

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

Present: Fran Becker, Kathy Brunjes, Happy Copley, Janet Cowen, Carole Foxman, RuthAnn Gildea, Penny Glassman, Shirley Gronholm, Patty Kahn, Len Levin, Jill Livingston, Evelyn Breck Morgen, Joan Yanicke

Len called the meeting to order at 10:03 a.m.

Chair's Report

Len announced that the NAHSL gathering went as scheduled on the Monday evening of MLA, at an Ethiopian restaurant near the Hilton. About 20 people joined the group.

He also attended the MLA Chapter Chair orientation and turned materials over to Kathy. The package included the MLA goals.

We had our marketing postcard and our website at the Chapter Council table, which generated some interest.

The mini-medical-school project that we submitted for the Majors Award won an honorable mention and Len circulated the certificate. Carole took the certificate for the Archives.

Shirley announced that the chapter that won the Majors prize was the Pacific Northwest chapter for their Survey Monkey tool.

Secretary's Report

Action: Minutes of the Board Meeting of March 5, 2004 were accepted with minor changes.

Treasurer's Report

Discussion: Fran circulated the Treasurer's Report, showing that the budget is right on track.

Action: The report was accepted as presented.

Committee Reports

Archives

Discussion: Carole had no report. She mentioned that she had received conference packets for all the years that were missing from Archives.

Action: For informational purposes only.

Bylaws

Discussion: Two changes were made to Policies & Procedures: printing and keeping material from the website for Archives; reimbursement for members requesting to go to MLA a day early due to committee assignments. Patty and Joan are discussing language for some of the Board members who are not covered for expenses when they are required to go to MLA; they will get back to the Executive Board on that issue.

Action: For informational purposes only.

Discussion: Rob Mackes from the NY/NJ chapter asked us if we had formal guidelines on co-sponsoring events with member libraries. We do not have a policy in place.

Action: Len will get back to Rob.

Chapter Council

Discussion: Shirley reported that Pat Thibodeau gave a report to Chapter Council; MLA is starting project on status of librarians in hospitals (job loss etc.); benchmarking, encouraging chapter members to input data, particularly small hospitals; MLA always wants a period of time to have open forums at chapter meetings; Joanne Marshall is incoming president, focusing on scientific evidence to improve library services; importance of dues increase, as it only covers 22 percent of MLA costs; issue of electronic voting—must be sure election will not be challenged—will have to change bylaws to say ballots are distributed rather than mailed. Carla Funk's report mentioned new Advocacy Toolkit coming out on electronic publishing. Next year's MLA Conference is May 14-19 in San Antonio (Sunday to Thursday); MLA members will get forms to fill out to comply with new law requiring prior permission to fax to individuals. Note that all issues of BMLA are now on PubmedCentral. Asked that MLAFOCUS reports be forwarded to local chapter lists. MLA is looking into electronic means of keeping track of AHIP credits. According to latest salary surveys, those with AHIP earn more than librarians who are not in AHIP. Chapter meetings should send invitations to MLA Board members early—MLA will pay for one MLA Board member and a staff member to go to the regional meetings, plus MLA will pay an exhibitor's fee. The Nursing Section of MLA is looking into offering a list that would replace the Brandon-Hill nursing list. Doody's will also be producing a medical list, and will charge for theirs. September 22 is next MLA teleconference, on licensing electronic products. MLA staff is working on developing an Expert Searcher certificate similar to the one for Consumer Health. MLA is trying to get CCC to reduce proposed fee from \$3 to \$1. MLANews chapter column editor is needed. Credentialing committee is looking for credentialing mentors, who can earn AHIP credits for doing this. Article appeared in JMLA recently about a survey showing that MLA members did not think there was benefit to AHIP membership;(AHIP memberships cost increased from \$175). It has been decided that Chapter Council Roundtable facilitators and recorders will earn AHIP credits. There were 45 to 47 Topic Tables at the MLA conference, with over 300 participants signed up. Next year there will be no onsite registration for Topic Tables. The MLA website has been redesigned. Jay Daly won in the election to be on the ballot to be elected to the Nominations Committee. MLA encourages chapters to link up with library schools and informatics programs in their region. Those in the Hospital Library Section who serve on local and regional committees will be added to Scroll of Exemplary Service; they received a certificate at MLA.

