

**NAHSL Executive Board Meeting  
Regional Medical Library  
Worcester, MA  
December 2, 2005**

**Present:** Penny Glassman, Mark Goldstein, Barbara Ingrassia, Cindy Hutchison, Joan Yanicke, Fran Becker, Carole Foxman, Shirley Gronholm, Ed Donnalld, Janet Crager, Nancy Harger, Mark Gentry, Kathy Brunjes, Janet Cowen, Javier Crespo, Evelyn Morgen, Andrew Dzaugis, Betsy Merrill, Marianne Burke

**Chair's Report** (Janet Crager): As of last year the Policies and Procedures manual was changed to reflect that the preparation of the MLA Mid-year Report would become the duty of NAHSL's Past Chair. Kathy Brunjes will be preparing the report with the help of the Executive Board, as needed.

**Secretary's Report** (Nancy Harger):

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

Action: Minutes of that Board Meeting were accepted as presented.

**Treasurer's Report (Mark Goldstein):** See attached file.

## **Committee Reports**

**Archives** (Carole Foxman: It was decided that the only financial report to be kept in the archives is the annual report.

**By-laws:** Mark Gentry has no report at this time.

**Chapter Council** (Shirley Gronholm): free tickets for new members to attend the Chapter Council Sharing Roundtables. MLA was again asking chapters to donate money to pay for 2 seats. They were estimating the cost to be \$25/seat, so the total would be a \$50 donation. Late breaking news is that the cost of roundtable tickets is likely to be only \$18. MLA hopes that chapters will still donate \$50 and the extra money will be pooled to pay for more seats. The board approved a \$50 donation.

**Conference 05** (Janet Crager):

Discussion: Janet reported that we have the evaluations from the electronic survey. There was an 80% return on the electronic survey. The survey was sent to all NAHSL members. Those who did not attend the conference were pleased that their opinions were also solicited. Their responses brought to our attention a scheduling oversight that prevented some NAHSL members from attending the conference. Most hospital fiscal years run from October 1 to September 30 and since NAHSL '04 was held in October and NAHSL '05 was in September, it meant that there were two annual meetings within

one fiscal year, precluding funding for those who were approved for only one conference per year.

We also found that respondents overwhelmingly approved of the online pre-registration packet and the online survey and we recommend their continuation.

#### **Conference 06:**

Discussion: There was good information from the '05 evaluations to plan the next conference. (Thank you for the electronic survey.) We are proposing that we make it less expensive for students with a daily fee or scholarships. The committee will work on this issue for the 06 conference. People ask why we have such a large treasury. This has come up in the planning committee—we need to better communicate what we get for being a NAHSL member? Could this be a finance committee project? Need to have one year's conference fees (\$50,000). We could put an explanation in the financial report. Also, why we pay dues in March? Penny and Mark to work on a brief communication piece—benefits of membership on the webpage, also in the annual report for those who come to the annual meeting. Also, ask the membership how they would like to benefit from membership. Specify where the money comes from—annual conference, dues, and vendors—make a pie chart to make it clear where the money is coming from. \$7,000 from membership covers the operating costs.

Action: Will look at this in March (Mark Goldstein to work on creating a visual depiction of how the money is being used—use a five year projection—do a presentation along with a report in the packet.

Discussion: Janet Cramer suggested that there is not enough time at the meetings—have a mid-year meeting? Discussion about mid-year meeting.

Action: Suggestion made to extend the meeting later in day, or vendor demos later in the day. We could plan something later in the day on Saturday.

**Conference 07** (Marianne Burke): presented 4 potential locations for the annual meeting in Vermont: Burlington, Killington resort, Woodstock Inn White River Junction, and Stowe. After discussion of scheduling considerations, only Killington and Woodstock remain viable.

#### **Credentialing/Mentoring** (Joan Yanicke):

Discussion: Why aren't librarians joining AHIP? Could we offer some incentive to help people become a member of AHIP?

Action: Joan will pursue the AHIP survey done by UNYOC / Elizabeth Irish to determine the issues around membership in the Academy.

#### **Education** (Andy Dzaugis reported for Dina McKelvy)

The CE Committee in the past has concentrated on the annual conference. Andy suggests expanding that kind of offering in the spring. NAHSL used to offer a Spring CE class but it was progressively less well attended. Then for 2 years the RML created technology workshops and traveled to present them to each state group. During the last several years NAHSL has sponsored the MLA teleconferences as a substitute for the Spring CE class. Perhaps a CE subcommittee or other interested members could work on the spring class.

