

**NAHSL Executive Board Meeting
Regional Medical Library
Shrewsbury MA
December 3, 2004**

Present: Janene Batten, Fran Becker, Kathy Brunjes, Happy Copley, Janet Crager, Ed Donald, Penny Glassman, Mark Goldstein, Shirley Gronholm, Cindy Hutchison, Barb Ingrassia, Len Levin, Patty Kahn, Joan Yanicke

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

Announcements

Kathy welcomed everyone and asked us to go around the room and introduce ourselves.

Kathy announced that we would go right into a discussion of the Goals for 2005 after the first reports.

Chair's Report

Discussion: Kathy has asked Len to do the MLA mid-year report (formerly known as the MLA mid-winter report). She proposed that it would make more sense since activities over the last few months were mostly the responsibility of the Past-Chair. Kathy asked if we could change procedures so that this report is listed as a duty of the Past-Chair.

Action: Joan moved that we officially make that change in the Policies & Procedures Manual. Motion passed unanimously. Len will prepare the report with assistance from Kathy and other Board members as needed.

Secretary's Report

Discussion: Happy passed around the minutes from the abbreviated Executive Board meeting at Sebasco Harbor Resort on October 3, 2004.

Action: Minutes of the October Board Meeting were accepted as presented.

Treasurer's Report

Discussion: Fran passed around the Treasurer's Report. The current balance of \$89,000 is about the same as last year at this time.

Action: Patty moved to accept the Treasurer's Report. The report was accepted as presented.

Goals 2005

Discussion: We reviewed our goals from December 2003 for the year 2004:

1. Scholarship efforts were enlarged and moved into the new Professional Development Fund. Board feels we have met that goal. (Shall we continue to progress from here? How?)
2. Mentoring – Joan feels that this is an ongoing effort, how will we address it each year? Will be ongoing.
3. Majors Award – Len submitted our efforts in Professional Development Fund activity as our Majors Award nomination (instead of our ongoing use of a professional Conference Planner—shall we use the conference planner idea for next year?).
4. Credentialing – Joan has been working on our webpage; will continue to work on the details.

From there, we discussed goals for 2005:

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 Donald 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.

Action: The Board approved these five goals above for 2005.

Committee Reports

Membership

Discussion: Penny's report was given early, as she had to leave the meeting. Currently NAHSL has 210 members vs. 237 last year. Penny has requested a list from MLA of all MLA members in region. She hopes to pursue those who are MLA members, but not NAHSL members.

Discussion: Evelyn proposed that we offer free student memberships for those enrolled in library science or informatics programs.

Action: The Board approved this concept. Joan will be adding this to the section of the NAHSL website on which she is working (See below under Mentoring).

Discussion: Membership renewals are due to be sent out. This will include those offering to serve on committees; Penny will ensure that names of interested members go directly to the relevant committee chairs. Janet suggested that a question on renewal forms ask if people are not renewing, why not.

Action: Penny will send out renewals as an announcement on the NAHSL listserv.

Dues will remain at \$30 and deadline will be March 31, 2005.

Discussion: Fran mentioned that we used Activa for paying for online Conference registration, and Paypal for paying for online membership renewal. The Finance Committee discussed this during their meeting in October. The Paypal fee \$1.17. For Activa it would be \$2.18 -- a hefty difference. However there have been complaints with Paypal, as that company sets up an account and tracks email addresses. At their most recent meeting in October, the Finance Committee proposed that we discontinue the Paypal service. Only 15 people used it last year for membership renewal.

Action: Penny moved that we discontinue use of Paypal for online membership renewal. Executive Board voted to discontinue Paypal for membership renewal. NAHSL will still use Activa for online Conference registration.

Credentialing/Mentoring

Discussion: Joan requested that she could give this report before Penny left. Joan passed around a tentative first draft of a Recruitment webpage. This page would announce a free membership for students. She is building a list of library science schools in New England. Would like to list student rates for conference registration and CEs.

Action: Joan will add a section to the website that shows the free student membership, and it will mention (generically) that students get reduced rates on CE and conference registration.

Archives

Discussion: Carole could not attend. Kathy reported that Carole did receive all copies of various conference binders from Maine, so that she now has all conference materials up to date in Archives. (Three copies of pre-registration and final packets are required for the Archives.)

Action: For informational purposes only.

Bylaws

Discussion: Patty mentioned that in the Policy & Procedures Manual the MLA mid-year report is still called the "mid-winter report."

Action: Patty will fix this and will move this report from the segment on the Chair's responsibilities to the Past-Chair section.

Chapter Council

Discussion: Shirley asked about the MLA proposal that chapters provide funding for free ticket for new members for topic table luncheon at MLA. Cost is \$25. MLA has given \$400 towards this effort for new members. MLA asks if chapters want to donate any funds.