Action: Shirley will put the Scroll of Exemplary Service on the Professional Development segment of the website for everyone's information. Carole will capture for the Archives.

Conference '04

Discussion: Kathy announced Conference 2004 planning is coming right along—website has the updated list of vendors who are coming and other details. The artist who sold us the painting for our logo is giving us letterhead and other products to help with conference promotion. The painting will be a silent auction at the Monday evening Banquet. Pre-registration packets will be mailed first week of July.

Action: For informational purposes only.

Conference '05

Discussion: RuthAnn Gildea said their committee met April 20. Dates for conference are September 25-27, 2005 at Westin Providence. They have assigned most of the committee chairs.

Action: For informational purposes only.

Discussion: Evelyn said that Nancy Goodwin has volunteered to be Program Chair for Connecticut and would be glad to help Rhode Island with their programming in advance of her stint with Connecticut.

Action: For informational purposes only.

Conference '07

Discussion: Len reported that there is still interest in a joint conference. When he finds someone to serve as VT/NH person to be conference chair, he will encourage him or her to start talking to UNYOC immediately.

Action: For informational purposes only.

Credentialing

Discussion: Joan asked Penny if there is any way to have credentialing details added to the membership list. Penny says there is a field that can be used. Patty mentioned that the Attendee List at MLA left off her AHIP designation. Joan suggested Patty contact Lisa Fried to see about correcting this.

Action: For informational purposes only.

Education

Discussion: Andy could not attend. Kathy reported that the continuing education for the conference is all set and is shown on the conference website.

Action: For informational purposes only.

Electronic Communications

Discussion: Lida could not attend and did not send a report. Joan asked if there was anything on website about recruitment? She suggested that the new page about professional development would be a good place for adding a list of library schools and schools of informatics.

Action: Joan will work with Lida on the recruitment piece of this new webpage.

Finance

Discussion: Fran attended Chapter finance meeting at MLA. Talked to Ray Naegele of MLA about our tax status; apparently we have not joined the group tax filing for MLA, which most chapters do. (We have always paid a local CPA and done Federal tax filing directly.) We can still file for 2003 with MLA because they do it in September. This would be much simpler than doing an individual chapter filing directly with the IRS. There is no charge to do this, whereas we pay our local accountant. Ray is also looking into our status with the state of Connecticut (where we are incorporated). Apparently we haven't filed any state taxes for the last 6 years at least—nor have we filed an annual report with them. We need to check to see if we are still incorporated in Connecticut. If not perhaps we should incorporate in Illinois to ensure that MLA will take care of all details—but Illinois has taxes to pay.

Action: Fran will wait to hear from Ray on taxes and state issues and then will call a Finance Committee meeting. Will report back to the Board in September.

Discussion: Fran says other chapters are worried about using Paypal for paying dues as they have access to one's checking account. Fran reported she keeps little money in the checking account so as to minimize our risk.

Action: For informational purposes only.

Government Relations

Discussion: Barb Ingrassia could not attend and sent no report.

Marketing

Discussion: Jill reported that the original presenter for the marketing CE course had backed out. Jill contacted Anne Caputo from Factiva who agreed to teach the class entitled, "Beyond Marketing."

Action: For informational purposes only.

Discussion: Jill had not yet gotten the postcard printed, but she had final product to show the Board. She will be arranging for printing it this month. Her committee is also working on redesigning the marketing segment of the NAHSL website -- goal is to have it ready by 2004 conference.

Action: For informational purposes only.

Membership

Discussion: Penny reported that we have 171 members as of May 25. Down about 30 from same time last year. May be due to the use of email reminders or downsizing of staff.

Action: She will send another reminder to those who were members from 2002 onwards next week. Len will ask State Reps to see about adding the question "Are you a NAHSL member?" to state chapter renewal forms.

Discussion: Penny attended the chapter/section membership meeting at MLA and found that many of the chapters were having declines in membership numbers.

Action: For informational purposes only.

Nominating

Discussion: Ed could not attend. No report.

Professional Development

Discussion: Happy reported that ultimately we spent \$1805 to help six members attend MLA in Washington DC. MLA will bill us directly for these awards this month. Happy also read a note from Amy Frey thanking us for her award to go to MLA.

Action: For informational purposes only.

Program

Discussion: Janet Cowen reported that the conference program is fully set. She will have a full bibliography of our presenters with our conference materials.