Alison Clapp, education co-coordinator for MAHSLN, wants to work with NAHSL because of overlap between the two organizations. Penny suggests going back and looking at people who volunteered for the education committee. CE committee—takes the survey information and then categorizes the responses. Set priorities. Put out another survey with survey monkey to the membership ask them to say what is most important.

**Electronic Communications** (Edward Donnal):—Everyone should check the website to be sure that information is correct. Will be adding more pictures and images. Let Ed know if things are not working on the website. Big question—listings of executive boards involvements in the past—how to pull together the master list? The December list should be the most correct list of the executive board.

**Finance** (Mark Goldstein):

Discussion: Mark suggested having treasurers from the state group participate in Finance Committee meetings. The goal is to get the state organizations more actively involved in NAHSL and to develop a broader base of members who have some financial experience. Mark wanted to know if he should pursue this with the state groups. State reps will take this idea back to their groups. There are two finance committee meetings. First meeting is in mid January at the RML.

Fill out travel reimbursement for each meeting and be sure to cash the checks promptly. Encourage everyone to submit the request within 30 days of the event.

Mileage rate: NAHSL's reimbursement rate fluctuates as it is tied to the current federal rate. Today it is .485/m

**Government Relations** (Barbara Ingrassia): Patriot Act has been the primary subject. Patriot success is attributed to ALA.

**Marketing** (Len Levin): developed a marketing brochure for NASHL. This was taken to a fair at Simmons and was well received. He will also distribute the brochure to URI and CT in 2006.

**Membership** (Penny Glassman): 227 members up from 206 last year. 10 student members. Renewal notices to go out in December.

**Nominating**—nothing to report.

**Professional Development:**

Discussion: The board discussed whether this should be a separate committee rather than be the responsibility of the secretary. It could be an ad hoc appointment.

Action: Janet Cowan has offered to take this position. This will be discussed at the next meeting.

**Program**

Discussion: The speakers are lined up for the annual meeting and it was agreed that a good program has been planned.

Action: More to report at the next meeting.

**RML report:** Questions were received. GoLocal has been formally launched. Vermont is making a move with GoLocal. The RML will be closing out the contract in preparation of the new contract. Javier reported that the budget for the new contract may be smaller.

### **State Reports:**

#### **ARIHSL**

Reported that the paper clips containers left over from the annual meeting will be donated to a middle school in Providence when several librarians talk to school groups.

**CAHSL**—see handout.

**NH/Vermont:** Regional cancer center has been formed that brings together several librarians who are providing information to patients.

**HSLIC:** Maine Medical hosted a webcast and provided OVID training.

**MAHSLIN:** is working on their strategic planning project. Small groups will be working with a consultant. A contract with STATref is to be negotiated. The annual meeting is on April 28. The board is working on a logo.

### **Old Business:**

**Meeting dates** for the coming year are March 3, 2006 and a week later for the snow date, June 2, 2006, September 8, 2006, December 1, 2006 and a week later for the snow date.

### **New Business**

#### **Review of last year's goals:**

1. Mentoring—we will focus on the website, which will also include Professional Development Fund Information.
2. Membership—we hope to encourage New England medical librarians and library school students to join.
3. NAHSL Website—we want to energize the design of the NAHSL website. Ed Donnalld accepted the mandate to revamp the design.
4. Majors Award—we plan to apply in 2005, focusing on our ongoing use of a professional conference planner.
5. Group purchasing—we will re-examine the concept of group purchasing and shared resources across the region.

### **New Goals:**

1. Explore ways to share information and elicit expert opinions on “Hot topics” by creating a members-only website or blog. NAHSL members could post comments or reports about library resources or comparisons of different online and print products

Action: Penny will work with Ed to create a blog and will report back in March.

2. Answer member questions on how the NAHSL treasury is spent by creating a one page brochure showing benefits of membership.

Action: Len, Penny and Mark will work together on this.

3. Explore the use of technologies to support distance education.

A. Develop more extensive and accessible professional development/educational programs for our members. For example, Ed is creating an instructional tutorial on blogging and RSS.

B. Explore the use of teleconferencing, NLM's macro breeze, WebCT and other means of providing convenient access to continuing education programs.