

**NAHSL Executive Board Meeting
Regional Medical Library
Shrewsbury, MA
December 1, 2006**

Present: Penny Glassman, Mark Goldstein, Joan Yanicke, Carole Foxman,, Janet Crager, Nancy Harger, Mark Gentry, Janet Cowen, Mary Ann Slocomb, Janene Batten, Cindy Hutchison, Carole Foxman, Javier Crespo, Cindy Hutchison, Bill Garrity, Hongjie Wang, Barbara Ingrassia, Andy Dzaugis, John Gallagher. Margo Coletti.

Chair's Report (Janene Batten): In process of closing off NAHSL '06 books. MLA voting ballot is on the website now. Javier Crespo (MA), Hongjie Wang (CT), and Eric Albright (MA) are on the MLA Nominating Committee ballot. Discussion about whether there are bylaw changes to go to the winter MLA board meeting. There are none.

Secretary's Report (Nancy Harger): Minutes approved. Discussion about the format of the minutes: Secretary will include everything pertinent from the handouts emailed or given out at Executive Board meeting into the minutes and create one document to be put up on the website. Nancy will look into the backfiles of old minutes that she has to see which past minutes should be included on the website.

Treasurer's Report (Mark Goldstein): Mark recommended rolling over the CD that is coming due. See vote under Finance Committee in minutes below.

Annual meeting 2006 income:	\$80,129
Annual meeting 2006 expense (approx.)	\$76,475
Ending balance:	\$93,180

Committee Reports

Archives (Carole Foxman): No report

By-laws (Mark Gentry): Working on finance section in the Policy and Procedure Manual. He will look at the state reps issue with travel reimbursement to see if that requires amendments. MLA bylaws committee: any changes have to be done and voted on by August. NAHSL can only do bylaws changes once a year because they have to be voted on at the meeting at the Annual Conference.

Chapter Council (Cindy Hutchison): Shirley Gronholm submitted the information about the NAHSL achievement award recipient to the Chapter News column of MLA News. She sent a copy of the award winner's accolades that Kathy Brunjes heralded at the NASHL '06 business meeting. It should be in the next issue of MLA News.

NAHSL Logo: Shirley sent a message to Jan Glover asking if she designed the logo. She has not received a response. She will follow up after vacation.

She has again received the request from Chapter Council for a donation of two seats for the Chapter Council Sharing Roundtables for MLA 2007. For budget purposes, we should anticipate the cost to be \$25.00 per seat, for a total donation of \$50. Last year the cost was slightly less than \$25 and the extra dollars were combined with other chapters for additional free seats. They are hoping chapters will still donate \$50 and if there are any extra dollars they will be combined like last year for extra seats. They are anticipating getting a final price in February or March. If we only want to pay for two seats we could wait until we know what the price is before sending in our donation. We have donated \$50 every year so far and this is a nice round number so I think we should continue to donate this amount.

Motion put forward and approved that NAHSL will donate \$50 to allow new MLA members to attend the Chapter Council Roundtables at MLA 2007 (approx. 2 seats).

Conference 07 (Bill Garrity): Chair is Marianne Burke, Bill Garrity is co-chair.
Conference date: October 28-30, 2007

The general schedule of the conference will be similar to other recent years with exhibits on 1 day only. There will be light breakfast in the exhibit area on Monday a.m. There will be a luncheon included on Monday probably with no programming during it and a dinner that evening, all in the Woodstock Inn. The Woodstock Inn is noted for its fine dining and we would be able to showcase that for our conference attendees at that meeting. We will also encourage people to come early or stay late in order to enjoy the area including the Harvest Festival will be taking place on the 27th and 28th at Billings Farm.

The web site will be ready to be linked to the NAHSL website in a few days. It is viewable for Executive Committee members at:
http://library.uvm.edu/dana/NAHSL_test/index.html

Conference 08 (Andy Dzaugis): Still looking at locations. 2008 will be the 50th anniversary of NAHSL. No committee has been formed yet. Andy will put out a request for committee members next week.

Credentialing/Mentoring (Joan Yanicke): No report. Discussion about having another AHIP forum again at '07. Plan into the program. Joan reports that it was worthwhile to have the forum so questions could be addressed.

Education (Hongjie Wang): CE members—some changes. 4 members at present. Would like to have a member from each state. He will be working with the state chapters...like a joint program with MAHSLIN. Allison Clapp and Nathan Norris to replace Andy Dzaugis on the CE committee.