Action: For informational purposes only.

RML

Discussion: Javier could not attend so Penny gave the report. Today is the deadline for proposals for the Access to Healthcare Information RFP. Outreach to Consumer/Public Health will be issued later this summer. Contract Year Four has been approved—Internet connectivity, electronic document delivery (\$2000 this year), technology awareness (up to \$10k), and express outreach (exhibiting at meetings), sister libraries, research. Also in this contract year will hire a contract person to assist libraries in writing proposals for funding. Coordinators activities include: Michelle has been doing training at public libraries; four consumer health-related classes were developed by NLM; she will be coming to Maine this summer to teach those classes; Mark is doing DOCLINE training around the region; Donna is doing PUBMED training around the region. Resource Sharing Day was held May 14 and had close to 70 attendees. The RML thanked NAHSL for their support of this one-day conference.

Action: For informational purposes only.

State Reports

ARIHSL RuthAnn reported that they're having final meeting of the year on June 16. New slate of officers, Deb Perozzo is new president. ARIHSL is looking at membership, two new members have joined : Salve Regina and Johnson & Wales. They're also looking at electronic database access through associate membership in HELIN. Westerly Hospital has hired a part-time MLS-prepared librarian.

CAHSL Evelyn reported that the CAHSL Annual Meeting will be in Wallingford next Thursday, Daniel Dollar is new president, Anne Marie Ramona is VP/Chair Elect, Janene Batten is Secretary, Linda Ann Kaczmarczyk is Treasurer. Susan Keane Baker spoke on customer satisfaction at meeting on April 15, 2004.

NH/VT Claire LaForce did not attend or send a report.

HSLIC Janet Cowen reported HSLIC had their Spring Meeting on May 7 at Husson College in Bangor, which Len attended. Jan Glover gave a presentation on research and nursing resources. Togus VA Hospital has combined their physician and patient libraries. The Ariel grant has added 10 libraries so far, we have submitted year one report to NLM, by

end of year hope to have 12 libraries. Maine Libraries conference will be held October 17 to 19 and several papers have been submitted from HSLIC members. Maine Hospital Association Recognition Luncheon will be held June 25 at the Samoset Resort in Rockland, at which Nancy Greenier (former NAHSL Chair) will receive the Cairns Award.

MAHSLIN Cindy could not attend as the MAHSLIN meeting was on the same day as this meeting. Their Annual Meeting will be held at the Windham Westboro. Jill reported that Jeanine Gluck said that the Massachusetts Medical Society (MMS) had turned down their efforts to get the new Hospital Library Standards adopted – Jeanine and Anne Fladgler had MLA write a letter directly to the MMS. In response, the MMS has agreed to re-examine the issue.

Old Business

Benchmarking –Janet encouraged everyone to contribute their statistics to the MLA Benchmarking project. She will put another reminder on the NAHSL listserv. Deadline is end of June.

Lindberg Research Fellowship Endowment contribution – At our last Board meeting we decided that giving the MLA Awards would be our first priority. Board recommended that for this year we keep Professional Development Funds for local awards.

News for the Website – Len reported he had sent an email to state reps so that they would send local news once a month to Lida for website. Will charge Ed Donald with concentrating on this effort

New Business

Annual Business Meeting – Janet reminded Len that the NAHSL Business Meeting would only have 45 minutes at the conference. Len will put together a PowerPoint presentation with highlights of the year to show what has been happening in NAHSL.

Open Access – What should we do about this issue? A section on the NAHSL website about scholarly communication? Let's not lose a good relationship with publishers? Very controversial subject—The Board has opted to wait and watch what happens with MLA and continue discussion on Board level.

Group Purchases – Patty asked about the situation vis-à-vis group purchases of e-journals, databases, etc. Jill said that the Boston Library Consortium was very slow at deciding what to purchase and because they have a wider representation than just medical libraries are not always as responsive to our needs as NAHSL members might wish. Joan will contact NELINET and see about group purchasing. Evelyn will contact Robin Hassig or Amy Frey who were responsible for group purchase effort for CAHSL.

Next Meeting: September 10, 2004 at the RML offices in Shrewsbury, Massachusetts.

Meeting was adjourned at 1:34 pm.

Respectfully submitted,

Happy Copley
NAHSL Secretary

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