Action: Evelyn moved that we donate \$50. The Executive Board voted to approve this with 13 yeas and 2 nays.

Conference '04

Discussion: Kathy announced that she does not have a complete conference report packet to pass on to Janet Crager and Janene Batten, as three Maine committees have not quite finished their reports. Final registration totals were 138 full conference, 11 Monday only, one Tuesday only, and one student.

Action: For informational purposes only.

Discussion: Kathy said that we may have lost about \$500 in the conference budget, although final numbers are not in on every account. Add-ons for hospitality, audiovisuals, and Activa fees could be responsible for close level of income and expenditures. Sponsorship enthusiasm from vendors was down sharply, but we raised \$13,260, which was a considerable amount. Kathy and Patty urged Janet Crager and her Rhode Island committee to start early on fund-raising. Board members urged next conference chairs to examine fees for vendors.

Action: Janet Crager said that Tovah Reis is already working on fund-raising. Her committee will examine the vendor fee schedule and consider raising it if other similar conferences are doing so.

Conference '05

Discussion: Janet Crager says that her committee has put together a logo based on the "Rx" symbol for prescriptions. Her team is looking at speakers on evidence-based medicine. They have given \$1000 deposit to the RISD museum for the Welcome Reception, which is the whole cost for the space. They are lining up speakers on evidence-based healthcare for the program.

Action For informational purposes.

Conference '06

Discussion: Janene has Planning Committee in place, as follows: Janice Swiatek-Kelley (CoChair); Judy Spak (Local Arrangements); Evelyn Breck Morgen (Hospitality); Robert Joven (Registration); Kathy Stemmer Frumento (Vendors); Charlie Greenberg (Scholarship Table); Daniel Dollar (Publicity); Kenny Marone (Sponsorship); Ed Donnald (Webpage/Technology); Nancy Goodwin (Program); Hongjie Wang (Education); Denise Hersey (Evaluation).

Action: For informational purposes.

Discussion: Janene would like a finance person on her committee, and Kathy and Fran agreed with her. Fran recommended that whenever a conference committee member mails checks, he/she should send a confirming email to alert Treasurer.

Action: For informational purposes.

Discussion: Janene explained that the Connecticut committee has already begun working with Donna Wikstrand in surveying hotel sites. The coastal area was deemed too expensive. They are now examining two hotels in the Hartford area. Committee will be meeting as a group for the first time on December 17. Fran told Janene that mileage is reimbursed for committee meetings; the Federal mileage rate is increasing to \$0.405 for mileage reimbursement on January 1, 2005. Reimbursement is from place of business to meeting and back, not from home.

Action: For informational purposes.

Education

Discussion: Dina could not attend. Happy reported for Dina that general comments about CE classes at NAHSL 2004 were very positive. The CE committee is hoping to investigate a possible online course for the spring. They will also be offering any MLA Teleconferences that are scheduled.

Action: For informational purposes only.

Electronic Communications

Discussion: Ed is excited about revamping the website.

Action: He will be following up with Penny about the status of our URL and re-registering the URL for nahsl.org. He will begin new designs for the website and report back to the Executive Board at our next meeting.

Finance

Discussion: Fran emphasized how important it is to get proper signature authority on any reimbursement form. This is an auditable situation.

Action: For informational purposes.

Discussion: Fran would like to have everyone's actual budget amounts very soon so we can vote on budget at the March Executive Board meeting.

Action: Board members will email their budget projections to Fran in light of today's discussion on next year's planning and goals.

Government Relations

Discussion: Barb passed out the MLA Governmental Relations page for our reference.

Action: For informational purposes only.

Discussion: Congress has asked for 2.9 percent increase in NLM budget, final bill recommends about \$1 million more, and it is expected to be signed by President Bush in the next few weeks. This legislation contains the open access publishing provision that directs NIH to ask researchers to voluntarily submit electronically their final papers 6 months after their publisher's date of publication.

Action: For informational purposes.

Discussion: NIH received about 6,000 comments on its "Enhanced Public Access to NIH Research Information." Four out of five people agreed with the concept of having the research freely available. Two out of three responders liked NIH's idea that investigators submit their final papers to PubMed Central for posting 6 months after publication.

Action: For informational purposes.

Marketing

Discussion: Jill could not attend and sent no report.

Nominating

Discussion: Len asked for confirmation on who was up for election this coming year: Conference Chair '07, Secretary, Treasurer, Candidate to the MLA Nominating Committee. He urged all Executive Board members to think about possibly serving in these positions, or to let him know if they had a possible nominee from their states.

Action: Len will begin to network with the thought of filling these positions.

Discussion: Mary Ann Slocomb sent a note thanking everyone for the NAHSL Achievement Award.

Action: For informational purposes.