Electronic Communications (Ed Donnalld): Janene reported for Ed: Janet asked Ed to look into a way to better communicate CE and programming around the region so that

more people could attend events virtually. Currently there is space on our website where we link to pod casts. Ed attended a webinar...about meeting software. He is looking for direction from us. What do we want him to do for the coming year? Discussion: looking to save on travel for people. Targeted to one person libraries where people cannot get away. Class on learning how to pod cast?? Ed is working with education committee about doing some other forms of education. MLA is also looking at distance education as a form of CE available for members.

Finance (Mark Goldstein): Voting on P & P manual (Finance Committee Section) (See Draft—proposed changes...Appendix B at the end of the minutes). Discussion about #11 (spending of unreserved funds): Board decided to remove #11 under “General Policies.” Everything else met with Board approval with a voice vote. Will strike #11. Voted on proposed changes. Board approved rolling over the CD for an additional 9-month term.

Government Relations (Barbara Ingrassia):

NIH funding will be continued into 2007 with another stopgap spending bill (Continuing Resolution)

MLA President Jean Shipman and ASHSL President Elaine Martin sent a letter on November 10 to members of Congress concerning NIH reauthorization. Topics addressed included: NIH Director’s Common Fund, Number of Institutes and Centers, Process for Reconfiguring of Institutes and Centers, Authorization Caps, Overall Funding Authority vs Individual Institutes and Centers, and Public Access to Archived Publications resulting from NIH-Funded Research. No response as of November 29.

EPA library closures. MLA continues to work with other library organizations to keep EPA libraries open. They continue to encourage Congressional committees to review the issues and to restore services to their January 1, 2006 level. Yesterday a letter was issued to the administrator of the EPA that information in libraries be preserved because the EPA has been discarding materials in the library.

Letter from 4 House members dated November 30, 2006 to Stephen Johnson, Administrator of the EPA concerning library closings. “It is imperative that the valuable government information maintained by EPA’s libraries be preserved. We ask that you please confirm in writing by no later than Monday, December 4, 2006, that the destruction or disposition of all library holdings immediately ceased upon the Agency’s receipt of this letter and that all records of library holdings and dispersed materials are being maintained.”

Marketing (Len Levin): [Report via email] Len had a meeting with the CE Committee in Hartford where his charge was to bring better visibility to our CE course, especially the ones we offer during the year that are not associated with the annual meeting. One idea they talked about (and it looks like this may be on the agenda in a different venue through Ed) was to offer a course with MLA credit, videotape it and then make it available (for a fee via password access) on the Web for a certain amount of time. They tentatively

talked about doing this for a course that would be taught by one of the librarians here at U Mass in the spring.

Membership (Penny Glassman): 214 members--down from last year of 227. Membership renewals will be going out.

Nominating (Janet Crager): no report—will happen in March.

Professional Development (Janet Cowen): no report.

RML report (Javier Crespo): past couple of months busy with exhibits in September and October. UVM launched Go Local for Vermont. RML is reviewing ~~the process for~~ subcontracts at present will represent outreach work in the region. RML will put out a newsletter. Michelle Ebele is developing an online mental health course. Mark Goldstein is working with the hospital library subcommittee.

STATE REPORTS:

ARIHSL (Mary Ann Slocomb):

1. Next meeting is in March. Program will be Penny Glassman's "Geeks Bearing Gifts: Unwrapping new technology trends".
2. Butler Hospital hosted the 11/7 MLA telecast: "Moving at the Speed of Byte: emerging technologies for information management". Telecast was sponsored by NAHSL – Thank you!!!
3. Tovah Reis was featured in the September issue of MLA News in the article entitled "Divergent Roads lead to the Board".

Mary Ann submitted an article to Amy Frey, editor of the MLA Hospital Library Section's Newsletter "National News". The article describes 2 of the posters presented at the NAHSL 2006 conference and involved hospital librarians.

CAHSL (John Gallagher):

November 8, 2006 – MLA Emerging Technologies Telecast "Moving at the Speed of Byte." Eighteen people attended the telecast which was hosted at the Hospital for Special Care in New Britain. Goals of the telecast were to expose information professionals to new and emerging technologies and to encourage their use in information management.

One of CAHSL goals for 2006/07 is to work with faculty and students of the library science program at Southern Connecticut State University to encourage careers in health sciences librarianship.

