

NAHSL Executive Board Meeting
March 5, 2004
Regional Medical Library
Shrewsbury MA

Present: Kathy Brunjes, Happy Copley, Janet Cowen, Janet Cramer, Ed Donald, Lida Douglas, Carole Foxman, Penny Glassman, Shirley Gronholm, Barbara Ingrassia, Patty Kahn, Len Levin, Jill Livingston, Joan Yanicke

Len called the meeting to order at 10:33 am.

Announcements

Len announced that we were starting a half hour late so that Janet Cowen could get here after an important meeting at Maine Medical Center.

Chair's Report

Len reported that the Scholarship Task Force is working to broaden the appeal of the scholarship offerings. This year we are offering special MLA Awards covering a full early-bird registration to help those who might be attending the MLA Conference in Washington DC. The Scholarship fund has been renamed the "Professional Development Fund." The Task Force will continue to work to achieve consistency and efficacy in awarding scholarships.

Secretary's Report

Action: Minutes of the December 5, 2003, Board Meeting were accepted as presented.

Treasurer's Report

Discussion: Fran presented the annual report for 2003. Figures show that NAHSL is currently spending \$6,000--\$7,000 more than we are taking in.

Action: The Board agreed that this overspending was in line with our mission of supporting the education of our members, but that the Board should keep an eye on this trend. The report was accepted as presented.

Committee Reports

Archives

Discussion: Carole asked if she should print off items on the NAHSL website that have no print counterpart anywhere else, for storage in the Archives. The Board agreed that this would be a good practice to institute.

Action: Carole will write up a procedure to add to the Archives section of the policy & procedure manual.

Discussion: Kathy mentioned that she had found several conference packets in her office.

Action: Kathy will pass various packets on to Carole for the Archives.

Discussion: Carole recently bought 25 archival boxes and wondered if anyone would like some?

Action: Janet Crager said that ARIHSL would be interested in a few.

Bylaws

Discussion: Patty reported she has changed the Appendix to the policy & procedure manual, to reflect who has the authority to sign checks for NAHSL. She will add the new procedures for the renamed Professional Development Fund to the policy and procedure manual.

Action: For informational purposes only.

Chapter Council

Discussion: Shirley sent an Annual Report to Chapter Council, detailing the events of the year; she also gave a copy to our Archives.

Action: For informational purposes only.

Discussion: Shirley presented a lengthy report on Chapter Council's debate about what to give away at the Chapter Council table at the MLA Conference. In the past they have had small US maps to place on a badge. The Chapter Council list was debating between ribbons and stickers; sought a chapter vote.

Action: Patty made a motion that NAHSL vote for colored stickers with the chapter name on them. Board voted in favor, and approved \$100 to be donated to help with purchase of stickers.

Conference '04

Discussion: Kathy announced that program is all set and meals are planned. Budget has been turned in to Fran. In April we will work on the pre-registration form. Hotel rates will be very reasonable and Kathy urged everyone to check out our website for information about our conference.

Action: For informational purposes only.

Conference '05

Discussion: Janet Crager reported that Rhode Island committee has a signed contract with the Westin Providence. They are having a meeting of the conference planning committee next week and will be truly revving up to get the work going. Dates are September 24-27, 2005.

Action: For informational purposes only.

Conference '07

Discussion: Janet Crager told us she had been approached by NY/NJ and UNYOC chapters about planning a joint conference in Lake Placid or some other central location. Since contract had already been signed with the Westin Providence, this was not feasible for 2005. Len asked the Board if we could pursue this idea for 2007, when conference will be responsibility of Vermont.

Action : The Board told Len this was an excellent idea and to follow up with contacts in the other two chapters.

Credentialing (MLA)

Discussion: Joan is going to help Lida to design a segment of the website, to be known as Professional Development, which will include links to AHIP credentialing, mentoring, and new information about the Professional Development Fund (scholarship). They would like to have a list of chapter members who are AHIP. Penny will investigate whether the membership list has this information readily accessible. Joan encouraged everyone to sign up to be a mentor at the MLA website.

Action: For informational purposes only.

Education

Discussion: Andy could not attend and did not send a report. This week the Education committee is planning the MLA teleconference in several sites around the region: Worcester, Boston, Vermont, Hartford, and Augusta. Fall CE courses for the conferences are coming together: Concepts in Neurology, Target your Customers, Project Management, possibly EBM or electronic journals, and a Tuesday afternoon course at Maine Medical Center's computer lab in Portland, taught by Donna Berryman.

Action: For informational purposes only.

Electronic Communications

Discussion: Lida had nothing major to report. She has been mounting materials as they are sent to her. She would like to have more news from the state representatives to put in the news area of the website.

Action: The Board decided that the State Reps should send news items to Lida once a month for this segment of the website (or email her that there is nothing new). Lida will touch base with state reps to remind them of this duty.

