

NAHSL Executive Board Meeting
UMass Worcester -Nursing School Conference Room
September 8, 2000

Present: Marj Anderson, Jo-Anne Aspri, Kathy Brunjes, Ed Donnal, Marybeth Edwards, Sydney Fingold, Mark Gentry, Barbara Ingrassia, Patty Kahn, Len Levin, Jeanene Light, Norma Pellerin, Alice Reed, Tovah Reis, Debbie Sibley, Mary Ann Slocomb, John Stey, Ann Tomes, Joan Yanicke.

Patty welcomed everyone and called the meeting to order at 10:10 a.m. Introductions of the Executive Board were made.

Announcements/Chair's Report

Patty reported on the status of 2000 goals set by the Board: 1) we have not addressed consumer health initiatives, 2) due to the MLA benchmarking initiatives, NAHSL decided not to undertake an abbreviated benchmarking survey, 3) the Finance Committee has begun investing NAHSL funds, 4) review of NAHSL committee assignments/charges has been accomplished, and 5) NAHSL participation in the 2001 IFLA Conference is in progress. Patty passed consumer health goals onto Mary Ann Slocomb (incoming NAHSL Chair).

Minutes/Secretary's Report

Action: Minutes of June 2, 2000 were accepted as presented. Mark Gentry asked that Kathy forward a clean electronic copy of the approved minutes for inclusion on the NAHSL web page.

Discussion: Kathy reported that she brought stationery to distribute at today's meeting.

Action: No action required.

Treasurer's Report

Discussion: Marj distributed the written report .The Finance Committee is still exploring investment options, which would yield a higher return on investments.

Action: The Board approved the Treasurer's report with an edict to file for audit (!).

Committee Reports

Archives

Discussion: Sydney distributed a copy of an entry from issue 328 of the *MLA News* (2000, pg.24) on a survey of Chapter Archives (including electronic archives issues).

A written report from the Archives Committee was reviewed. Carol Foxman has agreed to Co-Chair the Archives Committee with emphasis on the electronic aspects of Archives. Carol will transition into the Chair position later this year (as appointed). Carol and Sydney propose that the "Who's Who" section of the 'FABULOUS@FORTY' portion of the website be maintained as is, and have a second "Who's Who" on the front page of the website, enabling the addition of names each year in the appropriate categories. Carol and Sydney also suggest that the outgoing NAHSL Chair write a paragraph of the highlights of that year in NAHSL, which could be placed on the NAHSL website and eventually be turned into the ten year History, needed for the fiftieth anniversary. Each committee chair would then be responsible for submitting print copies of relevant committee material, which would be stored as archives.

Action: The Board recognized the thought gone into the above suggestions. The electronic aspects of the Archives is proactive, and takes into consideration the Archives' goals for the next ten years.

Discussion: Sydney asked the Board about bringing only the previous year's photo albums to the current conference - the other years would be kept in storage. A discussion ensued as to the feasibility of scanning the photos onto a disk for storage, making it easier to have all the photos available at each conference. John Stey suggested that this would be a good project for an intern.

Action: The Board recommended that the last couple of year's worth of photos be brought to this year's conference. Sydney will call Simmons to check into their offering of an archives course; John Stey will also check into the possibility of an intern from UCONN's program. Sydney will also check into the costs involved in scanning the photos onto a disk, and report back at the next Board meeting.

Archives (cont...)

Discussion: Sydney asked that the 'FABULOUS@FORTY' portion of the website be kept intact as a permanent part of the site.

Action: The Board agreed that this site should be permanent. Mark Gentry will forward this request on to the

Electronic Communications committee.

Benchmarking

Discussion: No report at this time. See Bylaws Discussion.

Bylaws

Discussion: Debbie Sibley reported that she had to scan paper copies of edits, since neither she nor Tovah could locate a disk with the old Bylaws. The updates of the Committee charges are almost complete. The Electronic Communications (formerly "Automation") Committee and Marketing will be standing committees (both formerly Ad Hoc Committees) and Benchmarking will no longer be a Board committee (neither Ad Hoc nor Standing). After careful review of the Bylaws, Debbie reported that no Bylaws changes have to take place in order to change the status of these committees. The Nominating Committee will remain a part of the past Chair's responsibilities, and not a formal Board committee.