Ed Donnald gave CAHSL's website a new look.
<http://library.umassmed.edu/cahsl/index.htm>

NH/Vermont (Betsy Merrill):

Nelinet program director, Amy Benson presented a mini-workshop to a limited group of approximately fourteen. Demonstrated were additional ways of teaching/coaching the public in their search habits for medical information, with emphasis on the public's friend, Google.

Following the NAHSL 2006 meeting, information was shared about "Conflict and Communication: Introduction – Healthy Behavior," Pat Wagner, Pattern Research, Inc., presenter, and "Millennial Behaviors and Higher Education Focus Group Results: How are Millennials Different from Previous Generations at the Same Age," Richard Sweeney, NJ Institute of Technology, presenter. Both have put their presentations online for those unable to attend.

Members of the North Country Consortium have identified Survey Monkey as a tool for surveys in our own libraries for our next needs assessment. Survey Monkey Features from www.surveymonkey.com and some sample questions, survey design, set-up and options available were demonstrated.

At least one Vermont hospital has continued to reduce their library hours. It has been rumored that their librarian now has eight hours weekly. That library has also been moved into a shared space with the physicians' lounge, without benefit of privacy for professional consultation for either physicians or library users.

It has been suggested that southern New Hampshire and southern Vermont join forces to create a single consortium, in much the same manner as the northern region has. We'll see what the future brings.

HSLIC (Tammera Race):

HSLIC Fall Meeting, September 29, 2006, Husson College, Bangor
Business...Deb Clark, Automation Committee Chair, reported changes to the HSLIC web page. There are now links to the Disaster Resource List, and to a Powerpoint presentation on troubleshooting Ariel by Jeff Hamm. Also, Janet Cowen reported that there was an extension to the Ariel grant funding, and that the funding would cover continued technical support provided by Jeff.

Membership...Dina McKelvy reported that there are currently 46 paid HSLIC members for 2006-2007. Bowdoin College and York County Community College may join next year.

Maine Library Commission Report...Barbara Harness reported that there is a Blaine House Conference on Libraries, proposed for November 2007. The last such conference was held in 1991. Early discussions indicate that the 2007 conference will focus on

public libraries. Also, Barbara reported that the consulting firm to the state library formally announced the new Maine Libraries mascot: the Maine Coon Cat.

Maine Library Association...Next year's Maine Libraries Conference will be held in November.

Regional Medical Library...Javier Crespo reported on the task forces for Historical Collections and Emergency Preparedness. Members from all parts of the region are invited to attend, and the RML is looking at electronic meetings as a possibility to encourage participation and save on travel. He also discussed the Hospital Library subcommittee. The subcommittee is focusing on ways to quickly respond to proposed closures of hospital libraries, including "underscoring the value of hospital libraries" to hospital administrators.

Brainstorming Session...HSLIC Chairperson Natalie Hutchinson asked the group to share issues that the group thought should be addressed via the consortium. Topics included:

- Consortial buying of resources
- Revitalizing HSLIC scholarships
- Increase collaboration with non-medical libraries (i.e. Maine State Library and public libraries; possible interface with Blaine House Conference on Libraries)
- Update on the status of Maine Union List of Serials (MULS).

Our speaker was Judy Messerle, MLS, former director of the Countway Library at Harvard Medical School. Judy's topic was the future of medical librarianship, titled "Up the Down Staircase, Part 2". In preparation for her program, she asked each of us to answer "What is your greatest fear?" and "What is your greatest hope?" for our respective libraries. During the business portion of our meeting, Judy tallied the results. The greatest fear overall was of library closure. Judy's message was that rather than working from a fear base, hospital librarians should be proactive in identifying what activities will demonstrate value to their institution. She suggested that librarians think about new ways to collaborate with users, emphasizing the role of making connections between people and knowledge, and defining knowledge resource management in a way that is relevant to each institution. Judy identified three broad important skill sets for hospital librarians: consumer health literacy, data mining, especially with respect to assisting administration, and developing databases of important data.

Upcoming Meeting Dates: HSLIC Executive Board Meetings: December 1, '06; February 2, '07 (snow date February 9); April 5, '07 (snow date April 6). Spring general meeting to be scheduled at a later date.

