donna Berryman will be doing one offsite—hands-on class after the conference.

For this spring: 2 parts working with MAHSLIN—tentatively in June a CE class in the Worcester area at Tower Hill on surveys and...evaluations—this is in process. Andy

will be meeting with MAHSLIN/Alison Clapp to coordinate this. Andy reviewed the survey that was done about CE from the last annual NASHL conference.

Web-based classes to be done—although not sure of the costs of this.

Discussion: Do we need a temporary committee for this? Is this too much for the education committee? Do we broaden the charge of this committee to include electronic classes and get more members from those who expressed an interest in working on education? Andy will reserve a room at the annual conference to work with a new group of people. Request from the charge to look for electronic CE opportunities and to broaden the committee.

CE committee: Dina McKelvey—sent the CE guideline to Janet Crager. We will discuss these at the June meeting.

Electronic Communications (Edward Donald):

Website:

- The check request form has been updated.
- The NAHSL professional Development Fund Application was updated.
- The index page was updated with Janet Crager's picture.
- NAHSL 2005 pictures were added to E-Archives/Photographs.
- Past lists of EB members 95/96 to present were added to E-Archives/Who's Who in NAHSL pages.
- Library Sciences Students and NAHSL brochure were added to the Professional Development? Want to be a librarian? page.

Finance (Mark Goldstein):

- a.) Preliminary budget for 2006
- b.) Excellent meeting with the Finance Committee (treasurers from the state groups now sit on the committee.) See their recommendations.
- c.) Board unanimously approved making a \$1,000 donation to the MLA Katrina Fund.

Discussion: Preliminary budget for 2006 shows a shortfall of just under \$12,000 which does not include sponsorship at the annual conference. Mark said that he had an excellent meeting with the state treasurers. Board approved the purchase of a 7 month CD. Discussion: "no more than 10% of unreserved funds are spent on new projects." This is a guideline...not a bylaw so the board can decide on this. Mark Gentry will give a report to the board about the financial policies and procedures that are included in the bylaws. Action: we will discuss this again at the June meeting.

Government Relations (Barbara Ingrassia): March 2 Congress voted to pass the Patriot Act. Libraries can be required to provide information on their patrons. The new issue is the projected budget cut for the EPA and it has been proposed to cut their library.

Marketing (Len Levin): Brochure that Len designed.—to get it to library schools, send it the NASHL list and is posted on the website. M.J. Tooey coming to the library schools in April so that we can market in conjunction with this. Len will be in touch with Tovah

Reis since she is going around with M.J. Len's goal is to get us into the library schools.
Discussion: How can we better communicate with the public? What do we do professionally as an organization? Action: Continue with marketing activities.

Membership/Nominating (Penny Glassman): See the membership report: 83 members currently. A little low for this time, but she will be sending out a reminder soon. We are getting a number of student members.

Professional Development (Janet Cowen): In the past NAHSL's MLA scholarship requests were due four weeks before MLA's early bird deadline. Because we are late in getting the announcement out, the deadline has been extended to March 28. There is no set number of scholarships to be awarded, but if there are more than three, Board approval will be necessary. Awards will be given for the cost of member, early bird registration - \$405. At the December NAHSL Board meeting, it was decided to move responsibilities for the Professional Development Fund from the Secretary to the Chair of an ad hoc committee (Janet Cowen). The ad hoc committee consisted of the secretary, education chair, chair and treasurer. At this, the March 2006 Board meeting, the Board approved making this a standing committee. It will be chaired by Janet Cowen, and other members will be the Treasurer, the NAHSL Chair, and the Education Committee Chair. This will require a bylaws change.

Program

RML report (Penny Glassman for Javier Crespo): money available for electronic delivery. RML is targeting Rhode Island and others who need \$ for electronic delivery. This money needs to be spent by the end of April. They are getting ready for the new contract: RML is preparing for new awards and contract information. Consultant for grant writing was eliminated from the upcoming contract.

State Reports:

ARIHSL (Mary Ann Slocomb): Several personnel changes have occurred in RI. Mary Ann mentioned details.

RI Dept. of Health decided to close its library. Deb Porrazzo, librarian, will maintain a position but unknown at this time

Westerly Hospital – administrators requested a meeting with a rep from the RML. Mark Goldstein, RML, Pat Gorman, ARIHSL President, and Barb Davis, RI member of the hospital library task force, attended. They presented options to the hospital.

Twelve hospital libraries in RI are purchasing a site license and/or a print copy of NEJM at a greatly reduced rate through negotiations through the HELIN consortium and NEJM. Mary Ann Slocomb, PI and Tovah Reis, co-PI have had their NN/LM contract poster, entitled "Rhode Island Multi-type Library Outreach for Health Information" accepted for display at MLA in Phoenix.

MJ Toohey, MLA President will be coming to RI on Thursday, April 6th. There will be a breakfast at Brown U. and then she will travel to the Library School at URI.

ARIHSL is looking at a CE course in the summer on Evidence-based Nursing.

Next ARIHSL meeting is March 15th.

ARIHSL is working on revising ILL code and guidelines.

Although the hospitals/DOH provides a small portion of the activity in HELIN (Higher Education Library Information Network) Consortium, they are a net lender. HELIN held its annual conference on Jan. 10th at Bryant U. Free to members, so hospitals can attend. Reading Across RI. The 2006 book has been chosen and it is “Shadow Divers”.

CAHSL (Evelyn Breck Morgan—not present but submitted report): Members met at the Hospital for Special Care, New Britain, CT for a program, luncheon, and tour on December 15, 2005. Executive Committee meeting on January 11, 2006. CE offering, “Public Health on the Web” on March 8, 2006. Executive Committee meeting on April 20, 2006. “PubMed Update on April 20, 2006 presented by the NN/LM NER.

NH/Vermont (Betsy Merrill—not present):

HSLIC (Tammera Race): June 9 meeting in Bangor. No major changes. Looking at bylaws in terms of how long officers serve. Projects update website. They have an Ariel upgrade.

MAHSLIN: (Ann Fladger—not present but submitted report): MAHSLIN annual meeting April 28, 2006: “Thinking Globally, Acting Locally.” Strategic Planning Task Force on March 3, 2006. Three Fall classes, the care and feeding of your PC and an introduction to Foxfire, Keeping Patients Safe, and Copyright in the Digital Age.

Old Business: Professional Development discussed under “Professional Development.” Professional Development Chair: will be a separate appointment rather than chaired by the secretary. By-Laws will be changed to reflect this change.

New Business: MLA Katrina Fund was discussed above under Chapter Council.

Adjourned

Submitted by Nancy Harger