

**NAHSL Executive Board Meeting
Regional Medical Library
Shrewsbury MA
March 31, 2005**

Present: Janene Batten, Fran Becker, Kathy Brunjes, Happy Copley, Janet Cowen, Janet Crager, Javier Crespo, Carole Foxman, Penny Glassman, Mark Goldstein, Shirley Gronholm, Len Levin, Patty Kahn, Mary Ann Slocomb, Joan Yanicke

Kathy called the meeting to order at 10:05a.m.

Announcements

Kathy announced that Julia Shaw-Kokot thanked us for our nomination for the Majors/MLA Chapter Project of the Year Award; unfortunately, we were not selected. We were invited to submit the same project next year. Kathy feels that we should submit the *ongoing use of a conference planner* concept as our next nomination.

Carla Funk wrote to thank us for the \$50 contribution to the *free lunch program* for Chapter Sharing Roundtables for new attendees at MLA 2005.

NAHSL is a co-sponsor of tomorrow's annual Resource Sharing Meeting here in Shrewsbury.

Kathy said she would be contacting NAHSL members going to MLA 2005 to see if they could get together in San Antonio for a NAHSL social hour.

Len has agreed to fill the slot of Marketing Chair, as Jill has stepped down due to other commitments. Kathy thanked Len for offering to serve as Marketing Chair, a post he held a few years ago.

Our membership drive for 2005 is wrapping up today (March 31), which is the last day to join to qualify for benefits of discounts and scholarships.

Kathy hoped everyone participated in Jeanine Gluck's survey about having a Hospital Library Symposium at Conference 2006.

Secretary's Report

Discussion: Happy passed around the minutes from the Executive Board Meeting on December 3, 2004.

Action: Minutes of the December 2004 Executive Board Meeting were accepted as

presented.

Treasurer's Report

Discussion: Fran passed around the quarterly report of expenses and an annual report for December 31, 2004. The quarterly report showed very few expenses (less than \$2,400), as this is a quiet time of year. The annual accounting showed: checking account: \$28,965.24; savings account: \$61,687.56; Maine account: \$5,115.09; total: \$95,767.89. The Maine account is an amount being held for possible taxes, which are still in discussion.

Action: The report was accepted as presented.

Committee Reports

Archives

Discussion: Carole reminded Board members to send her any official correspondence.

Action: For informational purposes only.

Bylaws

Discussion: Patty reported that two changes were made to the *Policy & Procedure Manual* since December: midyear report change, showing that the past chair will submit the Midyear Report to MLA; changes on wording of the duties of the credentialing liaison and certain other representatives as agreed to at prior meetings.

Action: For informational purposes only.

Chapter Council

Discussion: NAHSL was one of two chapters who donated to the *free lunch program* at the Chapter Sharing Roundtables for first-time attendees to MLA conference. Shirley passed around a copy of a new brochure developed by Chapter Council that MLA is going to send out to new members; chapters may use the brochure also. The brochure includes chapter website addresses; the electronic version has active links to each chapter's website. Shirley also shared a chart detailing recruitment activities within chapters. Shirley asked if anyone is doing recruiting in library schools in our region; Janene says that Janice Swiatek-Kelly has spoken to students at Southern Connecticut State University. Chapter Council is discussing electronic voting and asked if our chapter is interested. The Board concluded we are interested, but would like to know if anyone has done a cost analysis. Shirley has sent the NAHSL annual report to Chapter Council; she will send a copy to Kathy and Carole.

Action: For informational purposes only.

Conference '05

Discussion: Janet Crager passed out an estimate of costs for the Providence, Rhode Island conference. Projected costs look to be around \$34,650. The Board debated what the conference registration fee should be.

Action: The Executive Board voted to set the early-bird-member-full-conference-rate at \$150. Monday one-day registration for NAHSL members would be \$100; Tuesday only would be \$50. Separate tickets for the banquet would be \$50 and a separate ticket for the Welcome Reception will be \$35. These rates will not quite cover all expenses, but Board members felt that the organization should subsidize the conference, since it is being held in

an expensive urban location.