MAHSLIN: (Margo Coletti: MAHSLIN members are working on three goals for the current 2006/07 year:

1. Publicity/Web Development:
 - a. Logo has been redesigned and is in place on membership brochure and stationery.

- b. Membership brochure has been redesigned and printed.
 - c. Website is being redesigned; a prototype is in place.
- 2. Two successful CE programs have been held. Next MAHSLIN CE program is Plain Language one-day program for both MLA CE credits and Nursing CE units.
- 3. Expand group purchasing initiative: MAHSLIN membership is being polled for interest in a group purchase of 3 EBM databases.

MAHSLIN ILL stats are about to be discontinued based on diminishing participation and lack of value, based on a straw poll at MAHSLIN 2006 meeting and on the results of an online survey.

Old Business:

MLA Membership drawing: (Janet Crager) NAHSL will give away a MLA membership to a NAHSL member. Janene to announce this to the membership through an e-mail—with the results on Friday.

Task Force on State Representatives (report included as an appendix to the minutes): Discussion about the options—discontinue reps or formalize relationship with the reps or should state reps have voting rights? Vote on the motion—approved that state representatives have voting rights on the executive board. This requires a by-laws change and will be voted on in October 2007. Travel reimbursement discussion: Motion to give travel reimbursement to state reps—effective immediately. Motion passed.

New Business:

Relocation of Executive Board Meeting: Discussion: we will stay here for this year. Next year we will discuss to accommodate Marianne Burke.

Blue Trunk Donation: Discussion regarding allocation of scholarship funds donated at NAHSL '06 be \$1000 for blue trunk and \$889 to the MLA scholarship fund. Some thought that it would be misappropriation of funds because of what donors thought they would be giving to at the Conference. Members gave thinking the funds were going to the scholarship so we need to stick with that. Decision was made that we send the total of the money collected to the MLA scholarship fund (\$1,889).

Question was raised do we want to pledge to a blue trunk anyway? Motion to donate \$2000 for a blue trunk passed. This will be communicated to the NAHSL membership.

Payment by Credit Card: tabled

Goals for 2007:

- Continuing education and professional development
 - increase continuing education opportunities to create value of NAHSL
 - reach out to those who are not members
 - encourage state organizations to organize programs that allow attendance from others in the region. Assist the states to fund these workshops/speakers/etc

- assist like-minded groups to come together
 - find different ways to deliver programs
 -
- look inward to the board—to make sure there are no barriers for what we would like to accomplish as a committee.
- Support state organizations to encourage them to put on good educational programming. Hongjie will be working on this project.
- NAHSL value to our members?? NAHSL should be supporting the membership.
 - Ad Hoc committee to make a recommendation to the March meeting about how much funding—about how the whole process will work.
 - Hongjie to work with CE committee to expand states involved to let them know we can help them with funding.
 - Janet Cowen—how we can reappropriate the funds to expand the kinds of scholarships that are offered.
 -

Mark would like to have the budgets from all the committees by January 31. Ed—get his input with educational programming. Send reports electronically before the March meeting.

Meeting Dates for 2007

- March 2 (March 9—snow date)
- June 8
- September 7
- December 7.

MLA nominating committee: Janet asked for suggestions.

Adjourned at 2:40 pm

Submitted by Nancy Harger

Appendix A: to NAHSL Executive Board Meeting Minutes 12/1/06

Task Force Report

History and Status of State Representatives in the NAHSL Chapter

CHARGE

At the September 8, 2006 NAHSL Executive Board meeting the question of travel reimbursement for state representatives was raised. A Task Force was appointed to investigate the history of state representatives in the Chapter – including status on the Board, voting rights, and travel reimbursement. The Task Force members are: Janet Cowen, Mark Gentry, Margo Coletti, Betsy Merrill.

BACKGROUND INFORMATION

FROM PAST MINUTES:

This question has been raised in the past. While pre-2000 Board Meeting minutes were not consulted, there are references in 2002 and 2003.

- From the August 16, 2002 meeting ... “Ed Donnald asked the State Reps to go back to their respective states and discuss travel reimbursement issues; if the States will not reimburse travel expenses to attend NAHSL Executive Board meetings, then come back to the Board for further discussion.”
- From the September 5, 2003 meeting minutes, Old Business ...
State Reps Voting on NAHSL Board – Jill brought up the question for discussion. It was mentioned that the reps are appointed by the states, not elected. Patty asked how other regions are doing this. Should we check with MLA about what they require? (*Note: no further info on this in the Minutes, but see further down in this report*).
Action: Patty will send an email to the state Chairs to remind them that they are appointing these reps and should be covering their expenses.
- And finally, from the December 5, 2003 meeting minutes:
Bylaws
Discussion: Patty reported nothing new in the Bylaws area. She urged Chairs to keep their portion of the policies & procedures manual up to date.
Action: Patty will contact state chairs to remind them that they must support the state reps to NAHSL. She will also double check the wording in the membership section.