Action: Patty will contact Janie Kaplan of the status of the Benchmarking Committee. Debbie will have revised committee structures/procedures at the next Board meeting.

Chapter Council

Discussion: Patty Kahn reported for Suellen; Suellen would like feedback from the Board Re: questions posed by Beverly Bradley, the new membership person at MLA. Ms. Bradley wants to know what incentives could be used to get individual chapter members to become MLA members, what would be attractive incentives for the chapters to encourage an MLA membership drive, and what makes MLA attractive to members?

Action: Board members were encouraged to contact Suellen with their responses to the above questions.

Conference '00

Discussion: Jo-Anne Aspri submitted a written report. Committees are on target and final planning stages are almost complete; Education still needs AV requirements, Scholarship is looking for additional scholarship raffle donations and Evaluation is working on a post conference evaluation. Conference 2000 will trial a paperless evaluation via kiosks. Currently there are 18 exhibitors signed up; prospective exhibitors are being contacted. Registrations are rolling in.

Action: Jo-Anne will contact Board members prior to October 1st for annual committee reports (and who they should be sent to).

Discussion: Tovah and Mark opened a discussion about the conference evaluations; Tovah asked if the Executive Board should look at the evaluations separately from the Conference people for structural and organizational issues

and Mark suggested that a generic evaluation be instituted vs. reinventing the wheel every year.

Action: The Board will review conference evaluations at a Board meeting following the Conference. Mark's suggestion for a generic evaluation will be taken into consideration for future Conference planners (Ed Donnalld will look into this for Conference 2001).

Conference '01

Discussion: Ed submitted a written report. The 2001 Planning Meeting was held on August 14 at UCHC. Program brainstorming session has resulted in a proposed theme. The Board discussed the proposed theme, with Ed moving that the Board accept, as the official theme for NAHSL Conference 2001, "Information & Technology: Fitting the Pieces Together."

Action: Board approved theme.

Education

Discussion: Patty reported for Cora: Cora is trying to "replace" herself as Chair for this Committee.

Action: For informational purposes.

Electronic Communications

Discussion: Mark submitted a written report. Mark pointed out the issues with having a current membership list on the Web (chiefly, the resignation of Geoff Gerrits, Technology Coordinator at the NNLM-NER), and how the Committee has been supporting Jeanene Light (Membership Chair) in trying to update and maintain the current pages. Mark feels he has located a person at Yale who will take over this project.

Mark encouraged all Board members to visit the NAHSL Web site and provide feedback on the new design and structure. He reminded everyone the URL is <http://nnlmner.uchc.edu/nahtml/newindex.html>. Mark also encouraged the Board to use the Executive Board listserv (NAHSL-EXEC@NNLMNER.UCHC.EDU) as the vehicle for official communication within the group. Mark will send a test message to the Board at the beginning of next week,

to be sure everyone is receiving correctly. If there are new email addresses, please let Mark know ASAP.

Mark announced his decision to resign as Chair of this Committee (he will remain as a member of the committee); Mark recommended Lida Douglas, who was commended as doing a great job with the NAHSL 2000 Web site, be considered as Chair of Electronic Communications.

Action: The Board thanked Mark for all his hard work and support of the Automation Committee, and accepted his recommendation of Lida as Chair. Thank you, Mark!

Finance

Discussion: Marj announced that there was no report at this time; the Committee will meet at Conference 2000 during the Redwood Library tour!

Action: No action at this time.

Government Relations

Discussion: Barbara reported that funding for the Federal Depository Library Program **was** cut and the impact will be an increased move to electronic distribution and production of documents. Barbara continues to distribute, via the NEHSL-L listserv, Legislative updates (taken from the ALA Washington Office Newline, ALAWON).

Action: Barbara reminded the Board that the ALA Web site (<http://www.ala.org/washoff>) should be referred to for sample letters, background materials, etc. when communicating with Senators and Representatives.