Professional Development Fund

Discussion: Happy read a note from Bette Bissonnette thanking NAHSL for the award

to attend NAHSL 2004. Happy asked the Board at what level we should be funding awards for this year. Fran said that the idea of setting up a foundation or a dedicated fund for professional development awards is really not feasible for a small nonprofit organization. Therefore we will continue to use our current funds only.

Action: Len moved that we fund eight MLA scholarships for this year. The Executive Board voted to approve this. Happy will formulate the 2005 Professional Development Fund budget line accordingly.

Program

Discussion: Janet Crager has been serving as Program Chair as their committee does not have one yet. Their program is centered around evidence-based healthcare.

Action: For informational purposes only.

RML

Discussion: Mark reported for Javier Crespo. Javier, Donna Berryman, Michelle Eberle, and others from New England are all attending an Outreach Symposium at NLM in Bethesda, Maryland. Funding will be available for Go Local projects for individual states, up to \$25K per state, to be announced later this month. Len will be glad to serve as a resource on Go Local, as he is working on the Massachusetts Go Local. Maryanne Blake from Pacific NW region is coming to New England sometime in late February or early March to teach a CE course on hospital evaluation and assessment. The RML wanted to thank all who offered feedback to the RML at various state meetings; there is a feedback form on the NER website. Penny is creating an updated version of the NER website, to debut next week. Concerning DOCLINE, NLM has finished their part of the software for matching DOCLINE with ILLiad; they are waiting for the ILLiad team to finish their portion. Mark will not be directly involved in the ILLiad project, but will try to help as he can.

Action: For informational purposes only.

State Reports

ARIHSL Janet Crager reported that ARIHSL is running consumer education classes under the RML grant. Classes are free of charge. Forty or so participants are attending each, many public librarians. Rhode Island hospitals' holdings are going into HELIN, the state database; there will be a training session this week. Town meeting will be held Monday, December 6; a state legislative commission will be soliciting advice on future library services.

CAHSL Evelyn reported that at a CAHSL program at October 21, 2004, Steve Cohen spoke about Weblogs and RSS (Really Simple Syndication) 101; he demonstrated ways to sign up for feeds of only the newest items that have come from various websites. On December 16 CAHSL will have a presentation by PRN Relief International, a volunteer organization that annually brings health services to Jamaica, British West Indies. Several CAHSL members are working on ideas for new classes at the Southern Connecticut State University Library Science Program. CAHSL is also offering free membership to all library science students.

HSL NH/VT Cynthia David sent a report. The Fall Meeting was held November 19 at White River Junction. They continued their reorganization by amending the Bylaws to reflect the new formation of the organization. During the meeting they celebrated the 25th anniversary of HSL NH/VT with a retrospective tribute by Bob Sekerak, Marty Fenn, Norma Phillips, and Linda Ford. A group photo was taken. Donna Berryman presented a PubMed Expert Searching class.

HSLIC Janet sent a report. The Fall Meeting was held Friday, November 19 at Bates College. Julia Whelan, Senior Librarian for Outreach Services at Partners HealthCare Boston, spoke on “Building Bridges: A Hospital Library and a Cancer Resource Room bring digital information to healthcare professionals and their cancer patients.” They also held a Panel Discussion on Patient Education. Maureen Fournier is organizing a meeting of those participating in MaineInfoNet on January 13, 2005. Since funding is available, the Ariel Grant Committee has decided to pay for purchasing Ariel 4.0 for all grant participants. This software update is expected to be out the third week of December.

MAHSLIN Cindy reported that a group of members is putting together an Expert Searching webpage, as part of the MAHSLIN website. They encourage everyone to look at it. In September, MAHSLIN had a Technology Day, targeted to clinicians and librarians. Some folks from the MAHSLIN Education Committee are working with the Massachusetts Medical Society and they requested them to prepare a tutorial. The Annual Meeting will be held April 28 at the Massachusetts Medical Society. MAHSLIN has sent out a resource survey to members, and received 36 responses so far. Jeanie Vander Pyl from Cape Cod is compiling responses. They are looking to get a service where one could get good discount, but also separate invoices. Doody’s Electronic Journal is the first product they are examining seriously. This is still very much in the negotiating stage. Cindy will go back to Jeanie and tell her that NAHSL could be interested. Joan reminded the Board that she is talking to NELINET about NAHSL getting some sort of pricing through NELINET, but this is still in the very early stages.

Old Business

Meeting dates for 2005 will be:

March 11 (snow date March 18)

June 3

September 9

September 26 (at conference in Providence, Rhode Island)

December 2 (snow date December 9)

New Business

Goals—see above.

Next Meeting: March 11, 2005 at RML Offices at Shrewsbury, MA.

Meeting was adjourned at 2:24pm.

Respectfully submitted,

Happy Copley
NAHSL Secretary

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