FROM THE POLICY AND PROCEDURE MANUAL:

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. Travel reimbursement is not provided for state representatives from the NAHSL treasury; they may request travel reimbursement from their state associations or parent institutions.

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.

FROM A SURVEY OF OTHER CHAPTERS:

In reviewing the web pages, Bylaws, Procedures, etc. of all other Chapters, it appears that NAHSL is the only Chapter with state representatives.

An interesting finding: The Mid-West Chapter has elected representatives-at-large, with voting privileges. The standing Committee Chairs DO NOT have voting privileges.

FROM DISCUSSIONS WITH NAHSL MEMBERS:

Thoughts regarding why state representatives SHOULD NOT be full voting members of Board, etc.

- The state organizations have no **legal** or **administrative** tie to the MLA Chapters or MLA. Does a STATE representative then have any right to be voting on matters that involve NAHSL, especially if the STATE representative “speaks” for the STATE organization (which would have non-NAHSL members)?
- State reps are selected by the state organizations. The NAHSL chair has no role in selecting them as is the case with appointed committee chairs.
- The practice of having state representatives stems from a communication need – prior to the days of instant and easy electronic communication. Most communication needs are now met on websites, blogs, etc.

- The NAHSL Board has too many members (too many cooks in the kitchen)
- NAHSL Board needs continuity. State reps are sometimes appointed for only 1 year. Then the NAHSL Board has to keep track of the changes.

Thoughts regarding why state representatives SHOULD have voting rights and travel reimbursement:

- State reps have a good grasp of the issues and workings of the state organizations, so their input is worthwhile.
- Voting rights for states would serve to foster the relationship between the individual state organizations and NAHSL. When we work together, we do better things. For example, the collaboration between the MAHSLIN Education Committee and the NAHSL Education Committee.
- Those who are willing to make the time and effort to attend board meetings on a regular basis should be given a seat at the table. After all, it is a long way to travel just to make a 2-minute report and then not have a vote on any issue.
- Voting status allows each geographic region to have a voice – this would allow/encourage those librarians in smaller states to feel that their concerns will be heard, as not all areas are “created equal” – and many of the really small hospitals are once again facing issues of “Librarian or Internet?”
- In order to “make a difference,” a rep should be able to vote, not just be part of a discussion.
- Most librarians surveyed (by a Task Force member) believed that their rep already could vote and were “shaken up” to think that their own concerns/visions might not have the same weight of importance, because of the vote/no vote situation. One librarian asked “Why would anyone go, if they can’t have a say?”
- Responders to the Task Force member’s survey felt that some or all mileage should be reimbursable. They, as a group, also made a case for “equality” and likened/compared the process to a “hierarchy of the realm.”
- Travel is often difficult for the representatives who work only part-time, and who often do not have travel allowance support by their institutions.

- By choosing to make reimbursement available to executive board members, but not to state reps, is there not an unspoken statement on the part of NAHSL that the state reps are of “lower stature” or “not deserving” in their efforts?

TASK FORCE RECOMMENDATIONS

As we (the Task Force) see it, there are primarily two issues for consideration: voting status of state representatives and travel reimbursement. We have not come to a conclusion regarding the first issue, and instead present the following options for discussion.

VOTING:

For general information, as best as can be determined, here are the total number of voting members on each Chapter’s Executive Board:

NAHSL – 18 (would grow to 24 with the addition of 6 state reps)
 Southern – 18
 Mid West – 12
 PAC NW – 9
 MidAtlantic – 7
 South Central – 7
 Mid Continental – 6
 Average – 11

Also for clarification: Sometimes we talk about state GROUPS having representatives although in the case where 2 states form a single organization (VT/NH), each state currently has a rep. Whatever we decide, we need to clarify GROUP reps or STATE reps.

OPTIONS:

1. Continue with non-voting status (because of lack of formal relationship between state organizations and NAHSL/MLA)
2. To formalize the relationship (#1), move from having state organizations appointing state reps to the NAHSL membership (from each state) electing a member-at-large from their state (with voting rights and travel reimbursement) – a logistical nightmare?
3. Grant voting status, despite lack of formal relationship between state organizations and NAHSL/MLA.
4. Discontinue with state reps – is there still a need? If NAHSL needs input from states, should NAHSL Chair be contacting state Chairs directly?

