

NAHSL Executive Board Meeting
RML Office, Rose and Gordon Bldg
Shrewsbury, MA
September 7, 2001

Present: Marj Anderson, Kathy Brunjes, Happy Copley, Janet Crager, Ed Donnald, Lida Douglas, Marybeth Edwards, Carole Foxman, Barbara Ingrassia, Patty Kahn, Kim Lavoie, Len Levin, Jeanene Light, Jill Livingston, Alice Reed, Debbie Sibley, Mary Ann Slocomb, Joan Yanicke

Mary Ann called the meeting to order at 10:00 a.m.

There was a scheduled break in the Business meeting after the Conference 2003 report, for Elaine Martin to address the Board with RML news, staff, proposals in a power point presentation. Elaine reported that the RML is still looking/recruiting/interviewing for an outreach coordinator. The RML will continue to host the annual ILL/Document Delivery sessions in the Spring, and Elaine hopes that NAHSL will continue to financially assist with these sessions. Elaine distributed informational packets to Board members.

Announcements/President's Report

Mary Ann reported on the retirement reception that was held in honor of Marion Levine on Friday, July 27, 2001 at the University of Connecticut's Health Center Cafeteria. NAHSL presented Marion a gift certificate to Borders.

Mary Ann will begin her new position as Library Director at Rhode Island Hospital on October 1, 2001. Until then, please send emails to her home email account (maslocomb@hotmail.com).

IFLA was very successful. Tovah sends thanks to all NAHSL and medical library volunteers. The money that NAHSL contributed towards a Fellowship went into the general fellowship fund, since the Fellow we co-sponsored was unable to obtain a Visa to attend IFLA (Fellow as from China).

Mary Ann received an email from the upstate New York/Ontario Chapter of MLA, inquiring about a combined Chapter conference. Mary Ann forwarded this email to Len Levin (as NAHSL Conference Chair, 2003). Mary Ann informed the Board that she initially responded to the inquiry by outlining the rotation of conference sites within the New England states.

Mary Ann shared a request from Anne Conner, Northern New Hampshire Area Health Education Center (AHEC) that involves providing NAHSL members with a video produced by World Education entitled "In Plain Language". This video was produced at Harvard School of Public Health's Health Literacy Studies Center, and deals with the World Education's initiatives of raising awareness of health literacy. Distributing the videos to NAHSL members would involve sharing our mailing list with World Education. After a brief discussion, the Board decided to present this request to the membership during the annual NAHSL meeting, at the NAHSL 2001 Conference.

Minutes/Secretary's Report

Action: Minutes of the June 8, 2001 Board meeting were accepted as submitted.

Discussion: Kathy announced that she had NAHSL stationery and envelopes with her to distribute.

Treasurer's Report

Discussion: Marj distributed a written Treasurer's report; the interest rate on the CD went from 5.5% to 3.25% this past year; income over expenses for this quarter was \$3,570.83; income over expenses for the year 2000 totaled \$15,554.11. The treasury is in "good standing order" per Marj's report and our Taxes have been filed. The Annual Treasurer's Report needs to be posted now for Conference 2001.

Lida asked Marj about the total balance in the NAHSL savings, checking, Money Market and CD, and whether or not NAHSL could continue its tax exempt status. Marj replied that as long as NAHSL continues to sponsor CE and awarding scholarships, we can continue as a tax exempt organization.

Action: Marj will submit an Annual Report for Conference 2001.

The Board approved the Treasurer's report.

Committee Reports

Archives

Discussion: Carole reminded the Board that email messages/correspondence are not archived. The Archives Committee asks the Board to consider changing the title of online archives from "NAHSL Website Archives" to "NAHSL Electronic Archives"

Action: The Board approved the change in name to "NAHSL Electronic Archives".

Discussion: Carole posed the question of what materials should be included in the electronic archives? Should the Executive Board minutes be there? Debbie Sibley suggested a rolling current year posting of Board minutes (on the website) with previous years in the electronic archives. Carole passed out archive guidelines for print materials.

Jeanene asked Carole about a membership directory for the Archives: the webpage has the current membership, but the membership database is not on the web. Carole suggested that the Membership Chair print a membership directory every year and submit it to the Archives, and on January 1, when renewal is due, move the membership list of the past year to the electronic archives (i.e.: 2002 will be posted on the NAHSL webpage, and 2001 will go to the electronic archives, with print copy to the regular archives)

Action: Board approved this suggestion of where to post NAHSL membership lists.