MLA Credentialing

Discussion: Joan reported that she will not be at NAHSL 2000 due to a JCAHO scheduled visit to her institution during that time. There will be an MLA presence there to answer any questions about credentialing, etc.

Action: For informational purposes.

Marketing

Discussion: Len submitted a revised *Membership Benefits* page (an expansion of the bullets currently found in "About NAHSL". The Committee feels that NAHSL needs to market what/who NAHSL is and what NAHSL does for members. They looked at different Chapter brochures at MLA this year, and determined that instead of a brochure, NAHSL should focus on enhancing it's Web site, with possibly a postcard with pertinent NAHSL information imprinted (hence the revised *Membership Benefits* handout).

The Committee looked at marketing as a whole; NAHSL vs. individual members. Their determinations were:

- 1) people want to hear about "how to" market themselves,
- 2) the Marketing Committee should work closely with Education to provide a yearly mini course or CE (at the annual Conference)
- 3) at Conference 2000 Table Topic, distribute bookmarks with "top 5" marketing tips on them.

Action: For informational purposes. Patty Kahn applauded Len and the Marketing Committee for moving forward in establishing and seeking to accomplish charges for promoting NAHSL and its membership.

MLA Membership Liaison

Discussion: Marybeth Edwards reported that there has been nothing from MLA since the May MLA meeting.

Action: For informational purposes.

Membership

Discussion: Jeanene Light reported that she has received 168 paid members for 2000. Jeanene advised the Board of problems in updating memberships due to address/job changes, name changes and Institutions paying for individual memberships but not including individual's name on check. The question arose as to who "owns" the membership - the Institution or the individual. Another issue Jeanene wanted clarification on from the Board was how long should NAHSL keep people in the database if they have not updated/renewed their membership, or if they retire?

Action: Tovah suggested that a "change of address/name" form on the Web site, under Membership, might resolve updating issues. The Board reinforced that NAHSL is an individual membership, and if Institutions are paying the individual membership, the member is still the individual.

Discussion: Jeanene and Mark have been working on the membership database (see Electronics Communication entry in these Minutes). Jeanene is in hopes of having the Web site Membership section current for 2000 by next week (she will work with Lida on this). She will post on the NEHSL-L listserv when the membership list has been updated.

Action: For informational purposes.

News Notes

Discussion: Norma Pellerin reported that Mark Gentry, Tom Mead and she met to talk about newsletter guidelines. Frequency of the newsletter has yet to be determined. Tom is helping to put the "current" newsletter into PDF file and they are hoping to have the newsletter out by the NAHSL 2000 Conference. Norma reported that NAHSL members **WILL** see a newsletter in October!

Action: For informational purposes.

Nominating

Discussion: Debbie presented, for approval, Karen Odato as Conference Chair 2002 and Tovah Reis as MLA Nominating Committee. Of Note: the discussion of whether or not Karen will assume NAHSL Chair duties following Conference Chair 2002 is still of importance. Karen has not committed to the NAHSL Chair position.

Action: No action taken at this time, further discussion about splitting duties (Conference Chair/NAHSL Chair) tabled at this time.

Program

Discussion: No report submitted - Jo-Anne Aspri presented the up-to-date Conference Program.

Action: None.

Scholarship

Discussion: Kathy reported that she has received 12 scholarship applications to date, and asked the Board about steps to take in the event she receives more scholarship requests than there are remaining funds.

Action: The Board approved granting an additional \$500 for scholarships, bringing the total amount that could be disbursed to \$2,000. Kathy will notify NAHSL members of this decision and encourage members to utilize scholarship funds to attend NAHSL Conference 2000.

IFLA Report

Discussion: Tovah reported that she is just back from Jerusalem and IFLA Conference 2000. The final invitation to Boston and IFLA 2001 was issued in Jerusalem, but the final invitation does not list the 2001 program. At this year's conference, marketing of academic libraries was a hot topic! Tovah also reported that this was the first time ever that descriptions of libraries were given out for the library tours.

Major areas still to be worked on for 2001: individual library tours and logistics; volunteers (Tovah reviewed the three categories of volunteers). Tovah is hoping to put NAHSL's \$1,000 contribution toward a Fellowship.