Perhaps the Board could try to ensure that at least one person from each state be on the Executive Board. One or more people from the Board could be asked to take responsibility for communicating between NAHSL and the state groups. The Chair could, in consultation with the state group, appoint a voting “state rep” for any state without representation in an elected position or committee chair.

TRAVEL REIMBURSEMENT:

We concur whether voting status or not, extend travel reimbursement to state reps, for their efforts and contributions.

***** DRAFT – Proposed change to be considered Dec. 1, 2006**

Appendix B

NAHSL Finance Committee: Policies and Procedures

GENERAL POLICIES

1. The NAHSL fiscal year will begin January 1 and end the following December 31.
2. Monies received by NAHSL will be in U.S. funds.
3. The Treasurer may change the location of bank accounts following consultation with the Finance Committee and final approval from the Executive Board.
4. Financial investments made on behalf of NAHSL require approval from the Executive Board.
5. For Executive Board meetings, the Treasurer will report on the income and expenditures of the organization since presented at the last Executive Board meeting. At NAHSL Annual Meetings, the Treasurer will present financial activity for the previous fiscal year.
6. The Medical Library Association (MLA) shall annually review the chapter's yearly financial statement. The Finance Committee or Executive Board may request additional reviews.
7. The Treasurer, Secretary and Chair are authorized to sign checks.
8. The Treasurer, Secretary, and Chair will not reimburse themselves; checks will be signed by one of the other authorized Officers.
9. A NAHSL member whose check is returned will be responsible for incurred bank charges.
10. As a rule, one (1) year's worth of operating expenses will be kept in reserve.
11. No more than 10% of unreserved funds are to be spent on new projects.

REIMBURSEMENT- GENERAL

- The NAHSL Executive Board recognizes voluntary member participation as essential to maintaining the organization's high level of operation.
- Those members serving as Officers, members of the Executive Board, Council or Committees may submit requests for reimbursement of expense incurred while carrying out NAHSL business. As listed on the NAHSL Check Request Form, reimbursements may include: equipment & supplies, postage, meeting expenses, hotel, speakers, telephone, travel, etc.
- Reimbursement requests should be submitted within 30 days from the date expenses are incurred, except when special arrangements are made.
- Requests may be submitted by sending a completed NAHSL Check Request Form to the Treasurer (or the appropriate Conference Finance Coordinator.) Completed Check Request forms must include a Committee Chair's signature of approval. Receipts for incurred expenses should also accompany all requests

REIMBURSEMENT –TRAVEL

- NAHSL greatly appreciates members who are able to defray travel expense through personal or institutional resources. For members who do not have the necessary resources to defray such costs, NAHSL will reimburse members for travel expense within reasonable limits. Members will seek to minimize cost to NAHSL for travel expense.
- When traveling by private vehicle, NAHSL may reimburse a member for vehicle operating expenses at the current standard mileage rate employed by the Federal government. All toll and parking expenses incurred in conjunction with private vehicle travel will also be reimbursed.
- Receipts may be submitted for travel by public transportation (i.e., by train or bus.) Members may request reimbursement for the cost of a ticket.

REIMBURSEMENT – LODGING

- If the travel distance is greater than 200 miles *one way* from the member's place of employment, NAHSL will reimburse one night lodging in a standard room, limited to the evening of the meeting or the prior night. When possible, members are encouraged to share a room, although this is not a requirement.

REIMBURSEMENT – MLA CONFERENCE

- Members of the Executive Board who are required to attend full day meetings on behalf of NAHSL on the day prior to the beginning of the MLA Annual Conference will receive \$250 toward conference expenses.
- The Education Committee budget may be used to cover a portion of expenses not to exceed \$1000, for the Committee Chair or another Education Committee member to attend the MLA Annual Conference.

INDIVIDUAL GROUPS AT NAHSL MEETING

- Individual groups (i.e., groups whose formation are not necessarily open to the "entire" NAHSL membership) may schedule meetings to coincide with the NAHSL Annual Conference. It will be at the discretion of the CPC or Hospitality Committees planning the annual conference to secure hotel rooms for meetings free of charge.
- Hotel expenses (including food) will be incurred by individual groups at their own cost.
- NAHSL does not reimburse expenses for such groups.