Discussion: Lida and Jeanene announced that Norma Pellerin has resigned from Dartmouth, and there is no longer a newsletter person. Since most members receive news from the NAHSL-list or via emails, the newsletter may be a moot point.

Carole reported the need for the last Vermont Conference packet, for the Archives.

Action: More discussion will take place Re: Newsletter. Board members will look for extra copies of the last Vermont Conference packet.

Bylaws

Discussion: Mary Ann reported that Patty Kahn will be taking Debbie Sibley's place as Bylaws Chair.

Proposed Bylaws Revisions, 2001 were distributed to the Board. Mary Ann advised the Board that the proposed revisions are not truly bylaws, but are procedures, and therefore do not require a vote (Past-Chair duties).

Action: For informational purposes.

Chapter Council

Discussion: Janie Kaplan not present; no report.

Action: None.

Conference '01

Discussion: Ed reported that there are 23 confirmed exhibitors to date, and the Committee has collected \$12,000 in sponsorships. The next planning meeting is scheduled for September 10. The "Script" is being worked on, and Ed thanked Patty Kahn and the Maine Conference Committee for this. Ed reminded the Board that September 14 is the early bird registration deadline; Ed will remind the NAHSL membership via the NAHSL-list. Committee reports need to be sent to Ed by Monday, September 10 in order to have them in the registration packets, otherwise bring enough copies of the report to the NAHSL Business meeting. Ed stated that the Planning Committee hopes that the Business meeting will be limited to elections by having all Committee reports in the registration packet. Mary Ann needs to give Ed the Chair's report.

Ed asked Jeanene and Lida for a printed invitation to Conference 2002; Jeanene reported that the invitation is a power point presentation. Ed asked that the presentation be limited to two-minutes.

Action: Marj will confer with Jo-Anne to finalize Conference 2000 monies.

Conference '01

Discussion: Ed passed around a report. Mark Gentry and Gillian have been working on the conference website and it should be up soon. The Committee has selected a postcard for preconference announcement. The Committee will invite SLA members and some public librarians from local areas, as well as the NY-NJ Chapter of MLA. Preliminary food choices have been made. The Committee is creating a podium banner (a smaller version of the NAHSL banner); discussion ensued about the design of the podium banner. The Board recommended that words be justified to the left and the font for the first letter (N) be larger to emphasize the NAHSL acronym.

Action: For informational purposes.

Conference '02

Discussion: Jeanene reported for Karen Odat. The Grand Summit at Attitash is the location, and the dates for

Conference 2002 are September 22-24. All Committees are in place, and the Planning Committee is currently working on the program and entertainment.

Action: For informational purposes.

Conference '03

Discussion: Len reported that a small planning committee is in place, including Ann Fladger and Ann Tomes. The Sturbridge Host has been *tentatively* selected as the location, with date of October 25-27. Mary Ann reminded Len that upper New York/Ontario Chapter would like to be involved in the Conference, if possible. Len will contact that Chapter.

Action: For informational purposes.

Education

Discussion: Janet distributed the written Continuing Education Committee report for 2000-2001. She will add Fall 2000 Program titles to this report prior to the NAHSL 2001 Conference/Business meeting. Janet reported that one CE course for NAHSL 2001 has no registrants, and asked the Board how to proceed with this.

Action: For informational purposes.

Electronic Communication

Discussion: Lida reported that the NAHSL web page has been moved to the UMass server. Conference 2002 webpage will have color logo. Nothing new or exciting has been taking place on the NAHSL web page; discussion ensued about placing late breaking news items on the page, as a substitute for the defunct newsletter. More of this will be discussed during the Newsletter section of these minutes.

Action: No action required.

Finance

Discussion: Marj reported that the Finance Committee will meet during NAHSL Conference 2001.

Action: For informational purposes.

Government Relations

Discussion: Barb Ingrassia reported she forwarded important email notices regarding government relations throughout the summer. The current areas of interest are with NLM budget funding, and the fate of PubScience.

Action: For informational purposes.

Marketing

Discussion: Len announced that Jill Livingston has accepted the Marketing Chair position. Len discussed the mock-up of the NAHSL marketing postcard: there will be two versions for use - one with a return address on it for actual mailing purposes. Len asked what the return address should be. The Board determined that the Membership Chair address should be used.

Mary Ann thanked Len for energizing the Marketing Committee and welcomed Jill to the Chair position.