Finance

Discussion: Fran reminded everyone that NAHSL follows the Federal mileage reimbursement rate. It has gone up to \$.375 per mile as of January.

Action: Fran will ensure that the check request form has been changed to reflect the new rate.

Discussion: Fran presented proposed budget for 2004. (See attached report). Shirley asked that \$500 be added to Chapter Council budget since our Policy & Procedure Manual stipulates that Chapter Council rep and Chapter Council alternate each receive a \$250 stipend to help with their MLA expenses. (This is so they can attend meeting scheduled prior to conference). Another \$100 was also added to help with Chapter Council sticker production for this year's MLA conference.

Action: The Board approved the proposed budget with additional funds for Chapter Council.

Discussion: Len charged the Finance Committee to be vigilant about watching our spending as recent trend has shown we are spending more than we take in.

Action: This will be discussed at the next Finance Committee meeting.

Government Relations

Discussion: Barb reported that we continue to monitor the Patriot Act. A Federal judge recently declared a portion of the Act unconstitutional. A new website that might prove

useful for seeking government grants is <http://www.grants.gov>.

Action: For informational purposes only.

Marketing

Discussion: Jill reported that Lida has posted the Marketing Newsletter on the website. Marketing Committee met on February 20. They decided to offer a CE class at the NAHSL 2004 conference entitled, "Create your own customized marketing plan to target your info center's customers," with Kathy Dempsey.

Action: For informational purposes only.

Discussion: The Committee decided not to produce a newsletter in 2004, but rather to increase information on the NAHSL website related to marketing.

Action: For informational purposes.

Discussion: Jill presented an idea from Carolyn Paul, a member of the Marketing Committee, that NAHSL do a bulk purchase of generic marketing material, so that small libraries might be able to afford such products and add their library's name, etc.

Action: The Board told Jill that the Marketing Committee could look into this possibility further.

Discussion: The committee will be offering a swap meet again at NAHSL 2004, which may include an electronic poster showing high quality library websites. Possibility was raised of offering a prize for "best in show" among those contributing to the swap meet.

Action: Kathy will make sure that Marketing has a table for the swap meet at NAHSL 2004.

Membership

Discussion: Penny reported that to date we have 102 paid members for 2004. She will send a reminder to the listserv next week.

Action: Informational purposes only.

Nominating

Discussion: Ed reported that he is looking into finding a Conference Chair for 2006.

Action: Informational purposes only.

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Professional Development Fund

Discussion: Happy reported that so far we have three applications for the special MLA 2004 award. Deadline is March 22 and the ad hoc Professional Development Fund Task Force will evaluate applications and notify the winners.

Action: Happy will send out a notice reminding members to apply for the MLA award next week.

Program

Discussion: Janet Cowen told us that plans are well underway for an exciting program for NAHSL 2004. In keeping with our theme of "Sea Change: Riding the Tides," there will be thought provoking, motivating, and practical sessions on a variety of interesting and informative topics. Keynote speakers will be: **T. Scott Plutchak**, Director, Lister Hill Library of the Health Sciences University of Alabama at Birmingham and Editor, Journal of the Medical Library Association. Mr. Plutchak will open the conference with a talk entitled

“Our Revolution Is Just Getting Started.” He’ll share his ideas on the shape of the future for the librarians of the 21st century. **Sue Stableford**, Director of the Maine AHEC Health Literacy Center at the University of New England in Biddeford, Maine, is a health educator, trainer and consultant with a rich and varied background specializing in vibrant plain language for clear health communication. We’ll hear from her on librarians and health literacy. There will be a range of selections for Monday afternoon concurrent sessions. These will include a continuation of the discussion of the **model library of the future** with Scott Plutchak, a fascinating program on **telemedicine aboard the Seaboard V to Maine’s remote islands** with Sharon Daley, R.N., an **MLA Open Forum**, tentatively titled “Issues in Managing Electronic Resources – Why is this Important to Healthcare?” with Joanne Marshall, and a current and relevant presentation by Lynn Fortney on **collection development in an electronic era**. Tuesday offers a panel of novelists discussing how they use health sciences libraries for their writing: **Tess Gerritson**, author of medical thrillers *Harvest*, *Life Support*, *Bloodstream*, *Gravity*, *The Surgeon*, *The Apprentice*, and *The Sinner*; **Kate Flora**, with six mysteries in the Thea Kozak series, as well as a stand-alone suspense novel, *Steal Away*; and **JS Borthwick**, who pens mysteries featuring professor and amateur sleuth Sarah Deane and love interest Dr. Alex McKenzie. We are hoping to have signed copies of their books for the scholarship raffle. In addition, there will be updates from MLA, NLM, RML, QuickDoc, Docline, EFTS, and HSLIC’s Maine Ariel Grant.

Action: For informational purposes only.