Conference '06

Discussion: Janene announced that October 15-17, 2006 is the date, in Hartford, Connecticut. The theme is *The Evidence Is In*. The Hartford Hilton is a brand new hotel, and Janene is poised to sign the contract. The New York/New Jersey chapter will be participating with us in this joint conference, with a representative (Patricia May) from that group on the committee. Jeannine Gluck is proposing a hospital librarian symposium/forum for Sunday; she has put it together as a CE and is trying to get it approved by the NAHSL CE committee and by MLA for continuing education credits.

Action: Janene will put a notice on the NAHSL listserv to have members hold the date for October 15-17, 2006.

Credentialing

Discussion: Joan had no report.

Education

Discussion: Dina could not attend but sent a report. For the Rhode Island conference, the committee is planning Concepts in Diabetes (with Linda Quirici), a possible class on EBM from Susan Meadows, another class by Anne Caputo in the Marketing area, a possible technology topic on Blogging, a session on consumer health or perhaps on searching with Google, plus a Tuesday afternoon class offered by Donna Berryman of the RML staff on PUBMED or molecular biology databases.

Action: For informational purposes only.

Electronic Communications

Discussion: Ed sent a short report saying he is taking care of routine webpage changes. He is starting to work on a total revamp of the NAHSL webpage.

Action: For informational purposes only.

Finance

Discussion: Fran requested that all bills for each conference be paid by the end of December of the conference year. Fran passed out a tentative budget for 2005, from budget estimates committee chairs had sent her. Fran is looking carefully at the income line and trying to make the budget more in line with the income.

Action: Fran proposed that we accept the 2005 budget with the addition of \$50 to Electronic Communications sub-account and the amount in the proposed Conference 2005 budget from Janet Crager. The Board passed the budget with these amendments.

Government Relations

Discussion: Barb sent a report that on February 3 the National Institutes of Health (NIH) announced a policy for providing free access to the literature based on research it has funded. Starting on May 2, 2005, NIH will request that NIH-funded researchers submit to Pubmed Central an electronic version of the final manuscript within 12 months of publication in a peer-reviewed journal. This is only a suggestion, so open-access advocates say it is not forceful enough; publishers say that the policy is unnecessary and wasteful.

Action: For informational purposes only.

Marketing

Discussion: Len had no report as he has just stepped into this post again. Kathy thanked Len for agreeing to take this position.

Action: For informational purposes only.

Membership

Discussion: Penny reported that as of March 25, there are 172 regular and 9 student members. This is much better than last year; we have 22 new members (9 are students). There are also 25 renewals on line, for which checks are not yet received. All membership reminders have gone out via the NAHSL listserv, email, and the website.

Action: For informational purposes only.

Discussion: There are new fields in the membership database to track AHIP membership and type of membership (student, regular).

Action: Penny will update her section of the *Policy & Procedures Manual* in line with these new fields.

Nominating

Discussion: Len reported that he has arranged a slate for the NAHSL elections this year. Conference Chair 2007/Chair 2008: Mary Anne Burke from UVM (the 2007 Conference could be a joint conference with UNYOC); Secretary: Nancy Harger from the University of Massachusetts; Treasurer: Mark Goldstein from the RML; MLA Nominating Committee Nominee: Hongjie Wang from the University of Connecticut.

Action: The Executive Board approved this slate.

Professional Development Fund

Discussion: Happy reported that we gave out three awards to NAHSL members to attend the MLA conference in San Antonio in May 2005. One was to a first-time attendee and another was to a new NAHSL member.

Action: For informational purposes only.

Discussion: The Executive Board suggested that the call for MLA award applications go out earlier next year, in the hopes that more members will apply.

Action: Happy will note this schedule change for the new Secretary for 2006.

Program

Discussion: Janet Cramer passed out a tentative draft of the program for Conference 2005. Susan Meadows will be speaking on the librarian's role in evidence-based healthcare (EBH). The committee is still looking for a physician who could talk on what physicians need from librarians in EBH. Monday afternoon there will be concurrent sessions on nursing competencies and EBH, making the most of Google, Blogging and RSS, the NIH Roadmap, and Go Local Massachusetts. On Tuesday, a panel will discuss Providing Evidence-Based Public Health Resources, and a second session will cover Evidence-Based Healthcare for Consumer Advocates by Elizabeth McCurdy.