Action: For informational purposes.

Membership

Discussion: Jeanene submitted her resignation as Membership Chair; Jeanene is co-Chair of NAHSL Conference 2002. Jeanene is actively recruiting for a new Membership Chair.

There are 197 paid members for 2001; last year there were 184 paid members at this time.

Mary Ann thanked Jeanene for getting the membership database up and running, and posting a current membership list to the webpage.

Action: For informational purposes.

Newsletter

Discussion: Jeanene reported that Norma Pellerin has indeed moved, submitting her resignation as Newsletter Editor. Mary Ann asked the Board to revisit whether or not to continue with a newsletter; with the Listserv active, and website updated regularly, is a newsletter providing "old" news? Lida discussed linking the NAHSL website to

each State website/newsletter. It was pointed out that the HSLIC newsletter is password protected.

The Board discussed what constitutes "what's new" news, especially when referring to the "What's New" section of the NAHSL webpage.

Action: Motion made to no longer publish a formal electronic newsletter. Board approved this motion. State Reps should now send monthly "news" to Lida to post under the "What's New" section of the webpage, with NAHSL Chair also submitting news to Lida for posting. Lida will send notices to the NAHSL-List to check the "What's New" section, as items are added. The Board will evaluate this mechanism of reporting "news" for one year, and then revisit this issue. **Of Note:** the news will stay up on the webpage until Lida changes it.

Nominating Committee & Awards

Discussion: Patty Kahn submitted the Slate of Candidates for 2001-2002. It was noted that although Karen Odato did not wish to move into the NAHSL Chair position after serving as NAHSL 2002 Conference Chair, the Slate stands as presented, with Karen Odato listed as NAHSL Chair-Elect 2001.

Action: The Board voted to accept the report of the Nominating Committee.

Discussion: Patty introduced a secondary charge of this committee: Awards. The NAHSL Award for Outstanding Contributions to NAHSL Medical Librarianship received three nominations this year, with the RLM-UCONN staff receiving multiple submissions. Those nominated were: the RML-UCONN staff (NNLM-NER Staff), Suellen Jagels (EMMC) and Tovah Reis (Brown Univ.). The award will be given at the Banquet on Monday evening, October 15, with announcement of recipient during the NAHSL Annual Membership Business meeting on October 16.

Action: The Board unanimously voted to award all three "nominees" the NAHSL Award (the RML-UCONN staff of the NNLM-NER, Suellen Jagels, Tovah Reis).

Program

Discussion: Ed asked the Board to discuss how the proceeds of the Scholarship raffle should be divided? Should NAHSL offer to give the NY/NJ Chapter a portion of the proceeds?

Action: Ed moved that one-third of the scholarship earnings be given to the Lucretia McClure Scholarship Fund, and the remainder of the earnings remain within NAHSL. The Board approved this motion.

Discussion: The NAHSL 2001 Conference Program is set!

Scholarship

Discussion: Kathy reported that, to date, only four NAHSL members have requested scholarships to attend NAHSL Conference 2001. Kathy posed the question of whether the maximum amount that can be awarded is not enough? In order to cover the full registration fee, the scholarship amount should be raised to \$150. Kathy moved that the NAHSL Board increase the NAHSL Scholarship award to \$150 per year, per member.

Action: The Board approved this motion.

Discussion: In order to cover the full registration fees for NAHSL Conference 2001, Barbara Ingrassia moved to give those applicants already approved for \$100 scholarships the additional \$30 to cover the full registration.

Action: The Board approved this motion. Kathy will post to the NAHSL listserv the increased amount that can be awarded for scholarships and that scholarship funds are available to attend NAHSL Conference 2001. Kathy will notify those members who have already been granted scholarships that their award will be increased.

MLA Credentialing Report

Discussion: Joan submitted a written report. Joan discussed the AHIP credentialing process, and reported that the "Noodge List" is alive and well.

Action: For informational purposes.

MLA Membership Report

Discussion: Marybeth submitted a written report. Marybeth reviewed the highlights of the full MLA Membership Committee's meeting, held at the MLA Annual Meeting in Orlando on May 28, 2001 (listed on the aforementioned written report); Marybeth noted that she had worked on the Teen Tip Sheet (a new career brochure targeted towards high school and college students) as the project leader for the first draft. Marybeth also reviewed the Goals selected for 2001-2002. Marybeth will look into the Incentive Program (a reward given to members who recruit new members); Marj reported that NAHSL did receive \$5.00 last year from MLA, which she assumed was awarded for recruitment. Marybeth noted that recruitment and retention will be highly promoted by MLA.

