

**NAHSL Executive Board Meeting
Omni New Haven Hotel at Yale
New Haven, CT
October 15, 2001**

Present: Marj Anderson, Kathy Brunjes, Happy Copley, Janet Crager, Ed Donnald, Lida Douglas, Marybeth Edwards, Carole Foxman, Barbara Ingrassia, Patty Kahn, Janie Kaplan, Jeanene Light, Karen Odato, Alice Reed, Debbie Sibley, Mary Ann Slocomb, John Stey, Joan Yanicke

Mary Ann called the meeting to order at 7:00 a.m.

Announcements/President's Report

Mary Ann reminded everyone present that annual committee reports are in the Conference packets; if anyone feels the need to report additional items she will need to know prior to the Business meeting for scheduling/timing purposes.

Mary Ann reported that PayPal is up and running for dues renewal/payment, 2002. PayPal will also be available for payment of NAHSL 2002 Conference registration.

Janie Kaplan reminded the Board that there is a separate benchmarking table set up near the Poster session; the Exhibit area has the table on the Benchmarking Beta Project (MLA).

Debbie Sibley invited everyone to stop by the RML booth to vote on a new name for the RML newsletter.

Minutes/Secretary's Report

Action: Minutes of the September 7, 2001 Board meeting were accepted as submitted.

Treasurer's Report

Action: Treasurer's report accepted as submitted.

Committee Reports

Archives

Discussion: Carole reported that Lida has made the changes necessary for the Archives website. The Committee is in the process of developing guidelines for the items that will be held in the electronic archives.

Action: For informational purposes.

Bylaws

Discussion: Patty stated that there have been no changes to the NAHSL Bylaws since the NAHSL 2000 Conference. Procedural changes have been made to Sections 3.4 (Past Chair), 4.1 (State Representative to Executive Board), 6.5 (Electronic Communications Committee) and 6.9 (Newsletter). These changes have been detailed in the NAHSL 2000-2001 Annual Report (found in the Conference packet).

Action: For informational purposes.

Chapter Council

Discussion: Janie reported that she would submit a detailed report on the renewed Benchmarking effort to the listserv. Chapter Council has sent a letter to the Credentialing Committee of JCAHO, asking that there be Librarian representation on the Credentialing Committee. Tovah Reis was elected

to the MLA Nominating Committee.

Action: None.

Conference '01

Discussion: NAHSL 2001 is in progress! Ed stated they are now waiting for the final numbers to come in. Ed will use a Power Point "thank you" presentation following the Annual Business meeting (Tuesday, October 16).

Action: For informational purposes.

Conference '02

Discussion: Karen Odatto thanked Lida for having the NAHSL Conference 2002 website up and running. Donna O'Malley has agreed to be the Program Chair. Karen asked when to extend the invitation to Conference 2002; Mary Ann stated that the invitation should be given at the end of the Annual Business meeting.

Marj reminded Conference 2002 planners that the Conference Budget should be presented at the December Executive Board meeting (December 7th).

Action: For informational purposes.

Conference '03

Discussion: Mary Ann reported for Len; the Sturbridge Host Hotel on Cedar Lake has been chosen as the site for the NAHSL 2003 Conference, with dates noted as October 25-28, 2003.

Action: The Board approved the conference site for 2003.

Education

Discussion: Janet reminded the Board that a representative from Massachusetts is still needed for the CE Committee.

Heather Blunt will be the liaison between the Committee and NH/VT. A full report on Spring CE and Fall 2001 programs is included in the Conference packet.

Action: For informational purposes.

Electronic Communication

Discussion: Lida reported that PayPal is working, and invited all Board members to "play" with it and become familiar with how it works, prior to using it for dues renewals. Lida reminded the Board that we need a Membership Chair; currently Lida is receiving all correspondence regarding memberships.

Action: No action required.

Finance

Discussion: Marj reported that the Finance Committee met October 14, with Lida Douglas joining the Committee. The Committee recommends to the Board that there no longer be \$1,000 allocated to the Conference Committee, since NAHSL underwrites the whole Conference, anyway. The Finance Committee also recommends that a second CD be opened, that would mature in late October, enabling NAHSL to cover any Conference shortfalls. The Committee also recommends to the Board that NAHSL underwrite most of the costs of Spring CE and hold the CE programs in three different locations. The Committee is excited that PayPal has been instituted for future payment options (CE, membership dues, etc.).

Action: The Board to review the Committee recommendations.

Government Relations

Discussion: Barb Ingrassia continues to forward important email notices regarding government relations.

The current information has pertained to anti-terrorism and the privacy of borrower information and patient records.

Action: For informational purposes.

Marketing

Discussion: Len sent a report; the Marketing Committee will distribute, at the Annual Business Meeting, "Marketing Tips" top ten list, updated from last year's list. This list was a big hit last year. Len sent a thank you to Rachel Vigneron and Jill Livingston for their work and dedication on the Committee this past year, and a special thank you to Jill for accepting the Marketing Committee Chair position. The Committee will continue to work on the postcard that will be used as both a recruitment tool for membership and as a NAHSL "brochure".

Action: The Board will look into submitting the "tips" as an MLA Majors Chapter Award contender.

Membership

Discussion: Jeanene reminded the Board that a new Membership Chair is needed, immediately! Jeanene suggested that the Board consider having membership forms available at the Registration table.

Action: For informational purposes.

Nominating Committee & Awards

Discussion: Patty and Mary Ann will present the NAHSL Award for Outstanding Contributions to NAHSL Medical Librarianship prior to the Raffle, following the Banquet (Monday evening, October 15th).

Action: No action required.

Program

Discussion: The NAHSL 2001 Conference Program is set! No report.

Scholarship

Discussion: Kathy reported that a total of 11 scholarships were awarded (\$1,360), reflecting adjustments made to applicants following the September Board's decision to increase the scholarship award to cover full cost of the 2001 Registration fees.

Action: For informational purposes.

MLA Credentialing Report

Discussion: No report.

MLA Membership Report

Discussion: No report.

RML

Discussion: No report.

State Reports

ARIHSL No additional news since the September Board meeting.

CAHSL No additional news since the September Board meeting.

HSL NH/VT No additional news since the September Board meeting.

HSLIC No additional news since the September Board meeting.

MAHSLIN No additional news since the September Board meeting.

Old Business

None

New Business

Mary Ann reminded the Board that there is no reimbursement for travel to the NAHSL Executive Board meeting, held during the NAHSL Conference.

Submitted by: Kathy Brunjes, Secretary