Action: The Executive Board suggested that Janet contact Dr. Frank, as a possible physician speaker; ask Ann Fladger at Brigham & Women's for contact information.

RML

Discussion: Javier announced that April 1 is the Resource Sharing event, cosponsored by NAHSL; they are expecting about 70 people. Javier thanked NAHSL for their support of this event. He said the RML just hosted the Hospital Library Evaluation workshop in early March, which was well attended. Two new subcontracts were awarded for Outreach, to Qualidigm and Bunker Hill Community College. The RML is waiting for approval of next year's budget, including a subcontract for Franklin Memorial Hospital in Farmington, Maine; a proposal to do outreach planning for those thinking of doing subcontracts; a Rhode Island electronic document delivery project; Go Local projects in Connecticut (UConn and Hartford Hospital), New Hampshire, and Vermont (UVM). The NN/LM RFP is expected soon, seeking bids to manage the RML for the next 5-year contract.

Action: For informational purposes only.

State Reports

ARIHSL Kathy welcomed Mary Ann back to the Executive Board. Mary Ann thanked everyone for the NAHSL Achievement Award last year. A town meeting was held in Rhode Island on December 6, 2004 to engender more cooperation between libraries; ARIHSL contributed to that meeting financially to help with expenses and increase visibility. Goals from the town meeting were: a single catalog for the state; statewide databases; and life-long learning (literacy). ARIHSL hospitals have added their collections to HELIN (Higher Education Library Information Network), which is the joint catalog for academic libraries. Surprisingly, the hospitals seem to be net lenders to the rest of HELIN. Kim Lavoie has left Roger Williams; Mary Ann Green from Vermont will be starting April 15. Grace Varghese is retiring from Eleanor Slater Hospital and nothing is known yet about replacement. Westerly Hospital has an empty post and status there is unknown. Newport Hospital has upgraded their library position to MLS status. Mary Zammarelli is stepping forward to be ARIHSL's incoming chair. ARIHSL is working on a new website with help from Penny. ARIHSL's annual meeting will be in June. Tovah Reis and Mary Ann will be managing an outreach grant for training librarians at multitype libraries, providing enough courses and MLA credits for attendees so they can apply for MLA consumer health certification.

CAHSL Evelyn reported that a day-long Medical Library Symposium was held at Southern Connecticut State University on March 11. It featured keynote speakers, panel discussions and topic tables about *The Current State of Health, Medical & Science Information Services*. There were two CEs held in February: a ToxNet class by Donna Berryman from the RML and a broadcast of the Electronic Licensing Webcast. Ed Donnal is working on developing a blog for the CAHSL website, which will help to communicate news and exchange ideas more easily. The next CAHSL meeting is April 21, at which there will be a forum on resource sharing and successes of electronic document delivery.

NH/VT Cynthia David, Coordinator of the Communications Committee, sent a report. Membership for 2004 totaled 31 members. The revised Bylaws have been posted to the website. Norma Phillips recently retired from LRGHealthcare/Lakes Region; her

replacement is Jennifer Davis, a recent MLS graduate. Sheila Hayes of Portsmouth Regional Hospital recently published her second article in *National Network*, "Presenting Loansome Doc as Part of a Category-1 CME Improvement Program." May 5 will be the Spring Meeting. Lida Douglas at Dana Medical Library is coordinating the electronic document delivery project (from an NN/LM technology grant) and 10 member libraries are benefiting from this. Cynthia David is building an archive of microfiche for electronic document delivery with a grant from the RML. If NAHSL members want to contact her to include their fiche in her archive, she is at Catholic Medical Center in Manchester.