RML Javier reported that the new consumer health subcontracts were awarded. An RFP is out for MedlinePlus Go Local, but no funds are involved in that effort. Outreach RFPs will be announced this spring. The ILL Conference will be held on May 14; speakers will include Jonathan Lord from UVA and Barbara Priest from the Boston Library Consortium. NLM will soon allow the resource libraries to raise their ILL charges if they can prove that their costs have risen. Mark Goldstein is on a medical leave until mid-May.

State Reports

ARIHSL Janet Crager says that Lifespan and Brown received grants from the RML for consumer health; they will be holding classes in consumer health information for all types of librarians. Friday, May 7 is the Library Futures Conference in Warwick, Rhode Island. All librarians across New England are invited. ARIHSL continues the project of adding their holdings to the HELIN database; training sessions are planned for spring.

CAHSL In Evelyn’s absence, Jill reported that their last meeting involved a discussion with EBSCO about consortial buying. At their next meeting they will be examining electronic journals.

NH/VT Claire could not attend but sent a brief report. Thursday, April 15 they will hold their Spring Meeting at the Quechee Club in Quechee VT. Paulette Fraser from Catholic Medical Center in Manchester will discuss Nursing Informatics; Walter Brown from the National Library Alliance will discuss his electronic products; Bill Garrity from Dartmouth will examine copyright issues.

HSLIC Janet Cowen reported that HSLIC has created a promotional brochure for the consortium. Copies of the brochure will be distributed to prospective members, and will be made available at various conferences and meetings. Some HSLIC members have been participating in a trial of [Journals@OVID](#). While the full database is available for the trial, the intention is to select one or two widely used titles for consortial purchase. The MLA teleconference on Expert Searching will be hosted by the Togus VA Library on March 10. On the Ariel grant, installations have been completed in six of the ten Year One libraries. Having an IT consultant has helped tremendously. The marketing consultant has developed a flyer, a brochure, press releases, and e-mail messages that can be used for promotional activities. When completed, these will be posted on the HSLIC website.

MAHSLIN The annual meeting is scheduled for April 15 at the Wyndham Westborough in Westborough MA. Anne Washburne (formerly of LL Bean) will present a program on customer service skills. Nancy Bennett from Harvard Medical School will discuss differences in learning styles and Nancy Houfek from the American Repertory Theatre will offer tips on presentation skills and better use of the voice. The Massachusetts Medical Society is still debating the MAHSLIN proposal to have MLA's hospital library standards as part of the CME accreditation. On March 17, two MAHSLIN board members will be talking about health sciences librarianship at David Ginn's Medical Librarianship course at Simmons.

Old Business

Recruitment/Mentoring – Shirley had passed around copies of the MLA survey on Recruitment to all Board members. Joan will examine it to see if there is any material in it that would be appropriate for the new Professional Development segment of the NAHSL website.

New Business

ILL Meeting – Board discussed providing support to the RML for their annual Interlibrary Loan conference. The Board voted to provide \$750 in support for the meeting costs. NAHSL will be listed as a sponsor.

State Representatives & NAHSL news – state reps should be sending monthly news items to Lida for posting on the “news” segment of the NAHSL Website. Len will remind those reps who could not attend this meeting to do this on a regular basis, on the first of each month.

Benchmarking - The Benchmarking Network Editorial Board has been appointed by Pat Thibodeau, MLA president. Chair is Michelle Volesko; members are Jeannine Cyr Gluck, Rosalind F. Dudden, Debra C. Rand, Melissa L. Just (Chapter Council Liaison), Jim Shedlock (AAHSL Liaison), Michelynn McKnight (Board Liaison), and Kate Corcoran as staff liaison. The editorial board is currently in FINAL TESTING of the data entry site for 2004. In mid-March, the site will be open (with much fanfare). MLA will issue a FOCUS announcement when the site is live and will send a snail-mail postcard to institutional members encouraging them to enter data. They will post the period for data entry, which is

expected to allow at least 2 months for data entry. The 2004 benchmarking data entry is significantly different in that it will allow ALL NON-AAHSL LIBRARIES (not just hospitals) to enter data. Special profiles have been developed for hospitals, systems, libraries serving research institutions, and health association libraries. A generic "all other libraries" profile will help MLA further develop the profiles and other questionnaires in the future. With a few minor (mainly system) exceptions, anyone who added data last year will see their "old" data when they enter the site to fill in the various questionnaires. As soon as the site is ready, Kate will email the BCE's so we can notify our various chapter lists. Printable worksheets for data gathering are available on the MLA (members-only) Benchmarking site, found at <http://www.mlahq.org>

Lindbergh Research Fellowship Endowment – The Board discussed how to support this endowment as per the request from MLA. Topic was tabled until the June meeting. Another issue was raised: use of funds raised at the Scholarship raffle at the conference; if we do a joint conference in 2007, we must be clear about financial issues such as scholarship fundraising before the conference starts.

Next Meeting: June 4, 2004 at 10 am, in Shrewsbury, MA.

Meeting was adjourned at 2:05 pm.

Respectfully submitted,

Happy Copley
NAHSL Secretary

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