RML

Discussion: Debbie Sibley has no report from John; EFTS will stay with UCONN; John and Elizabeth were funded through December 31, 2001 to finish up the last RML contract period and establish EFTS.

Debbie reviewed the RAC Committee sheet; Education and Training, Technology, Outreach, Resource Sharing and Statistics.

State Reports

ARIHSL Kim reported on the new ARIHSL officers: Bill Anger, Chair; Cynthia Bouchard, Vice-Chair; Patricia Padula, Secretary and Janice Schuster, Treasurer. The next ARISHL meeting will be September 19, with Elaine Martin and Debbie Sibley attending to discuss the NNLM-NER.

Mary Ann Slocomb has accepted the position of Library Director of Rhode Island Hospital, Peters Library, replacing Irene Lathrop. Cynthia Bouchard has resigned as Library Coordinator of Memorial Hospital of Rhode Island, as of September 24. Cynthia will be moving to Mississippi. This will leave the ARISHL Vice-Chair position open.

CAHSL Ed Donnald and Jill Livingston reported for John: the annual dinner meeting will be held in June; Marilyn Pittman is the current CAHSL President/Chair; Arlene Fried is the Vice-Chair. There will be a RML presentation at the September CAHSL meeting; Marion Levine's retirement party was held on July 27. Don't forget NAHSL Conference 2001!

HSL NH/VT Alice reported that Sam King, HSL-NH/VT President-Elect has resigned to take a position in the library of the Massachusetts College of Pharmacy. Nancy Bianchi, HSL-NH/VT Chair, has recruited Sheila Hayes of Portsmouth Hospital to fill this vacancy. The next HSL-NH/VT meeting will be held September 17 at the VA Hospital in White River Junction. Elaine Martin of the RML will discuss plans for the region. Karen Odato is scheduled to present an update on NAHSL Conference 2002 and Mary Burgess, Librarian from the National Center for Health Statistics, will give a presentation on various NCSS resources and services, including potential uses for health statistics.

Alice discussed the electronic resources consortium being formed between NH/VT and Maine; Patty Kahn had originally introduced the possibility of forming a purchasing consortium, and Ellen Hall has agreed to pursue this and has emailed a short questionnaire to members of NH/VT and HSLIC asking which electronic resources would be of most interest.

The Southern NH Health Sciences Libraries Consortium has received some AHEC funding for obtaining Ariel in some of the hospital libraries. A list of members who have agreed to routinely Fax DOCLINE requests was also produced by the Consortium. Alice has not been able to attend these meetings, since they have been scheduled on the same dates as the NAHSL Executive Board meetings.

Alice attended IFLA in Boston, and will submit a report on her attendance to be posted on the NAHSL website.

HSLIC Happy reported that HSLIC held its summer Board meeting at Patty Kahn's camp (a summer ritual). Elaine Martin from the RML attended to present RML plans. Prospero was discussed in some detail during this HSLIC Board meeting. The Fall meeting will be held on November 9 at the Jackson Lab in Bar Harbor.

Patty discussed the Northern Links resource sharing project (see HSL-NH/VT report, above); Ellen Hall has stepped forward and offered to chair the effort; the website is www.northernlinkstest.homestead.com. Ellen is looking into Harrison's Online as the first consortium purchase.

MaHSLIN Debbie reported that the next MaHSLIN Board meeting will be held next week at UMASS-RML campus site. There have been some key staffing changes in MA: Mary Ann Brooks has gone to UVM as Director; Kate Kelly has left Mass General and gone to Tufts; Howard Silver has left Tufts for MIT; Liz Eaton has left Tufts for the Houston Academy of Medicine, and Cora Ho will be acting Director at Tufts; Mary Ann Slocomb has left UMASS to take the Directorship at Rhode Island Hospital.

Old Business

None.

New Business

Mary Ann thanked the RML for hosting our Board meeting

The next Board meeting will be held on Monday, October 15 at 7:00 a.m., during NAHSL 2001 Conference.

December 7 is tentatively scheduled for the Board meeting following NAHSL Conference 2001 (providing weather holds). The December meeting will be held in the RML Conference Room, in Shrewsbury, MA.

Submitted by: Kathy Brunjes, Secretary