HSLIC Janet Cowen reported that Southern Maine Medical Center has received a *MaineReads* grant to coordinate literacy efforts in the Biddeford/Saco/Kennebunk area during 2005-2006. The University of Maine at Presque Isle and Washington County Community College have recently joined HSLIC. The Maine Ariel grant group has had training for Ariel 4.0, which has been purchased for all sites; Ariel 4.0 has not been installed yet as we are waiting for Infotrieve to finish tweaking the product. Jeff Hamm, the IT consultant for the Ariel grant, will be a speaker at the April 1 Resource Sharing meeting at the RML. St. Mary's Regional Medical Center's Library is helping with the creation of a consumer-oriented Cancer Resource Center in the hematology and oncology outpatient area. Sally MacAuslan has retired from Bridgton Hospital and is being replaced by a 10-hour a week staffer, with professional librarian services being provided by the staff at Central Maine Medical Center. Parkview Hospital is re-opening their library, with two end-user stations and a secretary to oversee day-to-day chores.

MAHSLIN Cindy Hutchinson sent a report that the annual meeting is planned for April 28 at the Massachusetts Medical Society in Waltham. Keynote speaker will be Judy Messerle, former director of the Countway Medical Library at Harvard. In addition, Annemarie Baldiserrotto from North Shore Medical Center in Salem will be speaking on *Leading and Motivating*. In the afternoon, Dana Farber staff will speak on *You've Got to Be Kidding: the Challenge of Building a Humor Program in the Oncology Setting*. On March 24 there was a workshop, *Creating Effective and Attractive Flyer/Newsletters for Your Library*, given by Corrigan/Kantz Consulting. As Chair for Resource Sharing, Jeannie Vander Pyl is exploring opportunities for group purchasing, with a particular emphasis on finding an organization to handle billing. Ann Fladger and Nathan Norris will be doing a presentation to the Medical Librarianship class at Simmons College this spring. MAHSLIN also offers free attendance at their meetings for students.

Old Business

Review of 2005 Goals

Mentoring – Penny says that some materials have been added to the website, along the lines of the Southern California group; Joan will be adding materials on recruiting.

Membership – New student members are evidence of the success in promoting membership.

Website – Ed hopes to have draft materials for revamping the website ready very soon. He will announce a draft version on the NAHSL Executive Board list so that Board members can examine and critique the design.

Majors Award –We are planning to submit *ongoing use of a conference planner* for our application for 2005, which has already been partially prepared by Len. He will turn over his materials to Kathy.

Group Purchasing – Joan recommends that we form a task force, coordinate with MAHSLIN. Joan has already talked with Jeanne Vander Pyl. NELINET has even said that they can work with a situation where we want different products.

Conference 2004—The final accounting of the figures from this conference shows that the conference “made money” in the last analysis. Some expenses were re-allocated to NAHSL, not to the conference; for example, ACTIVA expenses and purchasing Dreamweaver software.

Budgets—Everyone has turned in their 2005 budgets. Kathy thanked Board members for timely efforts. Len asked if there was any money in the Marketing budget; Fran reported that \$400 was allocated.

New Business

MLA Focus—Tovah Reis of Brown asked the Executive Board who had vetoed the idea that *MLA Focus* would be posted to the NAHSL list; Tovah asked that the Board reconsider this decision. Shirley said that 30 to 40 people voted “no” when she asked members whether they wanted to get it. After a discussion, the Executive Board decided to make it available on the NAHSL list and revisit this issue at the September Executive Board meeting.

MLA Chapter Annual Meeting Planning Guide – Pam Rees, the Chapter Council Liaison to the MLA Membership Committee, asked if any chapters had Annual Meeting Planning Guides, or if chapters felt that a guide should be posted to the MLA website. We do not have formal guidelines in NAHSL, but we do have our notebook with a rundown on what each committee does, a timeline, and so forth. Kathy sent Pam a copy of our timeline and our script from Conference 2004.

MLA 2005 – Kathy will send out an email to see who would like to get together for a meal or drink during the San Antonio conference.

MLA Annual Report—Kathy asked that everyone send her statistics and reports for the last year so that she can finish compiling this report. She will send a draft to the Executive Board next week for them to peruse, and then send it on to MLA.

Conference 2005 Registration - Mary Ann reminded everyone that we will need various forms to include in the pre-registration packet, (such as the Professional Development Fund Application) for early to mid-July. Board members will also need to do annual reports in late August for the conference packet.

Next Meeting: Friday, June 3, 2005 at the RML in Shrewsbury, Massachusetts.

Meeting was adjourned at 1:46pm.

Respectfully submitted,

Happy Copley
NAHSL Secretary

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