Tovah reminded the Board that, "if you are a member of MLA, then you are a member of IFLA!"

Action: For informational purposes.

RML

Discussion: John Stey reported that July 17th was "D" day (DOCLINE went live on that date). Jay Daly's QD4WIN is scheduled for a mid-October release; Ed is working with the EFTS vendor to make it compatible with the DOCLINE; NN/LM NER is continuing to recruit for the Technology Coordinator position; Pam White and Daniel Dollar will be going to NLM for training/orientation in mid-September; Ed and John are planning on attending the fall consortia meetings; the National Online Training Center (NOTC) will be conducting classes on PubMed at UCONN on November 6th and 7th (these are free classes); MEDLINE*plus* has a new website/design; Angela Ruffin is the new Head of the NN/LM Network Office; Cecilia Durkin, Consumer Health Librarian at NLM will be providing the NLM Update at the NAHSL 2000 Conference.

Patty Kahn asked John to speak the Board on the FreeShare concept. John explained that FreeShare is a new group that contains libraries willing to provide reciprocal ILLs ("free") throughout the country. The List is self-selecting, similar to BHSL. Ed Donnald can facilitate sign up to this group (just contact Ed and let him know you are

interested in becoming a FreeShare member). Ed can also help take you off the list, if FreeShare becomes too demanding for any institution/library. The number of libraries joining FreeShare increases daily by leaps and bounds. It is still too new to determine potential problems.

Ed announced that we are to "stay tuned" for the newest RML baby!

Action: For informational purposes.

State Reports

ARIHSL

(Tovah for Kim) Kim Lavoie is the new ARIHSL Chair, with Bill Anger the Chair-Elect. Janet Schuster is ARIHSL Treasurer and Barbara Davis is Secretary. Memorial Hospital has a new librarian: Cynthia Bouchard. Conference 2000 is the main point of business these days!

CAHSL

(John Stey) New officers include Jill Livingston, President, Marilyn Pitman, Vice President, Mary Ellen Bowen, Secretary, and Nancy Putnam, Treasurer. Their first meeting is scheduled for September 12th. CAHSL's 2000 Goals and Objectives include promotion of communication among members by increased use of the listserv and website and collaboration with CHA and the HSL Conference to promote librarians and libraries to other health professionals. Another 2000 Goal is to improve knowledge and skills of CAHSL librarians by encouraging attendance and participation in the NAHSL Conference, encourage and assist CAHSL members with AHIP application, provide at least one MLA-CE opportunity during the year, and collaborating with SLA on shared programming.

HSL NH/VT

(Alice Reed) The new listserv will soon go "Live"- Alice thanked Ed Donnald for assisting with this project. Their next meeting will be September 25th at White River Junction, with programs on consumer health and government documents.

HSLIC

(Kathy for Happy Copley) The HSLIC Fall meeting will be held on October 6th at the Bangor Public Library. Program will be on the EBSCO databases now offered through the Maine State Library (a state-wide license).

MaHSLIN

(Anne Tomes) New MaHSLIN officers are Ann Tomes, Chair, Deb Sibley, Chair-Elect, Len Levin, Secretary and Fran Becker, Treasurer. Ann reported that MaHSLIN's website has a listing of the new officers and an updated calendar of events. MaHSLIN will offer a CE course on Embase on October 6th.

Old Business

Discussion: The NAHSL P&P manual revisions are finished per Deb Sibley.

Action: For informational purposes. The revisions will be distributed at the NAHSL 2000 Conference.

New Business

Discussion: Patty asked Board members to address whether or not NAHSL Committee Chairs should have free or greatly reduced Conference registration fees. After much discussion, the Board agreed that this would not be feasible.

Action: None.

Discussion: Patty reminded the Board that Research, Development and Demonstration Project Grants are available from MLA.

Action: None.

Discussion: Patty reminded everyone that October is National Medical Librarians Month!

The meeting was adjourned at 2:45 p.m. The next Executive Board meeting is scheduled for Friday, December 1, 2000.

Respectfully submitted,

Kathy Brunjes, Secretary